



MNPS Charter Authorization Handbook 2026-2027

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MNPS CHARTER SCHOOLS OFFICE

Meet Your MNPS Charter Team

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About the Authorizer

Overview

With more than 150 schools, including 24 charter schools, Metro Nashville Public Schools (MNPS) is one of the nation’s largest school districts. As the most diverse district in Tennessee, the consolidated city-county district covers Nashville and Davidson County, an area of about 525 square miles.

A nine-member elected Board, and its appointed Director of Schools, leads the school district. The Metropolitan Nashville Board of Education represents the public’s voice in public education, providing oversight for what the school system needs and what the community wants.

Mission and Vision

The mission of the MNPS Charter Schools Office is to authorize excellent public schools that change lives.

The vision of the MNPS Charter Schools Office is a world where all children and communities are empowered through exemplary public schools.

Guiding Principles and Policies

National Association of Charter School Authorizers

The MNPS Charter Schools Office has developed authorizing practices aligned with the National Association of Charter School Authorizers (NACSA) Principles and Standards (Table A). Through this process, the stage is set for strategic integration of new schools through this approach to quality authorization.

Board Policies

Pursuant to the Tennessee Public Charter Schools Act of 2002 (T.C.A. § 49-13-101 et seq.), the MNPS has adopted board policies to ensure compliant authorization practices:

MNPS Board Policy 1.900	Charter School Authorizing Principles	Appendix A
MNPS Board Policy 1.901	Charter School Applications	Appendix B
MNPS Board Policy 1.902	Charter School Agreements	Appendix C
MNPS Board Policy 1.903	Charter School Oversight	Appendix D
MNPS Board Policy 1.904	Charter School Intervention	Appendix E
MNPS Board Policy 1.905	Charter School Renewal	Appendix F
MNPS Board Policy 1.906	Charter School Revocation	Appendix G

Table A: NACSA Principles and Standards

Link	QR Code
NACSA Principles and Standards	

Current Schools Opened and Operating

Table B provides the current charter schools that are open and operating with Metro Nashville Public Schools as the authorizer.

Table B: Current Schools Opened and Operating

School ID	School	Comparison	Beginning Year
179	Aventura Community School	K-5	2022
181	LEAD Cameron College Prep	5-8	2011
286	East End Prep	K-8	2011
305	Explore! Community School	K-8	2015
457	Intrepid College Prep	5-12	2013
499	KIPP Kirkpatrick ES	K-4	2015
501	KIPP Nashville College Prep ES	K-4	2017
502	KIPP Academy Nashville MS	5-8	2007
503	KIPP Nashville College Prep MS	5-8	2013
504	KIPP Nashville Collegiate HS	9-12	2014
507	LEAD Prep Southeast	5-12	2013
508	LEAD Academy HS	9-12	2007
517	Liberty Collegiate Academy	5-8	2011
592	Nashville Classical East	K-8	2013
593	Nashville Classical West	K-3	2023
594	Nashville Prep	5-8	2011
652	Purpose Prep Academy	K-5	2013
660	RePublic HS	9-12	2011
668	Rocketship United Academy	K-5	2015
687	Smithson Craighead Academy	K-5	2007
695	STEM Prep Academy	5-8	2011
696	STEM Prep Academy HS	9-12	2015
743	Valor Flagship	5-12	2014
744	Valor Voyager	5-8	2015

Application Cycle

Charter School Applications

Purpose

The charter application process is designed for use by sponsors seeking to start public charter schools in Tennessee, including: (i) a new-start applicant, (ii) an existing Tennessee sponsor proposing a new school with a change in focus/grade structure, (iii) an out-of-state sponsor, (iv) an existing Tennessee sponsor proposing to replicate an existing school, or (v) an Opportunity Charter School.

Process and Timeline

Letter of Intent

All applicants must file a Letter of Intent at least 60 days prior to the application deadline of February 1st (T.C.A. § 49-13-107(a)). The form must be emailed to the MNPS Charter Schools Office no later than December 3rd. When the December 3rd deadline falls on a Saturday, Sunday, or a State observed holiday, the Letter of Intent is due on the next business day. Applicants will submit the Letter of Intent to MNPS Charter Schools Office email at charterschooloffice@mnps.org.

Charter application guidance and forms related to the Letter of Intent can be found in Table C.

Table C: Charter School Application Guidelines and Forms

Link	QR Code
TN State Board of Education Charter School Applications Link	

Within 10 business days of receipt of a letter of intent, the authorizer shall share with the sponsor the most up to date per-pupil estimate of combined state and local funding. Sponsors must input that number into the budget template that accompanies the application to support accurate budgeting.

All letters of intent become public record after submission to MNPS. Submission of an application is an official waiver of confidentiality, notwithstanding any statements to the contrary that may be contained within the application, or in any other notifications submitted by the applicant.

Original Application Review Process and Timeline

Applicants must use the Charter School Applications found on the TN State Board of Education website (Table C).

The full application is due on February 1st no later than 4:30 pm CT, unless this deadline falls on a Saturday, Sunday, or a State observed holiday, then it is due on the next business day. One electronic copy (pdf) and five (5) hard copies of the application are required. The electronic copy is considered the master copy in the event of discrepancies and should be submitted through e-mail. E-mailed applications must be submitted to the coordinator of the MNPS Charter Schools Office at charterschooloffice@mnps.org and TN State Board of Education at charterschool.applications@tn.gov. The five (5) hard copies must be delivered in person to MNPS Charter Schools Office in the Support Hub Family Information Center (parking lot off Berry Hill Road) at the following address:

Metropolitan Nashville Board of Public Education
2601 Bransford Avenue
Nashville, TN 37204

If in person delivery is not possible, then applicants will need to contact the coordinator at charterschooloffice@mnps.org one full business day before the deadline to make other arrangements in time to meet the February 1st 4:30 pm CT deadline, unless this deadline falls on a Saturday, Sunday, or a State observed holiday, then it is due on the next business day.

MNPS will not accept any applications received after this date. Applications must be accompanied by a \$2,500.00 application fee made out to the Metropolitan Nashville Public Schools. In the event an application is insufficient and returned to the applicant without review, the fee will be returned.

A completed application shall include all the components described in the Application Formatting Submission and Instructions section of the application, along with the application fee.

All submitted applications become public record after submission to MNPS. Submission of an application is an official waiver of confidentiality, notwithstanding any statements to the contrary that may be contained within the application, or in any other notifications submitted by the applicant.

The application review consists of an evaluation of the application as submitted and a capacity interview with the prospective applicant and their proposed governing board. The district has ninety (90) calendar days from the date of submission to submit evidence findings to the MNPS Board of Education and for the Board to vote on the approval or denial of the application. The timeline for this process is outlined in Table D.

The application review will include the following steps:

- 1) Each application will be reviewed for completeness by the MNPS Charter Schools executive director and coordinator independently using the appropriate forms. The applications will be reviewed for the following:
 - Educational Program Design and Capacity
 - Operations Plan and Capacity
 - Budget and Finance
 - Required Attachments
 - Applicable Addenda

- Fiscal Impact (Optional for review by the LEA)
- 2) Each charter application will be reviewed and rated by a review team. Each reviewer will complete the application rubric provided by TN State Board of Education that includes ratings and feedback that will be submitted to MNPS Charter Schools Office.
 - 3) MNPS Charter Schools Office will prepare questions for a capacity interview with each applicant and their governing board. The purpose of the interview is to further evaluate capacity and to gain a deeper understanding of the application by asking questions tied to the rubric or a specific rule/law.
 - 4) At the conclusion of both the written application review and the capacity interview with each applicant, MNPS Charter Schools Office and the review team will determine a consensus rating for each applicable section of the application.
 - 5) The evidence findings report will be compiled from the combined analysis of this entire process and presented to the MNPS Board of Education for their review and vote on each application presented.

There are three ratings for each section and the overall application: Meets Standard, Partially Meets Standard, and Does Not Meet Standard. As indicated in the guidance from the State Board of Education, for an application to be deemed ready for approval, the summary rating for each of the major sections must meet the standard.

- 6) T.C.A. §49-13-108 (c) An LEA may deny on the basis that the opening of the charter school will cause a substantial negative fiscal impact on the district. The burden is on the district to provide substantial negative fiscal impact. When evaluating whether a proposed charter school will create a negative fiscal impact on the district, MNPS considers both the district's funding structure and the extent to which district expenditures can be adjusted when students enroll in the charter school. Metro Nashville Public Schools utilizes the Student-Based Budgeting (SBB) model, which allocates funding primarily based on student enrollment, with additional resources provided for the students with unique needs. As enrollment changes, school-level funding is adjusted accordingly.

Table D: Timeline for Submission of a Charter School Application in SY2026-2027

Due Date*:	Item:
December 3, 2026	Deadline for submission of Letter of Intent (LOI) to MNPS and TN State Board of Education
February 1, 2027	Deadline for completed charter applications to MNPS Charter Schools Office (hard copies no later than 4:30 p.m.)
February-April 2027	Independent application review process
March-April 2027	Capacity Interviews conducted

Within 5 calendar days of the board vote	Findings report from Charter Review Team sent to charter applicant and to the MNPS Board of Education
Within 90 calendar days of receipt of the application	MNPS Board of Education vote on charter school applications
Within 10 calendar days of decision	Decision letter sent to charter applicant based on the MNPS School Board's vote

*Dates are subject to change.

