



Charter School Application
for
Change in Authorizer Requests

Updated June 2021

Table of Contents

<u>Introduction</u>	3
Recent Changes	3
Which Application to Submit	4
Virtual and Blended Model Charter Schools	4
<u>Application and Submission Instructions</u>	5
Application Process	5
Submission Instructions	7
<u>Charter School Application</u>	9
Application Overview	9
Executive Summary	9
Section I: School Overview	10
Section II: School Finance	11
Section III: Portfolio Review and Performance Record	12
Section IV: Written Acknowledgement of Request	12
Section V: Additional Information Required for Schools Who Have Received Notice of Charter Termination or Nonrenewal	13
Submission of Full Application	13
<u>Exhibits</u>	14
Exhibit A: Application Checklist	14
Exhibit B: Application Overview	16
Exhibit C: Conflict of Interest Form	18
Exhibit D: Statement of Assurances	21

Introduction

Thank you for your interest in applying to the Indiana Charter School Board (“ICSB”). ICSB is committed to the highest levels of quality for itself and the schools it authorizes. ICSB’s work is guided by five core principles:

- 1) Students First. When performing its duties, ICSB always assesses whether its actions will further the best interests of students.
- 2) High Expectations. ICSB expects the charter schools it authorizes to set high academic achievement expectations, develop strong plans for family and community engagement, and adhere to high ethical standards for students, staff, and board members. Similarly, ICSB establishes high performance expectations and ethical standards for itself.
- 3) Excellence in Leadership. Operating a high-performing charter school requires excellent leadership from school boards and staff. ICSB authorizes schools that demonstrate strong leadership at both the school governance and administrative levels.
- 4) Commitment to Innovation. ICSB is particularly interested in operators that show strong potential to accelerate student success through different school models, instructional strategies, uses of technology, staffing models, governance arrangements, family and community engagement strategies, and other approaches.
- 5) Rigorous and Transparent Accountability. ICSB holds schools accountable for performance through rigorous and transparent accountability mechanisms that uphold schools’ autonomy, foster excellence, and protect student and public interests.

Each application will be carefully evaluated for its alignment with ICSB’s core principles and compliance with applicable law. Only those applicants who can demonstrate the capacity to operate high-performing charter schools will receive charters from ICSB. The final decision on all charter school applications will be made by ICSB’s governing board in a public meeting.

Recent Changes

Funding for Virtual Instruction

Virtual instruction is defined as “instruction that is provided in an interactive learning environment created through technology in which students are separated from their teacher by time or space, or both.” Prior to the 2019 SY, a charter school that met the definition of a “virtual charter school” (any charter school providing more than fifty percent (50%) of its instruction virtually) received

eighty-five percent (85%) of the foundation amount for all students receiving instruction at the school.

Beginning with the 2019-20 SY, virtual instruction is now determined and funded on a per-student rather than per-school basis. Any student at any school, including a charter school, for whom at least fifty percent (50%) of the instructional services received from the school is virtual instruction is considered a “virtual student” and the school receives eighty-five percent (85%) of the foundation amount for that student.

Which Application to Submit

ICSB offers three types of applications: 1) An Application for New School Operators; 2) An Application for Experienced School Operators; and 3) A Change in Authorizer Request Application.

An applicant group should file a Change in Authorizer Request Application if it is the governing body of an existing charter school who is currently not authorized by ICSB and wishes to change authorizers. There are two types of change in authorizer requests: 1) requests from an organizer that has not received notice of termination or non-renewal of a charter from the organizer’s current authorizer; and 2) requests from an organizer that has received notice of termination or non-renewal of its charter by the organizer’s current authorizer. If an applicant group does not currently operate a charter school in Indiana, the group should file either an Application for New School Operators or an Application for Experienced School Operators.

If you are unsure which application to submit, please contact ICSB by phone: 317-232-0499 or email: charter-applications@icsb.in.gov. Additional information and application resources can be found on the ICSB website: <http://www.in.gov/icsb/>.

