



## Charter Renewal Application

Revised August 2021

## Table of Contents

<b><u>Introduction</u></b>	3
<b><u>Application and Submission Instructions</u></b>	4
Application Process	4
<b><u>Non-Renewal and Closure</u></b>	6
Submission Instructions	6
<b><u>Charter School Renewal Application</u></b>	8
Renewal Application Overview	8
Section I: Performance Review	8
Section II: School Improvement	9
Section III: Proposed Changes	10
Submission of Entire Application	10
<b><u>Exhibits</u></b>	11
Exhibit A: Application Checklist	11
Exhibit B: Renewal Application Overview	12
Exhibit C: Statement of Assurances	13

## Introduction

**Pursuant to Indiana Code (“IC”) § 20-24-2.2-2, the minimum standard for renewal of a charter school includes a requirement that the school not remain in the lowest category or designation of school improvement for four consecutive years. Absent exceptional circumstances, a charter school failing to meet this minimum standard is not eligible for renewal.**

Unless otherwise specified in the agreement, a charter between an organizer and the Indiana Charter School Board (“ICSB”) automatically terminates forty-five (45) days after completion of the school’s fifth (5<sup>th</sup>) year. Each school authorized by ICSB that wishes to continue being authorized by ICSB following the term of a charter must submit a Renewal Application in accordance with this guidance. The charter renewal process begins in the Fall of the final school year of the term of the charter.

ICSB may grant a renewal for any length of time up to seven (7) years, with or without additional conditions. If ICSB determines that a school’s charter should be renewed, the school will be responsible for the terms of the new Charter Agreement, including ICSB’s Accountability System, plus any further conditions required by ICSB.

Renewal decisions are based on the school’s performance on ICSB’s Accountability System, the contents of the Renewal Application, an interview with the governing board of the school, public comments, and questions from ICSB board members. The organizer is encouraged to be represented by counsel at the renewal hearing.

As data regarding a school’s performance on ICSB’s Accountability System has been collected by ICSB during the term of the existing charter, the primary purpose of the Renewal Application is to allow the applicant:

- (1) To present explanatory, new, or supplemental information pertaining to the school’s performance on the Accountability System; and
- (2) To articulate the school’s strategy and capacity for sustaining success and improvement over the next charter term.

To assist schools in the completion of item (1) above, as part of the renewal process, ICSB will provide the organizer with a summary of the school’s performance to date on ICSB’s Accountability System.

## Renewal Timeline

[All dates subject to change]

<b>1. Statement of Intent to Seek Renewal</b>	Due no later than 11:59 p.m. ET on August 31 <sup>st</sup> in the final school year of the term of the charter.
<b>2. Charter Renewal Application</b>	Due no later than 11:59 p.m. ET on October 20 <sup>th</sup> in the final school year of the term of the charter.
<b>3. Renewal Site Visit</b>	TBD. Determined by organizer, school, and ICSB staff following Application submission.
<b>4. Renewal Public Hearing</b>	TBD. Determined by organizer, school, and ICSB staff following Application submission.
<b>5. ICSB Renewal Meeting</b>	No later than the second week of December in the final school year of the term of the charter.

## Application and Submission Instructions

### Application Process

The Renewal Application, Attachments, and all associated documents, including the Statement of Intent to Seek Renewal and Budget Workbook, may be found on ICSB’s [website](#) under the heading: “Application Process.”

#### Statement of Intent to Seek Renewal

All schools seeking renewal must submit a [Statement of Intent to Seek Renewal](#) electronically to [charter-applications@icsb.in.gov](mailto:charter-applications@icsb.in.gov) by August 31<sup>st</sup> in the final school year of the term of the charter. The Statement should be signed by the chair of the governing board of the school and must include a board resolution approving the intent to seek renewal, formally approved at a public meeting, and be signed by an officer of the governing board. No specific details or plans regarding the renewal should be submitted with the Statement.

#### Summary Dashboard and Application Conference

No later than the third full week of September, ICSB staff will provide all organizers that have submitted a Statement of Intent to Seek Renewal with a Performance Dashboard Summary, consisting of the school’s performance on ICSB’s Accountability System during the charter term,

and will reach out to the organizer and the school to schedule a meeting or conference call with the governing board and/or school leadership to discuss the Renewal Application process.

### Renewal Application

The Charter Renewal Application is due no later than 11:59 p.m. ET on October 20th in the final school year of the term of a charter and must be electronically submitted to [charter-applications@icsb.in.gov](mailto:charter-applications@icsb.in.gov). The Application should be concise, complete, and carefully align to the requirements. Supplemental documentation not specifically required by the application should be included as exhibits and be limited to information that meaningfully adds to or supplements existing data or illustrates or supports plans or strategies discussed in the application.