Amended Application Review Process and Timeline

T.C.A. 49-13-108(3) provides applicants 30 days from the date of receipt of grounds for denial to submit an amended application to correct the deficiencies. The MNPS Board of Education then has 60 days after the receipt of the amended application to either deny or approve the application based on the recommendation of the review teams.

When possible, the same review team that read and provided evidence findings on the initial application will evaluate the amended applications to determine if the deficiencies have been corrected and present the evidence findings to the MNPS Board of Education. Table E provides the timeline for submission of an amended new start application.

The following guidelines apply to the amended application:

- Amended applications will be due to MNPS Charter Schools Office by the 30th day after the MNPS Board of Education votes to deny an application. Amended applications will not be accepted after that date.
- Review team members will only review corrections made to the areas of the application that the review team has deemed deficient.
- One electronic copy and five (5) hard copies shall be submitted, which shall be the same applications submitted previously with changes highlighted in yellow so the review team will be able to see all corrections easily.
- A cover sheet shall be submitted with page numbers so corrected work can be found quickly. It should be clear to reviewers where the changes were made, where they are located, and which area of the application they replace. All changes must be highlighted in yellow.
- Additional information will not be accepted unless the review team specifically requests it.

Table E: Timeline for Submission of Amended New Start Application for a Charter School Opening in SY 2026-2027

Due Date*:	Item:
Within 10 calendar days of decision	MNPS Charter Schools Office will send a letter to the applicant regarding the reason for denial
Within 30 calendar days of notification for denial	Amended application due to MNPS Charter Schools Office (hard copies no later than 4:30 p.m.)
May-July 2027	Amended application review process
Within 5 calendar days of the board vote	Findings report from Charter Review Team sent to charter applicant and to the MNPS Board of Education
Within 60 calendar days of receipt of the amended application	MNPS Board of Education vote on the amended charter school application

Within 10 calendar days of the board decision	Decision letter sent to charter applicant based on the MNPS School Board's vote Denied applicants notified about 10-day window to appeal to the State Board
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*Dates are subject to change.

Five Year (Interim) Reviews

Purpose

Pursuant to T.C.A. § 49-13-121(k), the TN State Board of Education developed guidelines for local education agency (LEA) authorizers and charter schools to facilitate the five-year interim review process. In Tennessee, charter agreements are established for ten-year periods. Best practice for charter authorizers includes monitoring and meaningful feedback with charter schools on an annual basis during the charter term. In addition to annual reviews, strong interim reviews are a vital component in providing effective oversight of charter schools and sharing best practices across all schools within the charter authorizer's jurisdiction. Tennessee state law requires LEA authorizers to conduct an interim review every five years of each charter school authorized by the LEA. T.C.A. § 49-13-121(k): An interim review of a charter school shall be conducted by the chartering authority under guidelines developed by the department of education in the fifth year of a charter school's initial period of operation and also in the fifth year following any renewal of a charter agreement. Such guidelines require a charter school to submit to the chartering authority a report on the progress of the school in achieving the goals, objectives, pupil performance standards, content standards and other terms of the approved charter agreement.

Process and Timeline

Each charter school shall complete each section based on TN State Board of Education Interim Review Guidance for the Five-Year Review provided in Table F. An electronic copy of the completed interim review report shall be submitted to the MNPS Charter Schools coordinator (charterschooloffice@mnps.org) and the TN State Board of Education (charterschools.application@tn.gov) no later than December 1st of the charter school's fifth operational year. The MNPS Charter Schools Office will hold a capacity interview and a five-year review meeting with the schools that are under review during the Spring semester.

Table F: Five Year (Interim) Review Guidance

Link	QR Code
Charter School Interim Review Guidance	

The interim review is intended to be a rigorous review of a charter school's performance and progress toward meeting the performance goals stated in the charter agreement, including essential compliance requirements. The results of the interim review shall be clearly communicated to the school's

leadership and governing board and must be used by the chartering authority when making renewal, nonrenewal, or revocation decisions. Interim reviews provide the authorizer with an opportunity to review overall renewal status with the charter school. The authorizer shall be prepared to initiate revocation based on the results of an interim review if indicated by the review and allowed by law. Through the process of the interim review, charter schools should be informed whether they are:

1. On track for renewal,
2. Off track, at risk of non-renewal, or
3. Severely off track, at risk of revocation.

The scope and level of an interim review shall be similar to the review conducted at the end of a school's charter term that is used to determine whether to renew the charter contract.

Table G: Five Year (Interim) Review Cycle

School ID	School	Interim Review
179	Aventura Community School	SY2027
507	LEAD Prep Southeast	SY2027
592	Nashville Classical East	SY2028
652	Purpose Prep Academy	SY2028
457	Intrepid College Prep	SY2028
503	KIPP Nashville College Prep MS	SY2028
593	Nashville Classical West	SY2028
743	Valor Flagship	SY2029
504	KIPP Nashville Collegiate HS	SY2029
668	Rocketship United Academy	SY2030
696	STEM Prep Academy HS	SY2030
744	Valor Voyager	SY2030
305	Explore! Community School	SY2030
499	KIPP Kirkpatrick ES	SY2030
502	KIPP Academy Nashville MS	SY2031
501	KIPP Nashville College Prep ES	SY2032
508	LEAD Academy HS	SY2032
687	Smithson Craighead Academy	SY2033
181	LEAD Cameron College Prep	SY2036
517	Liberty Collegiate Academy	SY2036
594	Nashville Prep	SY2036
660	RePublic HS	SY2036
286	East End Prep	SY2036
695	STEM Prep Academy	SY2036

Renewal Applications

Purpose

Pursuant to T.C.A. § 49-13-121, the Metro Nashville Public Schools Board of Education has adopted Policy 1.905 (see Appendix F) to provide the process for charter schools to apply for renewal of their charter agreements with the authorizer for another ten-year period.

As a charter school authorizer, MNPS is responsible for evaluating a current charter school’s performance and achievement levels in the process of deciding whether to renew a school’s charter. A strong renewal process is critical to protect charter school autonomy, students, and stakeholders and ensures schools are held to high standards.

Process and Timeline

The Director of Schools/designee shall define and communicate with schools the criteria for renewal that is consistent with the charter agreement and including, but not limited to expectations for academic, organizational, and financial performance. The Director of Schools/designee shall annually notify the charter school of whether the charter school is “on-track” or “off-track” for renewal. The status of each charter school shall be published in the annual authorizing report. The Board shall make its renewal decision based on the renewal application, annual authorizer reports, and renewal performance report. Within ten (10) days of the Board voting by the resolution on a renewal application, the Director of Schools/designee shall promptly notify a school of its renewal recommendation and decision, including the reasons for the decision and any rights to an appeal. The Director of Schools/designee shall promptly communicate renewal decisions to the school community and public as well as the Department of Education and the Commission.

Complete renewal application guidelines are found on the TN State Board of Education website provided in Table H.

Table H: Renewal Application Guidelines

Link	QR Code
TN State Board of Education Charter School Applications Link	

The complete renewal application process will include the following:

- a. Cover Page
- b. Signed Assurance Page
- c. Application Narrative (50-page limit)
- d. Appendices
- e. **Capacity Interview (MNPS Requirement)**

Capacity Interview (MNPS Requirement)

- Conducted by MNPS Charter Schools Office and review team members of the renewal year
- Compares current data to original charter application goals
- Provides review team members with a comprehensive view of the lifetime of the contractual agreement
- Provides an opportunity for review members to ask clarifying questions related to the renewal application

Consensus Process:

- o Application review conducted by MNPS review team who consider other materials, including, but not limited to the charter school's annual report(s); the local school board's performance report(s) for the charter school; the local school board's annual report(s); the local school board's site visit report and any responses submitted by the charter school regarding the local school board's visit findings; correspondence from the LEA to the governing body regarding the status of the school during the term of the charter and any plans of correction required by the LEA of the governing body; and any response to the cumulative report provided by the charter school.
- o Ratings are determined using the model scoring rubric adopted by the State Board of Education. Each section is given the following calculated weights to determine the overall recommendation to renew or non-renew an application:

40% Academic Success
25% Operational Stability
25% Financial Health
10% Future Planning

- o MNPS grants renewal only to schools that have achieved the standards and targets stated in the charter agreement, are organizationally and fiscally viable, and have been faithful to the terms of the contract and applicable law.

One electronic copy (pdf) and five (5) hard copies of the renewal application are required. The electronic copy is considered the master copy in the event of discrepancies and may be submitted through e-mail. E-mailed applications must be submitted to the coordinator of Charter Schools at charterschooloffice@mnps.org and TN State Board of Education at charterschool.applications@tn.gov. Hard copies will be delivered in person to MNPS Charter Schools Office in the Support Hub Family Information Center (parking lot off Berry Hill Road) at the following address:

Metropolitan Nashville Board of Public Education
2601 Bransford Avenue
Nashville, TN 37204

If in person delivery is not possible, then applicants will need to contact the coordinator of Charter Schools at charterschooloffice@mnps.org one full business day before the deadline to make other arrangements in time to meet the April 1st 4:30pm CT deadline. MNPS will not accept any applications received after this date, unless this deadline falls on a Saturday, Sunday, or a State observed holiday, then it is due on the next business day.