Virtual and Blended Model Charter Schools

ICSB welcomes all proposed school designs, including blended and virtual models. As discussed above, Indiana recently changed the way that it funds virtual instruction that places less emphasis on whether a school qualifies as a “virtual charter school.” However, a charter school that meets the definition of a virtual charter school is still subject to additional requirements, including student onboarding, student engagement and attendance (including the methodology used to determine attendance), tracking and monitoring student participation, and teacher training.

These requirements can be found in IC §§ 20-24-5-4.5 & 20-24-7-13. Virtual charter schools are responsible, in partnership with ICSB, in ensuring that these requirements are followed.

A “virtual charter school” is defined by Indiana Code as any charter school in which more than fifty percent (50%) of instruction is provided in an interactive learning environment created through

technology in which students are separated from their teacher by time or space, or both. A virtual charter school may only be authorized by a statewide charter authorizer and may only enroll students who are residents of Indiana.

There is no separate definition for a “blended” or “hybrid” school. The school either meets the definition of a virtual charter school or it does not. If it does not, it is treated like a traditional brick and mortar school and is not subject to the additional virtual charter school requirements.

Application and Submission Instructions

Application Process

An organizer that has received notice of termination or non-renewal of a charter is subject to the provisions of Indiana Code (“IC”) § 20-24-4-1.5. Under this provision, before ICSB may issue a new charter to the organizer, ICSB must request to have the organizer’s current proposal reviewed by SBOE at a hearing. At the hearing, ICSB staff must present information indicating that the school's current proposal is “substantively different in the areas of deficiency leading to the termination or nonrenewal decision as identified by the current authorizer.”

This version of the Charter Application is designed for an existing charter school currently not authorized by ICSB who wishes to change authorizers. There are two types of change in authorizer requests:

1. A charter school that has received official notice of termination or non-renewal from its current authorizer must complete Section III of the Application, which is designed to provide the information necessary to make the above determination.
2. An organizer that has not received notice of termination or non-renewal of its charter from its current authorizer does not need to complete Section III of this Application.

ICSB’s Application Timeline may be found here: <https://www.in.gov/icsb/icsb-calendar/application-timeline/>. The Spring Application cycle typically begins in early January and the Fall Application cycle typically begins in mid-July. Please ensure that you check the Application Timeline for the applicable dates.

Letter of Intent

An applicant group wishing to submit a Change in Authorizer Application during an application cycle must first submit a non-binding Letter of Intent (“LOI”). ICSB uses the information contained within the LOI for planning purposes, and the legal name of the applicant group will be posted on ICSB’s website. The LOI must be submitted by 11:59 p.m. ET by the LOI deadline using the following email address: charter-applications@icsb.in.gov.

Application

An applicant group that has submitted a fully completed LOI by the LOI deadline is eligible to submit an Application during the applicable cycle.

All submissions are final. ICSB staff reserves the right to ask for additional information to clarify and/or support specific answers given in the capacity interview. The requested information must be submitted within five (5) business days of the time of the request. No extensions will be granted. Materials submitted after five (5) business days will not be considered.

Capacity Interview and Public Hearing

After submission and acceptance of a completed Charter Application, ICSB will reach out to the applicant group's designated representative to schedule a capacity interview. Only those individuals who are designated as part of the applicant group or as proposed or existing members of the governing board will be permitted to participate in the capacity interview. ICSB staff will use the capacity interview to address specific questions and concerns raised by the Charter Application, and to assess the capacity of the group to implement the proposed program effectively. The capacity interview is ninety (90) minutes long.

As required by Indiana law, a public hearing will be held to allow for comments from community members about the school. ICSB hosts public hearings within the school corporation where the charter school is located which are attended by ICSB staff and Board members. The purpose of the public hearing is for ICSB representatives to receive comments from community members about the potential impact of the application on the community. The hearing is not a question and answer session between the public attendees and the applicant group or ICSB.

