

MISSISSIPPI CHARTER SCHOOL AUTHORIZER BOARD
2023 CHARTER SCHOOL PROPOSAL
Letter of Intent and Demonstration of Eligibility

Letter of Intent

To be eligible to submit a full proposal in the 2023 RFP cycle, potential **applicants must first submit an LOI prepared according to the instructions below by 3pm CST on March 10, 2023.**

The information presented in your LOI is non-binding (with the exception of the applicant eligibility information); specific details provided below may be finalized in the proposal submission.

Eligibility Requirements

State law sets out specific requirements for all groups submitting charter proposals:

- Only nonprofit organizations may hold charters in Mississippi
- Charter holders may only contract with non-profit ESPs
- Applicant teams must provide proof of US citizenship for all board members, school staff, and (if applicable) key staff of the ESP.
- Any applicant proposing conversion of an existing public school must demonstrate support for the conversion, specifically:
 - a petition signed by a majority of teachers in the existing non-charter public school; or
 - a petition signed by a majority of parents of students in the existing non-charter public school; or
 - evidence of a majority vote of the local school board; or
 - (in the case of schools in districts under state conservatorship) evidence of a majority vote of the State Board of Education

All applicants must meet these eligibility requirements in order to submit a full proposal. Eligibility determinations will be distributed via email by MCSAB by March 17, 2023.

INSTRUCTIONS FOR SUBMITTING AN LOI PACKET

1. Add the full name of your non-profit organization to the footer of this document so that it appears on all pages.
2. This document must be typed with 1-inch page margins and 12-point font, single-spaced. Use the boxes provided to type your responses.
3. Do not delete or modify questions, tables, or sections (including changing font sizes) unless specifically instructed in this document.
4. After you have filled out this template document, delete the instruction and checklist pages before submitting.
5. Ensure that all documents are fully executed and where applicable are signed by hand.
6. Assemble your documents in the order laid out in the Eligibility Documentation Completeness Checklist (below).
7. Save your file as a PDF and upload your file to the Epicenter online submission platform.

8. Applicants who do not submit the MANDATORY LOI by 3pm CST on March 10, 2023 will be locked out of the online application submission portal and will NOT be eligible to submit a full proposal.

LOI AND ELIGIBILITY DEMONSTRATION COMPLETENESS CHECKLIST

A complete LOI and eligibility demonstration submission must be assembled in this order:

- 1. Completed letter of intent
- 2. Articles of incorporation for the applicant entity
- 3. 501(c)(3) determination letter from the IRS for the applicant entity and *(if applicable)* 501(c)(3) determination letter from the IRS for the ESP
- 4. Proof of US citizenship (**photocopies of U.S. passports or birth certificates ONLY**) for:
 - a. EVERY member of the applicant team listed below, including (but not limited to) EVERY member of the governing board and EVERY member of the school leadership team
 - b. *(if applicable)* the leaders of the ESP, including both national staff AND proposed MS-based staff
- 5. *(if applicable)* demonstration of support for conversion of an existing public school, specifically:
 - a. a petition signed by a majority of teachers in the existing non-charter public school; or
 - b. a petition signed by a majority of parents of students in the existing non-charter public school; or
 - c. evidence of a majority vote of the local school board; or
 - d. (in the case of schools in districts under state conservatorship) evidence of a majority vote of the State Board of Education

2023 CHARTER SCHOOL PROPOSAL Letter of Intent and Demonstration of Eligibility

This letter of intent (LOI) serves to provide a formal notice to the Mississippi Charter School Authorizer Board (MCSAB) regarding our intention to submit a proposal for opening a charter school.

Name of applicant organization: _____
Primary contact person: _____
Mailing address:
Street/PO Box: _____
City: _____ **State:** _____ **Zip** _____
Phone Number: _____ **Day:** _____ **Evening:** _____
Email: _____

We plan to apply as a:
 New operator Existing operator Conversion operator

Do any of the following describe your organization, or the school/campuses you will propose?
 Seeks approval for multiple campuses under a single charter.
 Already operates schools elsewhere in the US.
 Will contract or partner with an education service provider

If so, identify the provider:

 This provider already operates schools in this state or elsewhere in the US.

Provide the names of all members of the applicant team (add lines as needed):

Full Name	Current Job Title and Employer	Position with Proposed School

Provide the names of all members of the proposed governing board of the school (add lines as needed):

Full Name	Current Job Title and Employer	Position with Proposed School

Provide the names of all members of the proposed leadership team of the school (add lines as needed):

Full Name	Current Job Title and Employer	Position with Proposed School

COMPLETE THIS PART FOR EACH SCHOOL/CAMPUS YOU INTEND TO PROPOSE. Duplicate as needed.

Proposed School/Campus Name	Opening year	Grades served year one	Grades served at capacity
Proposed Location			

School District: Identify the school district where the charter school will be located.	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Model/Specialty (check all that apply)			
Alternative	Career and Technical Education	Disability (<i>list</i>):	Montessori
Arts	College Prep	Language Immersion	STEM
Blended Learning	Other (<i>list</i>):	Military	

Proposed School Description	
Provide the mission statement of the proposed school.	
In 100 words or less, briefly describe the instructional focus of the proposed school.	

Certification

We understand that upon receipt of this letter and accompanying documentation, the MCSAB will evaluate our organization and applicant team against the legal eligibility requirements to determine whether we are eligible to hold a charter in the state of Mississippi.

We further understand that in order to be considered in this RFP cycle, we must submit a complete proposal by 3pm CST on May 19, 2023.

I certify that I have the authority to submit this LOI and that all information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the organization.

Name, Role with Applicant Organization

Signature

Date