After the application has been determined to be complete, MNPS Charter Schools Office will convene a review team which will analyze and evaluate the renewal application. Capacity interviews will be conducted to gain insight into the progress that has been made toward the goals outlined in the original application and ask clarifying questions related to the renewal application. By February 1st of the following year, MNPS will present the evidence findings to the MNPS Board of Education for a ruling

by resolution on the renewal application. If the decision is to approve, MNPS and the charter school will immediately enter a new ten (10) year contract. If the decision is to deny renewal, the charter school governing board has ten (10) days to appeal to the Tennessee Public Charter Commission. If the Charter Commission upholds the denial, that decision is final and there is no appeal. If the Charter Commission overturns the MNPS Board's decision, the school will continue to operate under authorization of the Tennessee Public Charter Commission. Table I provides an overview of the renewal application timeline.

Table I: Timeline for Renewal Application SY 2027

Due Date*:	Item:
January 1, 2027	Provide renewal applicants a cumulative report and the MNPS Renewal Application Scoring Rubric.
April 1, 2027	Completed renewal charter applications due in the MNPS Charter Schools Office no later than 4:30 p.m. CT
Before February 1, 2027 deadline	Capacity Interviews with renewal applicants
Within 5 calendar days of the board decision	Findings Reports due to the renewal applicants and the MNPS Board of Education
Before February 1, 2027 deadline	MNPS Board of Education votes on the findings report from MNPS Charter Schools Office
Within 10 days of the board decision	The MNPS Charter Schools Office sends a decision letter to the applicant based on the MNPS School Board's vote.
Within 10 calendar days of the board decision	Renewal applicants that are denied have 10 days to appeal to the Charter commission.

*Dates are subject to change.

High-Performing Charters

High-Performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:

1. Has meet or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;
2. Has attained a school composite level of "above expectations" or "significantly above expectations" as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and
3. Has had no significant audit findings during the term of the current charter agreement.

Within ten (10) days of the Board approving a high-performing charter school for renewal, the director of School/designee shall report the approval to the Department of Education and Commission.

Table J provides the renewal cycle for current charter schools operating under MNPS.

Table J: Renewal Cycle of Current Charter Schools

School ID	School	Term expires June 30th	Renewal Application Due April 1st	Renewal Decision February 1st
501	KIPP Nashville Collegiate Prep ES	2027	2026	2027
508	LEAD Academy HS	2027	2026	2027
687	Smithson Craighead Academy	2028	2027	2028
286	East End Prep	2031	2030	2031
181	LEAD Cameron College Prep	2031	2030	2031
517/660	Liberty Collegiate/ RePublic	2031	2030	2031
594	Nashville Prep	2031	2030	2031
696	STEM Prep Academy	2031	2030	2031
179	Aventura	2032	2031	2032
507	LEAD Prep SE	2032	2031	2032
457	Intrepid Academy	2033	2032	2033
503	KIPP Nashville College Prep MS	2033	2032	2033
592	Nashville Classical East	2033	2032	2033
652	Purpose Prep	2033	2032	2033
593	Nashville Classical West	2033	2032	2033
504	KIPP Nashville Collegiate HS	2034	2033	2034
743	Valor Flagship	2034	2033	2034
305	Explore Community School	2035	2034	2035
499	KIPP Kirkpatrick ES	2035	2034	2035
668	Rocketship United	2035	2034	2035
695	STEM High School	2035	2034	2035
744	Valor Voyager	2035	2034	2035
502	KIPP Academy Nashville MS	2036	2035	2036

Charter Amendments

Purpose

In accordance with T.C.A. § 49-13-110(d), the governing body of a charter school may petition its authorizer to amend its charter agreement. Timelines for approval and the appeals process are defined by Tennessee Public Charter Commission rule 1185-01-01-.04.

An amendment to the original charter agreement shall be required for any material modification to the provisions of a charter school's charter agreement. A material modification to a charter agreement is defined as a substantive change to the terms of the charter agreement regarding a charter school's governance, financial, operational, or academic structure. Material modifications include, but are not limited to:

1. Change in governance structure (including, but not limited to, a change in the nonprofit entity governing the school), or addition of or changes to the charter management organization;
2. The addition or removal of a grade level or levels;
3. Changes in student enrollment which fall outside of the minimum or maximum enrollment thresholds set forth in the charter school's charter agreement;
4. The addition or removal of a plan to provide transportation to students attending the charter school;
5. Changes to the charter school's location, if outside the geographic area set forth in the charter agreement;
6. Changes to the charter school's academic focus or goals set forth in the charter agreement; and
7. Changes identified in the charter agreement as material modifications or amendments.

Process and Timeline

Table K provides the timeline for any current charter school seeking an amendment for the Fall or Spring.

Table K: Timeline for Charter Amendments

Fall Dates*	Item
September 1, 2026	Deadline for submission of the Letter of Intent (LOI) to the MNPS Charter Schools Office for proposed amendments for the year preceding the school year in which the proposed amendment will take effect
October 1, 2026	Deadline for submission of the complete charter amendment application due to the MNPS Charter Schools Office for the year preceding the school year in which the proposed amendment will take effect
With 5 calendar days of the board vote	Findings report due to the Board and applicant
Within 60 days of its due date	Amendments presented to MNPS Board of Education during the MNPS board meeting

Within 5 calendar days of the date of the board decision	Decision letter to the applicant based on the MNPS School Board's vote sent by MNPS Charter Schools Office Applicant has 10 calendar days to appeal to the Charter Commission if the decision is to deny.
Spring Dates*	Item
January 15, 2027	Deadline for submission of the Letter of Intent (LOI) to the MNPS Charter Schools Office for proposed amendments for the year preceding the school year in which the amendment will take effect
February 14, 2027	Deadline for the submission of the complete charter amendment application due to the MNPS Charter Schools Office for the year preceding the school year in which the proposed amendment will take effect
Within 5 calendar days of the board vote	Finding reports due to the Board and applicant
Within 60 days of its due date	Amendments presented to the MNPS Board of Education during the MNPS board meeting
Within 5 calendar days of the date of the board decision	Decision letter to the applicant based on the MNPS School Board's vote sent by MNPS Charter Schools Office Applicant has 10 calendar days to appeal to the Charter Commission if the decision is to deny.

*Dates are subject to change. If the due date falls on a Saturday, Sunday, or state-observed holiday, the due date shall be the next business day.

Emergency Amendment

A charter school may submit an emergency amendment application at any time if good cause exists for an amendment due to unanticipated extraordinary circumstances. In addition to the category of amendment, the school must check "EMERGENCY Petition" at the bottom of the first page of Part I and briefly describe the circumstances constituting the emergency. The Background Statements shall include detailed written findings explaining the unanticipated extraordinary circumstances giving rise to the emergency amendment application.

Applicants must follow the rules of the TN State Board of Education and the Charter Amendment guidelines as found on the TN State Board of Education website provided in Table L. The application describes the four category types and the requirements for each category. Applicants should look closely at the application scoring rubric, also found on TN State Board of Education website. The scoring rubric outlines the criteria under which each section will be evaluated by reviewers.

Table L: Amendment

Link	QR Code
TN State Board of Education Charter Applications Link	

Charter School Support

Charter Office Direct Support

Purpose

The MNPS Charter Schools Office has adopted NACSA's three core principles to guide all aspects of the work used for charter authorizing. The three core principles are maintaining high standards for all schools, upholding high performing school's autonomy, and protecting student and public interest. By maintaining high standards beginning at the application process, the MNPS Charter Schools Office ensures schools are meeting the needs of all students throughout the implementation of their contract as well as the components outlined in the Model Charter School Performance Framework. The MNPS Charter Schools Office ensures high performing schools' autonomy is protected while providing support to schools in areas they are experiencing challenges.

Process and Timeline

The MNPS Charter Schools Office supports each charter school with onsite school visits. The purpose of the visits is to ensure charter schools provide the necessary information and discuss current data to ensure charter schools are equipped with the knowledge to meet the metrics outlined in the Model Performance Framework and Contractual Agreement. Table M provides the timeline of touchpoints and onsite visits for MNPS charter schools.

Table M: Charter Support

Dates*	Event	Item
August	Annual Charter School Kickoff	- Led by the MNPS Charter Schools Office and charter stakeholders - Meeting with each charter network to provide charter schools with vital information as it relates to the latest guidance and requirements for the current school year
September	Charter School Onsite Visit Fall	- Led by the MNPS Charter Schools Office - Onsite Visit focuses on most recent data in relation to the contractual agreement, model performance framework, and progress toward renewal
October	Quarterly Meeting for Charter Leaders	- Led by the MNPS Charter Schools Office Executive Director - Meetings focus on the vital information as it relates to the charter schools' governing bodies
January	Charter School Onsite Visit Spring	- Led by the MNPS Charter Schools Office Executive Director - Meetings focus on the vital information as it relates to the charter schools' governing bodies
	Quarterly Meeting for Charter Leaders	- Led by the MNPS Charter Schools Office Executive Director - Meetings focus on the vital information as it relates to the charter schools' governing bodies

March	Charter School Onsite Visit Spring	• Led by the MNPS Charter Schools Office • Onsite Visit focuses on most recent data in relation to the contractual agreement, model performance framework
	Quarterly Meeting for Charter Leaders	• Led by the MNPS Charter Schools Office Executive Director • Meetings focus on the vital information as it relates to the charter schools' governing bodies
May	End of Year Recap	• Led by the MNPS Charter Schools Office • Virtual meeting focused on trends from the previous year and any updates that will aid in summer planning
	Quarterly Meeting for Charter Leaders	• Led by the MNPS Charter Schools Office Executive Director • Meetings focus on the vital information as it relates to the charter schools' governing bodies

*Dates are subject to change.