In addition to, or in lieu of, attending public hearings, community members may submit public comments via email to the following address: charter-applications@icsb.in.gov. Please note that all emails 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 the name of the charter school along with their comment.

ICSB Board Meeting

Approximately one (1) week prior to the ICSB application board meeting, ICSB staff will contact the designated representative for the applicant group to inform them of the staff recommendation for the school. At this time, the applicant group may choose to continue the application process and present to ICSB or the applicant group may "withdraw" its application from consideration which means that, while ICSB members will be provided with a copy of the staff recommendation, no discussion or vote will occur with respect to the application. Applicants who withdraw because the

staff recommendation is declination or who are declined by the ICSB board may reapply in a later application cycle or to another authorizer in accordance with IC § 20-24-3-11.

During the meeting, ICSB board members hear ICSB staff recommendations, conduct a question and answer session 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.

SBOE Meeting (if applicable)

If ICSB approves a change in authorizer request for an organizer that has received notice of termination or non-renewal, ICSB staff will make every attempt to add the hearing required by IC § 20-24-4-1.5 to the agenda of the next regularly scheduled SBOE meeting. However, due to SBOE board operating procedures (all action items must be delivered to board members at least one (1) week in advance of the meeting) and other reasons beyond ICSB staff's control, it may take more than a month for the proposal to come before SBOE. SBOE staff and the SBOE Chair and Co-Chair ultimately have discretion as to when the hearing is held.

Submission Instructions

Applicants are solely responsible for ensuring that the Application and all documents submitted as part of the Application are responsive and complete by the Application Submission deadline. Applicants must carefully review the Application and all documents referenced therein, including ICSB's Charter Application FAQ, and use the Application Checklist as a guide.

ICSB reserves the right to reject all untimely or incomplete Applications.

Once a LOI has been submitted within the approved and published application cycle timeline, 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 Fall 2021 Application Cycle, ICSB will notify applicants if these submission instructions change.

ICSB will stop accepting email submissions at 11:59 p.m. ET on the date specified in the Application Timeline. The application must be complete and submitted before that time. For planning purposes, ICSB recommends that applicants begin emailing the Application and all required attachments at minimum one day prior to the deadline. Combining the Application 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 is required.

It is the applicant group's responsibility to ensure all application materials are submitted by the established deadline.

Specifications

The Application must be typed and single-spaced, on letter-sized paper, with 1-inch page margins and a minimum of 11-point font. The Application Overview and Narrative must be in either Microsoft ("MS") Word or Portable Document ("PDF") format. **PDF documents must be created electronically from the original document files, and should not be scanned from hardcopy documents.** All Attachments must be numbered, clearly labeled, comply with the page limit requirements, and 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 will 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 Application

ICSB is committed to authorizing high-performing charter schools. Only those applicants that can demonstrate strong academic performance, fiscal responsibility, and legal and organizational compliance are likely to receive approval. Respond to the following questions, limiting your narrative response to sixty (60) total pages, excluding attachments.

Application Overview

Complete the Application Overview attached hereto as [Exhibit B](#). Each applicant must also 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. Failure to complete the correct Enrollment Plan may result in rejection of the Application.

Executive Summary

The Executive Summary should provide a concise overview of the school's mission and vision, the applicant's continued capacity to operate the school, the education model or design, the school's performance, and the reason the governing body is requesting a change in authorizers. In five (5) pages or less, provide an Executive Summary that includes the following elements:

Mission and Vision. State the mission and vision of the school. The rest of the application should fully align with and support the stated mission.

Governance and Leadership. Provide an overview of the school's governance, management structure, and leadership team. Highlight the strengths of the governing board and leadership team. Explain how the governance and management structure will provide for stable, effective governance, and leadership for the school.

Education Plan/School Design. Provide an overview of the school's education program, including key innovations and non-negotiable elements of the school model. Briefly explain the evidence base that demonstrates how the school model has or will be successful in improving academic achievement for the targeted student population.

School Performance. Provide a brief narrative highlighting the school's accomplishments, including financial and academic performance, since its launch. Briefly address both the opportunities and challenges facing the school.

