**Exhibit D**

**Maine Charter School Commission**

**Public Charter School Monitoring Plan**

**For Second Charter Term**

1. **Complaints Received by the Charter School:**

The School shall adopt and maintain a policy regarding the receipt and resolution of public concerns and complaints. The School shall keep records of complaints received and their resolution and shall make those records available to the Commission annually.

1. **Reporting on Targets in Performance Indicators**

Annually, the Commission will be provided documentation, data, and analysis relative to the school’s performance indicators listed below. The School may be required to meet with the Commission or its staff to review these data.

* + 1. Academic Proficiency
    2. Academic Growth
    3. Achievement Gaps
    4. Student Attendance
    5. Post-Secondary Readiness (High Schools only)
    6. School Social and Academic Climate
    7. Parent and Community Engagement
    8. Financial Performance and Sustainability
    9. Governance Board Performance and Stewardship

1. **Teacher Certification and Qualification**

Annually, the school will provide the Commission with a list of employees, with information to include: date of hire, position held, subjects taught, Criminal History Record Check approval from the Maine Department of Education, Teacher Certification with certification area and expiration date (if applicable). If a teacher is not certified through the MDOE the Commission will be provided with the reason as to why the teacher is not certified (planning to become certified within 3 years of date of hire or “other qualified” with advanced degree, professional certification or unique expertise or experience in the curricular area in which they teach). Schools will develop a policy for the employment of teachers who are not certified but have an advanced degree, professional certification, or unique expertise or experience in the curricular area in which they teach.

1. **Special Education Compliance Review**

The School will provide the Commission notification of a due process complaint or a request for due process hearing **within five business days** of receiving the complaint or request. The Commission will monitor the School’s response and any subsequent plan for correction of noncompliance.

1. **Social and Academic Climate, including Academic Discipline**
   1. Copies of any expulsion records will be provided to the Commission **within ten business days** of any action taken by the governing board.
   2. Annually, the School will post to its website its current parent-student handbook and related policies before the start of the school year. The school with send documentation to the Commission highlighting any changes from the previous school year.

**Target date: prior to the start of the school year**

* 1. Commission members or Commission staff may meet with a representative group of parents, staff, students and community members and/or volunteers for the purposes of receiving feedback.
  2. The school will participate in Maine Charter School Commission sponsored surveys for staff, teachers, families, and students.

1. **Financial Reports**
   1. The Board will ensure that quarterly financial reports are created and distributed to the governing board and the MCSC.  The Board will provide the Commission with evidence of its review and acceptance of the quarterly reports. The School will also submit quarterly reports based on the state accounting system as specified to the Maine DOE and the MCSC. **Due dates: October 15, January 15, April 15, and End of year**

b**.** The School will complete an annual audit in accordance with standard auditing practices for public schools for the State of Maine Commissioner of the Department of Education.

**Due dates:**

* **November 1 (on or before)** Initial (Audit) Report to the (DOE) Commissioner.
* **December 30 (on or before)** Audit Report (complete) to the (DOE) Commissioner within 6 months after the end of an audit period.

1. The school will provide a revised annual financial plan, based on known and projected enrollments, including anticipated grant, foundation and fundraising revenues.

**Due date: October 15**

1. **Governance Reports**
   1. The school’s governing board chair and the chief school executive may be required to host an on-site visit and meeting with the Commission to discuss the role of the board in exercise of its oversight responsibilities to the school and its students and families.
   2. The School will post governing board meeting agendas and meeting minutes on its website.
   3. The school will post and maintain on its website all governing board approved policies.
2. **Standards and Processes for Revocation of a Contract**
   1. If at any time the Commission determines, as the result of receiving a complaint or on its own review of the information obtained through the monitoring process, that it has significant concerns regarding the School’s failure to comply with the terms of the charter contract or governing law, or concerns regarding the school’s ability to meet its performance targets, the Commission will deliver a Letter of Concern to the governing board of the School. Such notice shall identify the specific concerns, stating that the concerns represent potential violations of law or the Charter that could lead to sanctions by the Commission up to and including revocation of the Charter. The Commission shall require a written response within ten calendar days of receipt of the notice by the School.
   2. If the inquiry indicates unsatisfactory compliance the Commission shall direct the School to submit a Corrective Action Plan (CAP) to the Commission within ten calendar days of receipt of the request by the School.
   3. If the School’s response to the CAP does not address the concerns the Commission shall place the school on probation and/or issue sanctions. Sanctions could include revocation of charter.
   4. If the Commission places the school on probation or issues sanctions the Commission will schedule an interview and public hearing to discuss the concerns identified by the Commission and the response as filed by the School.
   5. For no fewer than five business days after the interview and hearing, the Commission will receive any further written comments from the School and/or the public.
   6. After the additional response/comment period described above, the Commission will have thirty business days to issue a letter of findings including either 1) conditions for the continued operation of the School including timelines for required remediation, or 2) the time and date under which the school is ordered to begin implementation of the Closure Plan. Subsequent failure on the part of the School to comply with the conditions and timelines for continued operation without seeking additional assistance or relief from the Commission will result in notice of the time and date under which the School is ordered to begin implementation of the Closure Plan.
3. **Emergency Closure**

The Commission may order an emergency closure of the school upon a finding that the health, welfare or safety of pupils enrolled is at imminent risk.