Extended Core Team

MNPS has a dedicated extended core team that provides compliance support to charter schools related to each charter school's contractual agreement, as well as state, and federal policies.

Service Agreements

To ensure that Metro Nashville Public Schools (MNPS) and the MNPS Charter Schools Office remain fully and demonstrably aligned with nationally recognized quality authorizing standards, specifically Standard 6.111, which emphasizes and protects meaningful school-level autonomy, MNPS is taking deliberate and proactive steps to structure its internal processes in a manner that honors both compliance and flexibility. As part of this effort, MNPS will make available formal service agreement contracts covering a defined set of district-provided supports and operational services. The purpose of these service agreement contracts is to provide charter school with clearly anticipated options, allowing each school to make informed, autonomous decisions regarding whether to utilize district services or to independently provide those services through the charter organization itself.

During the spring semester, each charter school will be provided with a list of available service agreements and may choose to participate in any of the services offered. No later than July 1st of each year, charter schools will receive a service agreement contract confirming the services they have elected to participate in for the upcoming school year.

Charter schools that choose not to opt in and receive specific services will remain fully responsible for ensuring compliance with all applicable requirements related to those services. Leaders are encouraged to carefully consider their selections and the compliance responsibilities associated with opting out.

Pre-Opening Support

Purpose

New charter schools that are approved by the MNPS Board of Education will receive support throughout the pre-opening process from the MNPS Charter Schools Office. Table O provides an

overview of the pre-opening support based on the guidelines provided by the TDOE for the stages of a charter school's existence.

Table O: Pre-Opening Support

Category	Pre-Opening
Academics	Staffing and implemented plan to serve all students
Human Resources	Staff licenses, background checks, benefits
Governance	Board Changes
Facilities	Certificate of Occupancy
Operations	Community ties, Record retention plans, Insurance, Enrollment
Financials	Budget based on actual enrollment and student groups
Charter Agreement	Negotiations and Execution

In addition to the categories of support, MNPS Charter Schools Office will conduct a walkthrough with Facilities Planning and Construction prior to opening to check the progress towards the opening timeline.

All new charter schools will receive on-site scheduled visits in year 1 from the MNPS Charter Schools Office.

Monitoring Oversight

LEA Annual Authorizer Report

Purpose

Pursuant to T.C.A. § 49-13-120 and in alignment with Tennessee State Board of Education (SBE) Policy 6.111, each authorizer shall submit to the SBE and make available on its website an annual authorizing report by January 1st of each year.

Process and Timeline

The annual report must include the following sections and information:

- Section 1: Cover Sheet
 - I. Name of the report
 - II. Name of authorizer
 - III. Contact information,
 - a. Name
 - b. Title
 - c. Email Address

- d. Phone Number
- IV. Date of report.

- Section II: Authorized School Data

Section II shall include clear, accurate data for all charter schools it authorizes, including any that have closed within the past year.

- I. Name of school
- II. Current school address
- III. Current school phone number
- IV. School leader name(s)
- V. School leader(s) email address(es)
- VI. The operating status of the charter school with a designation of:
 - a. Approved but not yet open;
 - b. Open and operating;
 - c. Revoked, including the reason for revocation;
 - d. Non-renewed; or
 - e. Closed, including date of closing and the reason for closing.
- VII. The oversight and contracted services, if any, provided by the authorizer to its authorized charter schools

- Section III: Authorized Approved School Waivers

- I. Name of School
- II. Citation of Statute or State Board Rule Waiver Approved
- III. Description of Active Waiver Granted
- IV. Date of Approval
- V. Expiration Date of Waiver

- Section IV: Portfolio

Portfolio Performance Reports shall include components of the performance framework set forth in the charter agreement, as listed below:

- I. Individual School Portfolio
 - a. Academic Outcomes
 - b. Financial Outcomes
 - c. Organizational Outcomes
- II. Overall Authorizer Portfolio: A summary table or summative chart that provides a snapshot of how the portfolios performing collectively.
 - a. Academic Outcomes
 - b. Financial Outcomes
 - c. Organizational Outcomes

- Section V: Authorizer Performance

- I. Report on the authorizer's performance in meeting its goals

Pursuant to Tennessee Code Annotated (T.C.A.) § 49-13-143, if a chartering authority has not adopted a performance framework for all its schools, it must adopt the model performance framework developed by the department for its charter schools. MNPS has adopted the following model

performance framework (Table Q) for charter schools in compliance with this statute. The Director of Schools/designee shall annually notify the charter school of whether the charter school is “on-track” or “off-track” for renewal. The status of each charter school shall be published in the annual authorizing report.

Table Q: MNPS Charter Schools Office Responsibilities

Link	QR Code
TN State Board of Education Model Performance Framework	

Waiver Requests

Purpose

Pursuant to T.C.A. § 49-13-111(p), a sponsor of a proposed charter school may apply to either the authorizer or to the Commissioner of Education for a waiver of any State Board Rule or statute that inhibits or hinders the proposed charter school’s ability to meet its goals or comply with its mission statement. Since Tennessee statutes and rules are regularly updated, the waiver request process supports charter schools in ensuring their waivers are aligned with current laws and policies.

Waivers may not be granted for requirements related to:

- Federal and state civil rights;
- Federal, state, and local health and safety;
- Federal and state public records;
- Immunizations;
- Possession of weapons on school grounds;
- Background checks and fingerprinting of personnel;
- Federal and state special education services;
- Student due process;
- Parental rights;
- Federal and state student assessment and accountability;
- Open meetings;
- At least the same equivalent time of instruction as required in regular public schools; and
- Teacher Evaluation.

Process and Timeline

Charter schools seeking waivers can access the Waiver Request Form on the MNPS Charter Schools Collaboration SharePoint. Please submit the Waiver Request Form to the MNPS Charter Schools Office at charterschooloffice@mnps.org.

The MNPS Charter Schools Office will review the request(s) and either approve or deny the request. All waivers approved by the chartering authority shall be effective for the 10-year charter unless notified otherwise based on updates to SBOE rules or TCA laws. If a waiver is incomplete when submitted, the applicant will be notified that the waiver request needs to be resubmitted.

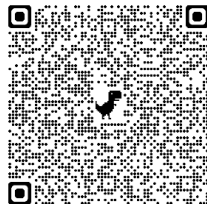
The required Waiver Request Form shall include:

- Charter School Name
- Contact Title
- Email address
- Effective date of waiver being requested
- An accurate and current citation to the specific state board rule or statute requested to be waived
- Detailed documentation of the grounds for requesting the waiver and specific evidence showing how the state board rule or statute currently inhibits or hinders the public charter school's ability to meet its goals or comply with its mission statement

If the charter school receives a waiver from the Commissioner of Education, the approved waiver should be submitted within **10 days** to the MNPS Charter Schools Office.

Tennessee Code Annotated changes yearly and includes many different chapters. To ensure that you are always looking at the most up-to-date information please use the log-in steps provided in Table R.

Table R: Tennessee Code Annotated

Link	QR Code
Tennessee Code Annotated Pathway: ➤ + Title 49 Education ➤ All chapters may pertain to your school (frequently reference chapters 6 and 13)	

Charter School Payments

Tennessee Investment in Student Achievement (TISA) Formula

The TISA Act was passed by the Tennessee General Assembly on April 28, 2022, and was signed into law by Governor Bill Lee on May 2, 2022. Through the passage of the TISA Act, Tennessee's K-12 public schools will now transition to a student-based funding approach.

About TISA

In accordance with Tennessee Code Annotated, Title 49, Chapter 3, Part 1 and rules under TDOE 0520- 12-05, beginning with the 2023-2024 school year, the Department of Education shall implement the student-based funding formula known as the Tennessee Investment in Student Achievement (TISA) formula as the system for funding education for kindergarten through grade twelve (K-12) public schools. The Tennessee Investment in Student Achievement (TISA) public school funding formula marks a significant change in how Tennessee invests in public education. The TISA funding formula updates the way Tennessee funds public education for the first time in over 30 years to empower each student to read proficiently by third grade, prepare each high school graduate for postsecondary success, and provide resources needed to all students to ensure they succeed. It is important to note that the TISA funding formula relies on the prior year data to drive subsequent year allocations. This means data from the 2022-2023 school year generates the funding to be allocated for the 2023-2024 school year.

The TISA Formula

Average Daily Membership (ADM)

For almost all elements of the funding formula, a calculation called Average Daily Membership (ADM) is used to capture student counts. Rather than measuring raw numbers of students, ADM considers a student's enrollment and daily class assignment for each of nine reporting periods throughout the year, each lasting approximately 20 instructional days of each LEA's school calendar. Funding is a cumulation of a three-step process.