Reason for Submission of Change in Authorizer Application. Explain why the governing body of the school is requesting a change in authorizers. If the reason is related to a notice of termination or non-renewal of the school's existing charter, please also briefly identify any changes that have

been made to the governing board, the leadership team, the education plan/school design, etc. as a result of the notice of termination or nonrenewal.

Section I: School Overview

ICSB is committed to authorizing high-performing charter schools. Only those applicants that demonstrate strong academic performance, fiscal responsibility, and legal and organizational compliance are likely to receive approval for a change in authorizer request.

School Governance

- 1) List the school's current board members and provide a brief explanation of the expertise each member brings to the board. Has there been any recent significant board member turnover? How long has the current board chair been in his or her role? Please provide, as **Attachment 1**, resumes for all current board members. Please provide, as **Attachment 2**, a signed Statement of Economic Interest and Conflict of Interest Form (as provided in Exhibit C) for each current board member who is responsible for oversight of the school.
- 2) Please provide, as **Attachment 3**, a copy of the board minutes from the last three Board meetings, including the meeting in which the board voted to submit this application.
- 3) How does the chosen governance model support quality oversight of the school, including monitoring of academic outcomes, financial health, organizational compliance, and school leadership performance? Please list all active board committees, both voting and advisory and provide an organization chart listing governance and operational responsibilities for the organizer and the school(s).
- 4) Please provide, as **Attachment 4**, a copy of the school's Governance Documents, including: 1) the organizer's 501(c)(3) Determination Letter from the Internal Revenue Service, Articles of Incorporation, Bylaws, Conflict of Interest, and Code of Ethics policies.

School Management

Describe the school's leadership and management structure. How does this support the school design, as well as effective operations of the school? Has there been any recent significant leadership turnover at the school? Please provide, as **Attachment 5**, the resume for the current School Leader.

The following two questions apply only to charter schools that contract with an Education Service Provider ("ESP") to manage school operations.

- 1) Explain why the ESP was selected to manage the school. How satisfied is the board with the ESP's performance to date?

- 2) Summarize the primary responsibilities of the ESP and please provide, as **Attachment 6**, a copy of the current executed management contract.

Education Plan

- 1) Describe the educational philosophy of the school. Provide an overview of the curricula, tools, methods, and instructional techniques that support the educational philosophy.
- 2) Describe any interim assessments (e.g., DIBELS, Acuity, NWEA MAP, TABE) used by the school to assess student performance and improvement.
- 3) Is the board satisfied with the school's academic outcomes to date? If not, what corrective actions has the school taken to ensure the school is on a positive academic trajectory?
- 4) Please provide, as **Attachment 7**, a copy of the school's accountability/performance report or dashboard for the most recently completed school year.

Organization and Compliance

- 1) Is the school facing any major operational challenges, including challenges with facilities, transportation, technology, school lunch program, etc.? If yes, briefly describe the board's plan to address these challenges.
- 2) Provide a brief description of the history of the school's compliance with all applicable laws and its current charter.
- 3) Identify any current or past litigation, including arbitration proceedings, involving the charter school. Please provide, as **Attachment 8**, copies of: (a) complaints, (b) any responses to complaints, and (c) the results of any arbitration or litigation.
- 4) As **Attachment 9**, please provide a single complete Statement of Assurances form, attached hereto as Exhibit D, signed by an authorized representative of the applicant group.

Section II: School Finance

- 1) Describe who is responsible for managing the school's finances? Does the school have any contracts for bookkeeping services? If yes, please provide the name of any providers.
- 2) Please provide, as **Attachment 10**, a detailed 5-Year Pro-Forma Budget for the school by completing ICSB's [Budget Projections Workbook](#) which can be found here: <https://www.in.gov/icsb/charter-applications/application-documents/>.