### Renewal Site Visit

Within fourteen (14) days of receiving a Renewal Application, ICSB staff will reach out to the organizer and the school to schedule a school site visit. The site visit generally includes: 1) interviews with members of the governing board, leadership, staff, and students; 2) classroom observations; 3) observation of school routines and operations; 4) inspection of the physical learning environment; 5) document reviews; 6) anything else ICSB staff determines is relevant to the renewal process. ICSB may ask for additional information to clarify and/or support any questions or concerns arising from the site visit. The requested information must be submitted within five (5) business days of the time of the request

### Public Hearing

Within fourteen (14) days of receiving a Renewal Application, ICSB staff will work with the school to schedule a public hearing to allow input from parents and the community regarding the charter renewal. The public hearing is typically hosted at the school. The purpose of the public hearing is for ICSB to receive comments from community members about the potential renewal of the charter school upon the community. The hearing is not a “question and answer” session between the public attendees and the school or ICSB.

In addition to, or in lieu of, attending the public hearing, community members may submit public comments via email to the following address: [charter-applications@icsb.in.gov](mailto:charter-applications@icsb.in.gov). All emails sent to this address (and to ICSB in general) are subject to Indiana's public access laws including the Access to Public Records Act (“APRA”), which may be found at IC § 5-14-3. Those submitting a public comment are asked to provide their name and affiliation along with their comment.

### ICSB Board Meeting

No later than the second week of December in the final school year of the term of the charter, ICSB will hold a public meeting on the Renewal Application. ICSB will determine the date of the meeting based on Board member availability. Public notice of the meeting must be posted both by the school in the same manner the school posts notice of its regular board meetings.

Approximately one (1) week prior to the ICSB board meeting, ICSB staff will contact the designated representative for the applicant group to inform them of the staff recommendation for the proposed renewal. During the meeting, ICSB board members hear ICSB staff recommendations, ask questions about the recommendation and the application with the members of the applicant group, and hold a roll call vote to approve or decline the application. Following the meeting, all decisions of the ICSB board are posted on ICSB’s website. ICSB application meetings are open to the public and streamed live over the internet.

## Non-Renewal and Closure

If ICSB staff plans to recommend non-approval of a request for renewal, the chairperson of the governing board will be notified by phone call and email at least ten (10) days prior to the ICSB meeting. If ICSB votes for non-renewal of a charter, the Charter Agreement will automatically terminate forty-five (45) days after the last instructional day of school.

ICSB has developed a charter school [Closure Protocol](#) to ensure timely notification to parents, orderly transition of students and student records to new schools, and proper disposition of school funds, property, and assets. ICSB will oversee and work with the organizer and school to ensure a smooth and orderly closure and transition for students and parents.

## Submission Instructions

**Applicants are responsible for ensuring that the Application and all documents submitted as part of the Application are responsive and complete. Applicants should carefully review the Application and all documents referenced therein, using the Application Checklist as a guide, prior to the submission deadline.**

### ICSB Application Submission:

Upon receipt of the [Statement of Intent to Seek Renewal](#), the applicant group’s designated representative will be provided with an email address to which the Charter Application and all attachments must be sent along with specific submission instructions. ICSB is currently in the process of transitioning from one submission platform to another and, while it is unlikely that this transition will be complete in time for the Renewal Application Cycle, ICSB will notify applicants if these submission instructions change.

ICSB will stop accepting email submissions at 11:59 p.m. ET on October 20th. The application must be complete and submitted before that time. For planning purposes, ICSB recommends that applicants begin uploading the proposal and all required attachments approximately one day prior to the deadline. Please be advised that combining the proposal narrative and required attachments into one Portable Document (“PDF”) file may take some time, so this step in the application preparation

process should commence well in advance of the deadline. No hard copy submission or email submission is required.

### Specifications

The Renewal Application is limited to **30** pages total, excluding required Attachments. The application should be on white, letter-sized paper, with standard one-inch margins, be clearly paginated, and use no smaller than an 11-point font. Tables, graphs, and other data in the application must be clearly presented, clearly explained, and directly relevant to the text. Any supplemental documents should be clearly referenced in the application and directly relevant to that part of the text. The Renewal Application must be in either Microsoft (“MS”) Word or PDF format. **PDF documents must be created electronically from the original document files and should not be scanned from hardcopy originals.** All Attachments must be numbered, clearly labeled, comply with the page limit requirements, and be in the format specified in the Application Checklist attached hereto as Exhibit A. If a specific question does not apply to your application, please respond “Not Applicable.”

Do not exceed the listed page limits. ICSB may exclude information from its review that exceeds these limits.