Step 1 – TISA Calculation-Base Funding

The first step is the only step tied directly to the Tennessee Investment in Student Achievement (TISA) funding formula. The base funding amount is subject to annual appropriations by the Tennessee General Assembly. For the 2026-27 TISA allocations, the base funding amount is \$7,530 per ADM. This results in the per pupil ADM multiplied by the base funding amount. Under step 1, additional funding is generated based on Unique Learning Needs-ULN per student. These ULN's have specific weights and percentages of funding as stipulated in TDOE Rule 0520-12-05(04).

Step 2 – TISA Calculation- The LEA's calculated Per Pupil Rate-PPR for additional funding

The second step is based on current year data. This step determines how much of the LEA funding body's investment in education is considered additional local funds, or above the local required

contribution of TISA. It begins with Geographic District's Maintenance of Effort amount and submitted and approved by the district and funding entity (ePlan budget). Local required contribution is deducted from the total local revenues, resulting in the additional local funds amount. The total ADM of the geographic LEA is divided by the additional local amount, resulting in the PPR for additional local funds amount. Clarifying information will be forthcoming from MNPS Finance Department. Funding is calculated by multiplying step 2 PPR by the charter school's prior year ADM.

Step 3 – Current Year Enrollment Adjustments

Based on specific current year enrollment:

This step is based on current year enrollment and may be used if a charter school anticipates a change in enrollment, either increase or decrease, to project the funding change, adding a grade to an existing school, significant decrease in projected enrollment, or new charter schools. The increase/decrease in enrollment is multiplied by PPR that was calculated in step 2.

Beginning with FY26 allocations, Public Chapter 456 requires the department to disburse the state share of TISA funds directly to public charter schools. The state's share of funding will be calculated using the geographic district's state and local percentages for base and weighted funding, separately. These same state percentages will then be applied to the charter school's base and weighted amounts to determine the portion the state will cover. The state will fully fund the charter school's direct funding allocation. As with district allocations, funding for postsecondary assessments will be held at the state level.

The remaining portion of the base and weighted funding not covered by the state will be the responsibility of the geographic district as the required local share. The funds will continue to be distributed from the LEA to the public charter school. All required local funds, additional local funds, and per pupil funds associated with true-ups of current year ADM will be handled directly between the LEA and the public charter school.

Public Charter School Appeals

Public chapter 456 requires a process for public charter schools to dispute an alleged error in an allocation to its authorizer. Charter schools may submit the following types of disputes to their authorizing LEA for review:

- Data Error - To correct substantive data reporting discrepancies or errors during a reporting period, including:
 - ❖ Discrepancies between data submitted by the charter school and data recorded in the authorizing LEA's system; or
 - ❖ Discrepancies between data submitted by the LEA and data received by the department.
- Allocation Calculation - To correct inaccurate final TISA allocations due to an alleged error in the calculation process.

Appeal Submission Process

A charter school may submit a written dispute to its authorizer within five (5) business days of receiving final TISA allocation information from the department. The appeal must follow the process outlined below:

1. Charter School Review and Submission: If charter school identifies a substantive data or allocation calculation error, it may submit a completed **Appeal Form** to its authorizing LEA.
 - a. The Appeal Form is available in the MNPS Charter Schools Collaboration under Documents > Charter Schools Office Resources.
 - b. The department (tnedu.funding@tn.gov) must be copied on all correspondence for tracking purposes.
 - c. All relevant supporting documentation must be included with the appeal.
2. LEA Review and Response: The authorizing LEA will review the appeal and issue a written response within five (5) business days of receiving the submission.
 - a. The response must be signed by the Director of Schools.
 - b. It must clearly state whether the LEA agrees that a data or calculation error occurred.
3. Escalation to the Department: If the LEA agrees that an error occurred, it may submit and LEA appeal to the department within fifteen (15) business days of the issuance of final allocations. The submission must include:
 - a. The charter school's original Appeals Form;
 - b. The LEA's written response; and
 - c. Supporting documentation or evidence relevant to the claim.
4. Department Review and Resolution: The department will review the LEA appeal and issue a written decision within ten (10) business days of receipt, provided all required documentation has been submitted. If an adjustment is warranted, the department will coordinate with the LEA and charter school to make the necessary corrections in a timely manner.

Link	QR Code
TISA Guide for the 2026–2027	

Withholding of Funds by the Chartering Authority

Chartering Authority may withhold funds to cover annual authorizer fee, the cost of any service contract is executed with the authorizer, and to cover the cost of participation in the LEA's benefits and retirement plans by the Charter School's employees, pursuant to T.C.A. § 49-13-112 and 119. SBOE Rule 0520-14-01-.03(2)(h)

The Chartering Authority may decrease Charter school's TISA allocation by any claw back amounts identified after the LEA completes its required true-up and final adjustment process-based on changes in revenue or student membership. TCA 49-13-112(a)(4), SBOE Rule 0520-14-01-.03(2)(e), DOE TISA Guide p. 47, DOE Guide on Chapter 456 of the Public Acts of 2025.

Intervention Policy

T.C.A. § 49-13-111(c) requires authorizers to adopt a “progressive intervention policy”. The MNPS Board developed a clear plan for monitoring charter schools that is set forth in the charter agreement and aligned to the MNPS Charter School Office Authorization Handbook. The below policy outlines the intervention process MNPS will move through if a school meets the criteria for revocation or is not complying with state law or with the charter agreement. MNPS shall monitor its authorized charter schools to ensure sufficient performance, as well as compliance with charter agreements and applicable law. This policy shall outline the criteria and process for authorizer intervention decisions and actions in the event of deficient performance and/or non-compliance. The Director of Schools/designee reserves the right to place a charter school on any status without going through the preceding steps if more immediate actions are warranted.

Grounds for Intervention

1. In the event of a charter school’s deficient performance and/or non-compliance with its charter agreement or applicable law, MNPS shall issue to the school timely written notice as the MNPS Charter Schools Office becomes aware of the performance deficiency(s) and/or violation(s) justifying intervention.
2. Notices shall state:
 - a. the deficiency(s) and/or violation(s);
 - b. the applicable legal, performance, and/or contractual provision(s) not satisfactorily met;
 - c. the expected remedy(s), including whether a Performance Improvement Plan or a Corrective Action Plan are required (as further described below);
 - d. the timeframe by which the deficiency(s) and/or violation(s) must be remedied and/or a Performance Improvement Plan or a Corrective Action Plan to be submitted; and
 - e. Any additional information deemed appropriate by MNPS.
3. MNPS will provide the charter school with a reasonable time (as determined by the MNPS Charter Schools Office) and opportunity for submission of a response to the notice and for submission of a Performance Improvement Plan or a Corrective Action Plan (if applicable).
4. If required by MNPS, a Performance Improvement Plan or a Corrective Action Plan shall be developed by the charter school and submitted to MNPS for review within ten (10) business days of the school’s receipt of the notice (timeline subject to modification if necessary), and approval. The Plan shall include specific improvement objectives, responsible person(s) for each action, a timeline for each action, and indicators of success. MNPS reserves the right to require additional components in the Performance Improvement Plan or a Corrective Action Plan depending on the nature of the deficiency(s) and/or violation(s).
5. The charter school shall submit its Performance Improvement Plan or a Corrective Action Plan to MNPS within the timelines prescribed by MNPS. The Plan shall be approved by the MNPS Deputy Superintendent.
6. MNPS’ approval of a Performance Improvement Plan or a Corrective Action Plan shall in no way abridge or mitigate the charter school’s ultimate responsibility and accountability for remedying the deficiency(s) and/or violation(s), nor MNPS’ authority to take additional action in response to the charter school’s failure to remedy the deficiency(s) and/or violation(s) satisfactorily, including revocation of the charter agreement.

Charter School Response

1. A charter school may contest MNPS' finding of a deficiency(s) and/or violation(s) by providing a written response within 5 days of receipt contesting such determination, along with supporting evidence, to the MNPS Deputy Superintendent within the timeframe prescribed in the notice. The Deputy Superintendent will review the contested notice and provide a written decision within 30 calendar days (timeline subject to modification if necessary).
2. If a charter school is not able to meet timeframes for remediation and/or submission of a Performance Improvement Plan or a Corrective Action Plan, it shall provide a written response within five (5) calendar days to MNPS within the stated timelines, which shall include a justification for its inability to meet the timeframe and a proposed timeframe for remedying the deficiency(s) and/or violation(s). MNPS shall consider the charter school's justification and either approve, approve with modifications, or reject the charter school's proposed timeframe.
3. Charter schools shall be responsible for notifying MNPS when a deficiency(s) and/or violation(s) has been remedied, if the charter school requires an extension of time to remedy a deficiency, or if the charter school requires a modification to its Performance Improvement Plan or a Corrective Action Plan.

Tiers of Intervention

1. Table S lays out the general conditions that may trigger interventions by MNPS, including types of actions and consequences. The outlined procedures are not a step-by-step process. MNPS reserves the right to place a charter school on any status without going through the preceding steps if more immediate actions are warranted.
2. Depending on the severity of the concern or deficiency, MNPS reserves the right to revoke the charter agreement in accordance with the terms and provisions of the charter agreement and Tenn. Code Ann. § 49-13-122. If MNPS determines that an intervention other than contract revocation is appropriate, it may begin at any level of intervention. MNPS does not need to commence interventions at Level 0 and move incrementally through the levels.
3. MNPS reserves the right to impose additional actions/consequences to those listed in each category if such additional actions are deemed appropriate by MNPS.
4. A charter agreement may be revoked at any time by the authorizer in an emergency situation without the authorizer first having to implement the progressive intervention policy. An emergency situation includes, but is not limited to, instances of fraud; misappropriation of funds; flagrant violation of health and safety laws, rules, and regulations; flagrant disregard of the charter agreement; or similar misconduct.

The LEA shall assign a level of intervention for the charter school as defined by the charter agreement if deficiencies are identified through a notice of non-compliance. Depending on the severity of the deficiency, the Board reserves the right to revoke the charter agreement in accordance with state law. The Director of Schools/designee reserves the right to place a charter school on any status without going through the preceding steps if more immediate actions are warranted.

Table S: Levels of Intervention Outline

MNPS Response	
Tier 0: Notice of Non-compliance	
Possible Triggers	Initial signs of documented weak performance in academic, operational, and/or financial performance identified through routine oversight or violation of the contractual agreement.

Possible Actions/Consequences/Interventions	Letter to the school's CEO detailing areas out of compliance.
Tier I: Notice of Concern	
Possible Triggers	Signs of documented weak performance in academic, operational, and/or financial performance identified through routine oversight or violation of the contractual agreement.
Possible Actions/Consequences/Interventions	Letter to the school's governing board and CEO detailing areas of concern and required action steps (if applicable)
Tier II: Notice of Deficiency	
Possible Triggers	Tier II shall be implemented if the interventions in Tier I are unsuccessful.
Possible Actions/Consequences/Interventions	Letter to the governing board and CEO detailing areas of deficiency(s) and/or violations and development and implementation of a Performance Improvement Plan The following MNPS individuals will be copied on all communication: - Director of Schools - Deputy Superintendent - Chief of Staff - Director of BOE Relations - Board of Education Chair - Executive Director of Charter Schools
Tier III: Notice of Probation	
Possible Triggers	Tier III shall be implemented if the interventions in Tier II are unsuccessful.
Possible Actions/Consequences/Interventions	Letter to governing board and CEO to serve as notification of probationary status and outlining terms of probation; MNPS Charter Schools Office creates a Corrective Action Plan with the charter school that addresses deficits and has measurable outcomes, a timeline and very specific improvement expectations The following MNPS individuals will be copied on all communication: - Director of Schools - Deputy Superintendent - Chief of Staff - Director of BOE Relations - Board of Education Chair - Executive Director of Charter Schools
Tier IV: Charter Review	
Possible Triggers	Tier IV shall be implemented if there is a failure to successfully address the terms of the probationary status by successfully completing the Corrective Action Plan.

Possible Actions/Consequences/Interventions	• Adopt an interim Reconstitution Plan that may include the appointment of an interim governing board and/or a governing board chairperson. For schools identified on the Priority School List for which revocation is not recommended, the school shall develop and implement a comprehensive support and improvement plan (T.C.A. § 49-13-122) • Decision by the Board of Education to commence revocation proceedings The following MNPS individuals will be copied on all communication: - Director of Schools - Deputy Superintendent - Chief of Staff - Director of BOE Relations - Board of Education Chair - Executive Director of Charter Schools
Tier V: Recommendation for Revocation	
Possible Triggers	Tier V shall be implemented if there is a failure to successfully address the terms of the Reconstitution Plan.
Possible Actions/Consequences	• Recommendation to revoke the charter contract • Letter stating reasons for proposed revocation to governing board The following MNPS individuals will be copied on all communication: - Director of Schools - Deputy Superintendent - Chief of Staff - Director of BOE Relations - Board of Education Chair - Executive Director of Charter Schools

REMEDIES

Charter schools shall be responsible for notifying the Chartering Authority:

1. When a deficiency has been remedied;
2. If the charter school requires an extension of time to remedy a deficiency; or
3. If the charter school requests a modification to its corrective action plan.

The MNPS Charter Schools Office will review documentation from any charter school with an identified deficiency to determine if the intervention plan identified in the tiered intervention was successful. The Charter Office will determine if an extension or modification to any action, consequence, or intervention is necessary and provide an official notice upon the completion of the intervention plan.

MNPS Action Plan for Charter School Closure

Purpose

A charter agreement may be revoked at any time by the authorizer in an emergency situation without the authorizer first having to implement the progressive intervention policy. An emergency situation includes, but is not limited to, instances of fraud; misappropriation of funds; flagrant violation of health and safety laws, rules, and regulations; flagrant disregard of the charter agreement; or similar misconduct.

Process and Timeline

The framework and timelines in Table T will be followed as it applies to the closure of any charter school. Some tasks will not apply depending on the particular school being closed. Except in the cases of fraud, misappropriation of funds, flagrant disregard of the charter agreement, or similar misconduct, a decision to revoke shall become effective at the close of the academic year (T.C.A. § 49-13-122). The MNPS Charter Schools Office will work closely with the school's governing board prior to the beginning of closure proceedings to agree on which tasks are necessary and outline how the MNPS Charter Schools Office intends to supervise the closure. Responsible parties and completion dates will be agreed upon to ensure a transparent and smooth closure, and the MNPS Charter Schools Office will attend parent and community meetings to explain not only the mechanics of the closure process, but exactly why the school is being closed.

Table T: TDOE Closure Guidance

Link	QR Code
TDOE Closure Guidance	

MNPS Action Plan for Charter Revocation

Purpose

The Board shall revoke a charter school agreement if the charter school:

1. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter school agreement;
2. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter school agreement;
3. Failed to meet generally accepted standards of fiscal management; or
4. Performed any of the acts that are conditions for non-approval of charter schools under state law.

Process and Timeline

The Director of Schools/designee shall develop administrative procedures regarding charter school closures prior to the Board denying renewal or revoking a charter school agreement. These procedures shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of

students and student records, and disposition of school funds, property, and assets in accordance with state law.

Appendix A – MNPS Board Policy 1.900 – Charter School Authorizing Principles

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Authorizing Principles	Descriptor Code: 1.900	Issued Date: 08/12/25
		Rescinds: 1.900	Issued: 01/10/23

The Metropolitan Nashville Board of Education shall ensure that only high-quality charter schools are authorized to operate within the district and adhere to the State Board of Education’s quality charter authorizing standards. To accomplish this, the Board shall adopt the following authorizing principles that require charter schools to maintain high standards, while upholding school autonomy and protecting student and public interests.¹

MAINTAINING HIGH STANDARDS

Charter schools shall be held accountable for meeting the performance standards and targets set forth in their charter agreement. The Board shall maintain high standards for the charter school(s) it oversees and close any charter school that fails to meet the standards and targets established in the charter agreement or set by state law.²

UPHOLDING SCHOOL AUTONOMY

Charter school governing boards shall be independent of the Board and have the authority to make instructional programming, financial, personnel, school culture, and scheduling decisions. The Board shall assume responsibility not for the success or failure of individual schools but for holding schools accountable for their performance.

The Board shall only impose requirements on charter schools in its portfolio when there is a legal basis or compelling reason to do so.

PROTECTING STUDENT AND PUBLIC INTERESTS

The Board shall ensure clarity, consistency, and public transparency in authorizing policies, practices, and decisions regarding any charter school. The Board shall hold charter school governing boards accountable for being fiscally responsible and transparent.

Charter schools are part of the public education program and shall adhere to non-selective, nondiscriminatory practices and ensure the fair treatment of all students. They shall provide appropriate services to all enrolled students in accordance with state and federal laws.³ Charter school governing boards shall ensure fiscal responsibility and transparency.

Legal References

1. [TCA 49-13-108\(f\); State Board of Education Policy 6.111; TRR/MS 0520-14-01-.01](#)
2. [TCA 49-13-111](#), [TCA 49-13-120](#), [TCA 49-13-122](#)
3. [TCA 49-13-111](#)

Appendix B – MNPS Board Policy 1.901 – Charter School Applications

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Applications	Descriptor Code: 1.901	Issued Date: 08/12/25
		Rescinds: 1.901	Issued: 0/23/24

General

This policy shall apply to sponsors and potential sponsors of charter schools. It shall not apply to charter schools converting from existing public schools. Proposals from existing charter school operators or replicators and applicants proposing to contract with educational service providers shall be in accordance with state law.¹

APPLICATION PROCESS

A prospective charter school sponsor shall send notice to the chartering authority and the Tennessee Department of Education of its intent sixty (60) calendar days the year in which the proposed charter school plans to begin operation as a charter school. chartering authority shall determine whether the sponsor has selected the correct application category within ten (10) business days of receiving the letter of intent and notify the sponsor within five (5) business days of a determination that the incorrect application category has been selected.² Within five (5) business days of the notice, the sponsor shall correct and resubmit the notice.

A sponsor seeking board approval of an initial charter school application shall complete the forms developed by the State Board of Education in coordination with the Tennessee Public Charter School Commission (“the Commission”). The application shall provide all the information required by state law. The sponsor shall demonstrate that the proposed charter school meets the purpose prescribed by state law for the formation of a charter school, and the proposed charter school will be able to implement a viable program of quality education for its students.