### Notice of Disclosure

**All information submitted as part of an application (including financial information) is subject to APRA and may be subject to review and copying by the public, including the media, unless either: 1) the applicant specifically requests that certain information be withheld (and cites the appropriate exception to disclosure); or 2) ICSB independently determines that it must withhold from disclosure certain information in the application. In the event there is a dispute between ICSB and the applicant as to whether certain information is disclosable, the applicant must obtain an advisory opinion from the State of Indiana’s Public Access Counselor supporting the applicant’s position. The applicant and its representatives, employees, and agents acknowledge and agree that ICSB Board members and staff, and any official, agent, employee or representative of the State of Indiana shall not be held liable or legally responsible in any way for any such disclosure pursuant to APRA, and such parties hereby waive any rights to redress or claims of action pursuant to any such disclosure.**

## Charter School Renewal Application

### Renewal Application Overview

Complete the Application Overview attached hereto as Exhibit B. As part of the Overview, complete an Enrollment Plan which, if the Application is approved, becomes part of the school's new charter. Enrollment Plans may be found here:

- [Enrollment Plan for K-12 Schools](#)
- [Enrollment Plan for Adult High Schools](#)

### Section I: Performance Review

The primary focus of the charter renewal process is the success of the school and organizer in meeting the goals and measures of ICSB's Accountability Plan over the term of the charter, as set forth in the Performance Dashboard Summary ("Summary") provided to the school by ICSB.

In Section I, the school should address each performance category or subcategory in the Summary in which the school received a rating of "Approaches Standard," "Improvement Necessary," or "Does Not Meet Standard," focusing primarily, but not exclusively, on the school's most recently completed school years. Examples of information a school should provide to address a deficiency in a particular category include, but are not limited to:

- A root cause analysis, explaining the underlying cause(s) of lagging performance.
- Action the school has taken or intends to take to address the deficiency (including any relevant data or evidence that performance on the indicator has improved since the most recent report).
- Any supplemental data or contextual information to augment the school's record for any category or subcategory.
- A timeline as to when the school expects to "Meet Standard" on the indicator.

In addressing each subcategory, the school should refer specifically to the subcategory and criteria set forth in the Accountability System. Ensure that any data provided to support your analysis or interpretation is valid, reliable, and relevant.

Schools that were rated as "Meets or Exceeds Standard" in all performance categories and subcategories for the most recently completed school year, and who are comfortable being evaluated by the relevant data on record with ICSB, are not required to complete Section I. The school may, however, use Section I to provide any supplemental data or contextual information to augment the school's record with ICSB for any area of the Accountability System.



## Section II: School Improvement

In Section II, the school should describe how it will sustain success and/or continue to improve over the next charter term. Responses should demonstrate that the school is planning carefully and strategically for the future and has the capacity to achieve long-term success. The school should also detail the school's plans for the next charter term. Specifically:

- (1) Describe the school's plans and strategies for sustaining and continuing to build academic, organizational, and operational success over the next charter term. Explain how the school will build and achieve long-term sustainability and success in:
  - a. The governing board;
  - b. The leadership team;
  - c. The teaching staff; and
  - d. Academic achievement.

In describing these strategies for sustaining success, please specify implementation timelines or timeframes as well as the responsible individuals or parties.

- (2) Identify weaknesses, challenges, and areas for improvement, and detail the school's plans for addressing each of these needs. Responses here should demonstrate that the school has reflected honestly and critically on those areas in need of improvement and ways to improve in those areas. In describing these plans and strategies for ongoing improvement, specify implementation timelines or timeframes as well as responsible individuals or parties.
- (3) Present any additional evidence, beyond the data contained in the final performance report for the charter school, supporting the school's case for renewal.
- (4) Please provide, as **Attachment 1**, a detailed five-year pro-forma budget for the school, including the start-up year, by completing ICSB's [Budget Projections Workbook](#).
- (5) Please provide, as **Attachment 2**, a detailed budget narrative providing a high-level summary of the budget and how the budget aligns with the five-year business plan. The budget narrative should clearly describe assumptions and revenue estimates, including but not limited to the basis for per-pupil revenue projections, staffing levels, facilities expenses, and technology costs.
- (6) Please provide, as **Attachment 3**, a single complete Statement of Assurances form, attached hereto as Exhibit C, signed by an authorized representative of the applicant group.

### Section III: Proposed Changes

In this section, please specify any changes the school would like to see in any of the material terms in the Charter Agreement. Please note that any request for a material change, such as switching service providers, school location, grade configuration, etc., may result in a request for supplemental information from ICSB staff.