Electronic copies of applications shall be submitted to the LEA and the State Board of Education on or before 11:59 p.m. Central Time on February 1st of the year preceding the year in which the proposed charter school plans to begin operation as a charter school. If the 1st of February falls on a Saturday, Sunday, or holiday or inclement weather days on which the school district offices are closed, applications will be accepted on the next business day on or before 11:59 p.m. Late applications will not be accepted, without exception. The sponsor shall pay an application fee of \$2,500.00. The chartering authority shall report each application received to the Tennessee Department of Education no later than ten (10) days after receipt.²

The LEA shall determine whether an application is complete within ten (10) business days of receiving the application and shall notify the sponsor within five (5) business days of the determination if the application is determined to be incomplete.³ If incomplete the applicant shall be notified in 5 business

days. Within 5 business days of notification of deficiencies, the sponsor may correct and resubmit the application.

REVIEW TEAM¹

If necessary, the Director of Schools/designee shall appoint a review team to assist in reviewing and evaluating charter school applications. The team shall be comprised of members of the administrative staff for the district and community members with relevant educational, organizational, financial, and legal experience. The Director of Schools/designee shall develop an orientation for the team to ensure consistent evaluation standards and the elimination of real or perceived conflicts of interest.

The Board shall require the Director of Schools/designee to develop a procedure for receiving, reviewing, and ruling on applications for the establishment of charter schools by the review team. The procedure shall include a timeline for the application and review process. A copy of the procedure, including the review criteria, shall be available on the district's website.

The review team shall:

1. Evaluate all charter school applications based on the review criteria established by state law; and
2. Recommend one of the following options to the Board for each application: approve, reject, or reject with stipulations for reconsideration.⁴

APPROVAL/DENIAL OF APPLICATION⁵

The Board shall rule by resolution on the approval or denial of an initial charter school application within ninety (90) calendar days of receipt of the completed application, or the application shall be deemed approved by state law. The Director of Schools/designee shall report the action taken by the Board to the State Board of Education and the Commission.

Approval

The sponsor of a charter school that is approved by the Board shall enter into a written agreement with the Board which shall be binding on the charter school's governing body. The charter school agreement shall be in writing and signed by the sponsor and the Board.

The Board will receive an annual authorizer fee of three percent (3%) of the annual per student state and local allocations or thirty-five thousand dollars (\$35,000), whichever is less.⁶

Charter schools approved by the Board are expected to implement the application as submitted and approved. Material variations in operations from the approved application require amendment pursuant to state law and the charter school agreement.⁷

The Board shall not provide services to charter schools that are not requested during the application process except for those services that are required under state or federal law. Services agreed to be provided to the charter school by the Board shall be provided at the Board's actual cost. The Board and charter school shall execute a service contract for any additional services.

New charter school agreements are approved for a ten (10) year period.⁸ The Board may revoke or deny renewal of a charter school agreement for any of the reasons enumerated in state law.⁹

Denial

If the initial charter school application is denied, the Director of Schools/designee shall notify the sponsor in writing within ten (10) calendar days, specifying the objective reasons for the denial and the deadline by which the sponsor may submit an amended application. Upon written receipt of the grounds for denial, the sponsor shall have thirty (30) calendar days within which to submit an amended application to correct the deficiencies. The Board shall have sixty (60) calendar days either to deny or to approve the amended application, or the application shall be deemed approved by state law.⁵

If the amended charter school application is denied, the Director of Schools/designee shall notify the sponsor in writing within five (5) calendar days, specifying the objective reasons for denial and the sponsor's right to an appeal. Within ten (10) calendar days of final denial, an appeal may be filed with the Tennessee Public Charter School Commission.¹⁰

Legal References

1. [TCA 49-13-106; State Board of Education Policy 6.111](#)
2. [TCA 49-13-107; Public Acts of 2025, Chapter No. 275; TCA 1-3-102; TCA 49-13-108; TRR/MS 0520-14-01-.01\(1\)\(b\),\(e\)](#)
3. [TRR/MS 0520-14-01-.01\(1\)\(i\)](#)
4. [TRR/MS 0520-14-01](#)
5. [TCA 49-13-108; Public Acts of 2025, Chapter No. 275; TRR/MSS 0520-14-01](#)
6. [TCA 49-13-128](#)
7. [TCA 49-13-110\(d\)-\(e\); TRR/MSS 0520-14-01](#)
8. [TCA 49-13-110\(c\)](#)
9. [TCA 49-13-122](#)
10. [TCA 49-13-108\(b\)\(5\)](#)

Appendix C – MNPS Board Policy 1.902 – Charter School Agreements

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Agreements	Descriptor Code: 1.902	Issued Date: 08/12/25
		Rescinds:	Issued:

General

Charter agreements shall articulate the rights and responsibilities of each party regarding school autonomy, funding, administration and oversight, outcomes, measures for evaluating success or failure, performance consequences, and other material terms. These agreements shall be separate from the application and contain terms and performance standards under which the school shall operate.¹

All charter agreements shall:¹

1. Clearly state the rights and responsibilities of the school and the authorizer;
2. Define the material terms of the agreement as being those relevant to renewal;
3. Allow amendments subject to the approval of both parties;
4. State and respect the autonomies to which schools are entitled (e.g., programming, staffing, budgeting, and scheduling);
5. Define performance standards, criteria, and conditions for renewal, intervention, revocation, and non-renewal;
6. State the amount of the authorizer fee and when it will be collected;
7. Establish the consequences for meeting or not meeting standards as outlined by the Board;
8. State the statutory, regulatory, and procedural terms and conditions for the school's operation;
9. State reasonable pre-opening requirements or conditions for new schools to ensure that they meet all health, safety, and other legal requirements prior to opening;
10. State the responsibility and commitment of the school to adhere to essential public education obligations, including admitting and serving all eligible students so long as space is available, and not expelling or counseling out students except pursuant to a legal discipline policy approved by the Board; and
11. State the responsibilities of the school and the authorizer in the event of school closures.

PERFORMANCE STANDARDS

Charter agreements shall include clear academic, financial, and operational/organizational performance standards. Sources for obtaining this information shall be outlined in the agreement. At a minimum, these agreements shall include the following:

1. Academic performance standards that set expectations for student achievement and growth, incorporate state and federal accountability systems, and set expectations for postsecondary

readiness (for high schools);

2. Financial performance standards that enable the Board to evaluate the charter's financial stability; and
3. Operational/Organizational performance standards that define the vital components of the educational program, the financial management standards, state and federal legal requirements, and school environment expectations for which the Board shall hold the charter accountable.

The performance standards included in the charter agreement shall establish specific expectations using objective measures of student achievement. This shall be the primary measure of school quality.

FEE-BASED SERVICES

Any fee-based services shall be outlined in a separate agreement. The provision of any such fee-based services shall not be a condition of charter approval, continuation, or renewal.²

Legal References

1. [TCA 49-13-110; State Board of Education Policy 6.111](#)
2. [State Board of Education Policy 6.111](#)

Appendix D – MNPS Board Policy 1.903 – Charter School Oversight

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Oversight	Descriptor Code: 1.903	Issued Date: 08/12/25
		Rescinds:	Issued:

General

The Director of Schools/designee shall oversee and annually evaluate charter schools to ensure they meet the performance standards and targets set forth in the charter school agreement.¹ The LEA shall create a comprehensive performance, accountability, and compliance monitoring system based on the charter school agreement and communicate the results to each charter school. At a minimum, the monitoring system shall address academic, financial, and operational/organizational performance standards as outlined in the charter school agreement and required by the State Board of Education.¹ The Board shall utilize the results when making renewal, revocation, and intervention decisions. Reports on charter school oversight shall be compiled by the MNPS Charter Schools Office and published on the district's webpage at least annually.

The Director of Schools/designee shall communicate with the charter schools in its portfolio as needed, including both the charter school leader and governing board, and provide timely notice of any material charter school agreement violations and performance deficiencies.

The Director of Schools/designee shall articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

MONITORING SYSTEM

The Director of Schools/designee shall implement a performance and compliance monitoring system per the terms of the charter agreement. This information will be provided to the Board on an ongoing basis through reports that will form the basis of renewal, revocation, and intervention decisions. To aid in this, the Director of Schools/designee shall develop a reporting calendar that outlines when information required by state law shall be provided by the charter school.

SITE VISITS

A site visit to each charter school shall be conducted bi-annually. The purpose shall be to collect data and other qualitative information that cannot be obtained otherwise. The Director of Schools/designee shall develop a site visit procedure that outlines the expectations of charter schools prior to, during, and after the site visit, including review of the documents and data, classroom observations, and interviews. These visits shall minimize administrative burdens and avoid operational interference.

The LEA shall provide the charter school with a report that summarizes the outcome of the visit. The report shall provide an analysis of relevant data and include general recommendations, if applicable.²

CHARTER SCHOOL REPORTING

Charter schools shall provide the information required by the charter school agreement and state law to the Board. The Director of Schools/designee shall develop a reporting calendar that defines and communicates the process, methods, and timing of gathering and reporting data to the LEA.²

AUTHORIZER REPORTING AND REVIEW

By December 1st, the Director of Schools/designee shall report to the State Board of Education detailing the authorizer fees collected in the previous school year and the authorizing obligations fulfilled using the fee.⁴ By January 1st, the Director of Schools/designee shall submit an annual authorizer report to the State Board of Education and make the report available on the district website.⁵ The Director of Schools/designee shall prepare the reports and provide the information to the Board prior to submission.

Legal References

1. [TCA 49-13-111\(d\); State Board of Education Policy 6.111](#)
2. [TCA 49-13-120](#)
3. [TCA 49-13-120\(a\)-\(b\)](#)
4. [TCA 49-13-128\(f\); Public Acts of 2025, Chapter No. 275](#)
5. [TCA 49-13-120\(c\); Public Acts of 2025, Chapter No. 275](#)

Appendix E – MNPS Board Policy 1.904 – Charter School Intervention

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Intervention	Descriptor Code: 1.904	Issued Date: 08/12/25
		Rescinds:	Issued:

*General*¹

The Board shall develop a clear plan for monitoring charter schools that shall be set forth in the charter agreement and aligned to the MNPS Charter School Office Authorization Handbook. If the Board identifies a deficiency in the academics, finances, or operations of the charter school, the Director of Schools/designee shall communicate the problem to the charter school. Any intervention shall be proportionate to the identified problem and adhere to the provisions of the charter agreement, and intervention strategies shall preserve the school autonomy and responsibility while clearly stating consequences for noncompliance.¹

The Director of Schools/designee shall give the charter school timely notice of any charter agreement violations or performance deficiencies requiring intervention. Notices shall state the:

1. Deficiency;
2. Applicable regulatory, performance, or contractual provision(s) not achieved;
3. Expected remedy; and
4. Timeframe by which the Board expects the deficiency to be remedied or a corrective action plan to be submitted.

The Director of Schools/designee shall provide charter schools with reasonable time and opportunity to remedy the deficiency or to submit a corrective action plan.

PROGRESSIVE INTERVENTIONS²

The LEA shall assign a level of intervention for the charter school as defined by the charter agreement if deficiencies are identified through a notice of non-compliance. Depending on the severity of the deficiency, the Board reserves the right to revoke the charter agreement in accordance with state law. The Director of Schools/designee reserves the right to place a charter school on any status without going through the preceding steps if more immediate actions are warranted.

Tier I – Notice of Concern

The LEA shall provide the charter school with notice of the specific concern(s) with supporting documentation as well as information on possible consequences.

Possible Deficiency: Signs of documented weak performance in academic, operational, and/or financial performance identified through routine oversight.

Possible Consequence: Letter to the school's governing board and CEO detailing areas of concern and required action steps.

Tier II – Notice of Deficiency

Tier II shall be implemented if the interventions in Tier I are unsuccessful. These interventions shall consist of a letter to the governing board and CEO detailing areas of deficiency(s) and/or violations and development and implementation of a Performance Improvement Plan.

Tier III – Notice of Probation

Tier III shall be implemented if the interventions in Tier II are unsuccessful, These interventions shall consist of a letter to the governing board and CEO to serve as notification of probationary status and outlining terms of probation; MNPS Charter Schools Office creates a Corrective Action Plan with the charter school that addresses deficits and has measurable outcomes, a timeline and very specific improvement expectations.

Tier IV- Charter Review

Tier IV shall be implemented if there is a failure to successfully address the terms of the probationary status by successfully completing the Corrective Action Plan. These interventions shall consist of adopting an interim Reconstitution Plan that may include the appointment of an interim governing board and/or a governing board chairperson. For schools identified on the Priority School List for which revocation is not recommended, the school shall develop and implement a comprehensive support and improvement plan (T.C.A. § 49-13-122). However, the Board of Education may make the decision to commence revocation proceedings. *Tier V- Recommendation of Revocation*

Tier V shall be implemented if there is a failure to successfully address the terms of the Reconstitution Plan. The charter review results in a recommendation to revoke the charter contract.

REMEDIES¹

Charter schools shall be responsible for notifying the LEA:

1. When a deficiency has been remedied;
2. If the charter school requires an extension of time to remedy a deficiency; or
3. If the charter school requests a modification to its corrective action plan.

Legal References

1. [State Board of Education Policy 6.111](#)
2. [TCA 49-13-122](#)

Appendix F – MNPS Board Policy 1.905 – Charter School Renewal

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Renewal	Descriptor Code: 1.905	Issued Date:
		Rescinds: 1.905	Issued: 08/26/25

ANNUAL NOTICE¹

The Director of Schools/designee shall annually notify the charter school of whether the charter school is “on-track” or “off-track” for renewal. The status of each charter school shall be published in the annual authorizing report.

INTERIM REVIEW

The Director of Schools/designee shall conduct an interim review of a charter school in the fifth year of a charter term in accordance with guidelines developed by the State Board of Education. As part of this process, the charter school shall submit a report on the progress of the school in achieving the goals and objectives set forth in the charter agreement.²

CUMULATIVE PERFORMANCE REPORT

Three (3) months prior to the date on which a charter school is required to submit a renewal application, the Director of Schools/designee shall submit a performance report to the charter school that summarizes the school’s performance record over the charter term and states the summative findings concerning the school’s performance and prospects for renewal.³

APPLICATION AND EVALUATION

No later than April 1st of the year prior to the year in which the charter school agreement expires, the governing body of a charter school shall submit a renewal application to the Board.⁴ The Director of Schools/designee shall report each renewal application received to the Tennessee Public Charter School Commission (“the Commission”) within ten (10) days of receipt.⁴

The Director of Schools/designee shall conduct a renewal evaluation site visit to each charter school that submits a charter school renewal application.

The Board will make renewal decisions by February 1st in the year the charter school agreement expires.

RENEWAL CRITERIA⁵

The Director of Schools/designee shall define and communicate with schools the criteria for renewal that is consistent with the charter agreement and including, but not limited to expectations for academic, organizational, and

financial performance. The Board shall make its renewal decision based on the renewal application, annual authorizer reports, and renewal performance report.

Within ten (10) days of the Board voting by resolution on a renewal application, the Director of Schools/designee shall promptly notify a school of its renewal recommendation and decision, including the reasons for the decision and any rights to an appeal. The Director of Schools/designee shall promptly communicate renewal decisions to the school community and public as well as the Department of Education and the Commission.

High-Performing Charters

High-performing charter school renewal applications shall be automatically approved for renewal. A charter school will be deemed high-performing if it:¹

1. Has meet or exceeded standards on at least seventy-five percent (75%) of the indicators in each section of the school performance framework in each of the three (3) immediately preceding school years;
2. Has attained a school composite level of “above expectations” or “significantly above expectations” as represented by the Tennessee Value-Added Assessment System (TVAAS) in each of the three (3) immediately preceding school years; and
3. Has had no significant audit findings during the term of the current charter agreement.

Within ten (10) days of the Board approving a high-performing charter school for renewal, the director of School/designee shall report the approval to the Department of Education and the Commission.

Legal References

1. [Public Acts of 2026, Chapter No. 1012](#)
2. [TCA 49-13-121\(k\)](#)
3. [State Board of Education Policy 6.111](#)
4. [TCA 49-13-121\(a\)](#)
5. [TCA 49-13-121; State Board of Education Policy 6.111](#)

Appendix G – MNPS Board Policy 1.906 – Charter School Revocation

Metropolitan Nashville Board of Education			
Monitoring: Review: Annually, in August	Descriptor Term: Charter School Revocation	Descriptor Code: 1.906	Issued Date: 08/12/25
		Rescinds:	Issued:

General

The Board shall revoke a charter school agreement if the charter school:¹

1. Failed to meet or make sufficient progress toward the performance expectations set forth in the charter school agreement;
2. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter school agreement;
3. Failed to meet generally accepted standards of fiscal management; or
4. Performed any of the acts that are conditions for non-approval of charter schools under state law.

NOTICE

The Director of Schools/designee shall notify the charter school of the Board's intent to revoke the charter school agreement in writing at least thirty (30) days prior to the revocation.²

Within ten (10) days of the Board voting to renew, not renew, or revoke a charter school agreement, the Director of Schools/designee shall report the Board's decision to the State Board of Education and the Commission. The Director of Schools/designee shall also provide the charter school a copy of the Board's resolution setting forth the decision and the reasons for the decisions, and an explanation of the right to appeal.³

REVOCATION DUE TO PRIORITY STATUS

The Board may revoke a charter school agreement if the charter school is identified as a priority school under state law. Revocation shall take effect immediately following the close of the school year in which the charter school is identified as a priority school.⁴

The Board shall revoke a charter school agreement if the charter school is identified as a priority school for two consecutive cycles. Revocation shall occur immediately after the close of the school year in which the charter school is identified as a priority school for the second consecutive cycle.

PROCEDURES FOR CLOSURE

The Director of Schools/designee shall develop administrative procedures regarding charter school closures prior to the Board denying renewal or revoking a charter school agreement.⁵ These procedures shall outline a detailed protocol that will ensure timely notification to parents, orderly transition of students and student records, and disposition of school funds, property, and assets in accordance with state law

Legal References

1. [TCA 49-13-122\(b\); State Board of Education Policy 6.111](#)
2. [TCA 49-13-122\(e\)](#)
3. [State Board of Education Policy 6.111; Public Acts of 2025, Chapter No. 275](#)
4. [TCA 49-13-122\(a\)](#)
5. [TCA 49-13-130](#)