### Submission of Entire Application

Please provide, as **Attachment 4**, one (1) PDF file that contains all application components, including the Renewal Proposal Overview, the Renewal Application, including any Exhibits and all required Attachments. The order of attached Exhibits should follow the Renewal Application Checklist in Exhibit A. This PDF file will be posted on ICSB's website as required under Indiana law and in accordance with ICSB policy. Therefore, please be certain that this attachment contains no confidential personal information. In addition, please adhere with the guidelines provided under the Notice of Disclosure section on page 7 of this document for any other information considered confidential.

Exhibit A

**Application Checklist - Renewal**

#	Document	Page Limit	Format	Completed
	Renewal Proposal Overview	Use Template in <u>Exhibit B</u>	PDF	
	Renewal Application	30	MS Word or PDF	
1	Budget and Staffing Workbook	Template	MS Excel	
2	Budget Narrative	5 pages	MS Word or PDF	
3	Statement of Assurances (only one form required)	Use Template in <u>Exhibit C</u>	PDF	
4	Entire Application (including Exhibits)		PDF	

Exhibit B

**Renewal Application Overview**

The applicant group’s **designated representative** will serve as the contact for all communications, interviews, and notices from the ICSB regarding the submitted application.

**Charter School Name:** \_\_\_\_\_

**Charter School Address:** \_\_\_\_\_

**Designated Representative and Contact Information (Phone & Email):** \_\_\_\_\_

**Mission Statement:** \_\_\_\_\_

**School Leader/Principal:** \_\_\_\_\_

Current Board of Directors	

**Grade Levels and Student Enrollment**

Complete Tab 1 of either the [Enrollment Plan for K-12 Schools](#) or the [Enrollment Plan for Adult High Schools](#), as applicable. Please ensure that you are completing the correct Enrollment Plan.

**Identify ESP or partner organization (if applicable):** \_\_\_\_\_

Exhibit C

**Statement of Assurances**

The charter school agrees to comply with the following provisions: *(Read and check)*

- 1. A resolution or motion has been adopted by the charter school applicant's governing body that authorizes the submission of this application, including all understanding and assurances contained herein, directing and authorizing the applicant's designated representative to act in connection with the application and to provide such additional information as required.
- 2. Recipients operate (or will operate if not yet open) a charter school in compliance with all federal and state laws, including Indiana Charter Schools Law as described in all relevant sections of Indiana Code ("IC") § 20-24.
- 3. Recipients will, for the life of the charter, participate in all data reporting and evaluation activities as required by the Indiana Charter School Board ("ICSB") and the Indiana Department of Education. See in particular IC § 20-20-8-3 and relevant sections of IC § 20-24.
- 4. Recipients will comply with all relevant federal laws including, but not limited to, the *Age Discrimination in Employment Act* of 1975, Title VI of the *Civil Rights Act* of 1964, Title IX of the *Education Amendments of 1972*, section 504 of the *Rehabilitation Act* of 1973, Part B of the *Individuals with Disabilities Education Act*, and section 427 of the *General Education Provision Act*.
- 5. Recipients receiving federal Charter School Program Grant funds will comply with all provisions of the Non regulatory Guidance—Public Charter Schools Program of the U.S. Department of Education, which includes the use of a lottery for enrollment if the charter school is oversubscribed, as well as with applicable Indiana law. See also relevant sections of IC § 20-24.
- 6. Recipients shall ensure that a student's records, and, if applicable, a student's individualized education program as defined at 20 U.S.C. § 1401(14) of the *Individuals with Disabilities Education Act*, will follow the student, in accordance with applicable federal and state law.
- 7. Recipients will comply with all provisions of the *Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015*, including but not limited to, provisions on school prayer, the Boy Scouts of America Equal Access Act, the Armed Forces Recruiter Access to Students and Student Recruiting Information, the Unsafe School Choice Option, the Family Educational Rights and Privacy Act and assessments.
- 8. Recipients will operate with the organizer serving in the capacity of fiscal agent for the charter school and in compliance with generally accepted accounting principles.

- 9. Recipients will at all times maintain all necessary and appropriate insurance coverage.
- 10. Recipients will indemnify and hold harmless the ICSB, the State of Indiana, all school corporations providing funds to the charter school (if applicable), and their officers, directors, agents and employees, and any successors and assigns from any and all liability, cause of action, or other injury or damage in any way relating to the charter school or its operation.
- 11. Recipients understand that the ICSB may revoke the charter if the ICSB deems that the recipient is not fulfilling the academic goals, fiscal management, or legal and operational responsibilities outlined in the charter.

**Signature from Authorized Representative of the Charter School Applicant**

I, the undersigned, am an authorized representative of the charter school applicant and do hereby certify that the information submitted in this application is accurate and true to the best of my knowledge and belief. In addition, I do hereby certify to the assurances contained above.

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date