- 3) Please provide, as **Attachment 11**, a detailed budget narrative that provides a high-level summary of the budget. 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. The narrative should also address any financial issues previously identified by its current authorizer. The narrative should specifically address:
 - a) The degree to which the school (and network) budget relies on variable income (e.g., grants, donations, fundraising).
 - b) The school's contingency plans to meet financial needs if anticipated revenues are not received or are lower than the estimated budget.
 - c) How the school will ensure it has sufficient funds to cover all anticipated expenses, including but not limited to: (a) special education costs, (b) transportation costs necessary to ensure the school will be accessible for all enrolled students, and (c) required retirement plan contributions.
 - d) How the school addressed previous financial compliance issues found by current authorizer (if applicable).
- 4) Please provide, as **Attachment 12**, the last three years of audited financial statements and management letters for the school.

Section III: Portfolio Review and Performance Record

- 1) Provide, as **Attachment 13**, a completed [Academic Performance Workbook](#), which may be found here: <https://www.in.gov/icsb/charter-applications/application-documents/>.
- 2) List any contracts with charter schools that have been terminated by either the organization or the school, including the reason(s) for such termination, date of termination and whether the termination was for "material breach."
- 3) List any and all charter revocations, non-renewals, shortened or conditional renewals, and/or withdrawals/non-openings of schools operated by the organization and explain.
- 4) Explain any performance deficiencies or compliance violations that have led to formal authorizer intervention with any school operated by the organization in the last three years, and how such deficiencies or violations were resolved.

Section IV: Written Acknowledgement of Request

Pursuant to IC § 20-24-3-4(d), the governing body of the charter school must provide, as **Attachment 14**, written acknowledgement of its Application to the ICSB from its current authorizer.

**Section V: Additional Information Required for Schools
Who Have Received Notice of Charter Termination or Nonrenewal**

A charter school that seeking to change authorizers after receiving official notice of termination or nonrenewal of its current charter agreement must submit, as **Attachment 15**, a letter, signed by the governing board of the Charter School, which includes or addresses the following information:

- 1) An explanation of why the current authorizer is terminating or not renewing the charter school's current charter agreement. Please include all correspondence, notices, findings, audits, and any other documentation related to the authorizer's decision to terminate or non-renew.
- 2) A statement describing the school's history of compliance (or non-compliance) with all applicable laws and its current charter.
- 3) A description of how the governing board has or plans to address the issues raised by the charter school's current authorizer leading to the authorizer's decision to terminate or non-renew the school's current charter agreement. Please include any documents (e.g., board resolutions, correspondence, contracts, etc.) related to changes made by the governing board to address such deficiencies.

Submission of Full Application

Please provide, as **Attachment 16**, one (1) PDF file that contains all application components, including the Application Overview, the Executive Summary, the Application Narrative, and all required Attachments.. 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 seven of this document for any other information considered confidential.

Exhibit A

Application Checklist – Change in Authorizer

#	Document	Page Limit	Format	Completed
	Application Overview	Use Template in <u>Exhibit B</u>	PDF	
	Application (including Executive Summary)	60	MS Word or PDF	
1	Board Member Resumes	None	MS Word or PDF	
2	Statement of Economic Interest and Conflict of Interest Form (completed by board member)	Use Template in <u>Exhibit C</u>	PDF	
3	Board Minutes	None	MS Word or PDF	
4	Governance Documents	None	MS Word or PDF	
5	School Leader	None	MS Word or PDF	
6	Education Service Provider Contract/Term Sheet	None	MS Word or PDF	
7	Accountability/Performance Report	None	MS Word or PDF	
8	School Litigation Information (if applicable)	10 pages	MS Word or PDF	
9	Statement of Assurances (only one form required)	Use Template in <u>Exhibit D</u>	PDF	
10	Budget Projections Workbook	Use required template	MS Excel (no PDF submissions)	
11	Budget Narrative	5 pages	MS Word or PDF	
12	Audited Financial Statements	None	PDF	
13	Academic Performance Workbook	None	MS Excel	

#	Document	Page Limit	Format	Completed
14	Written Acknowledgement of Current Authorizer	1 page	PDF	
15	Additional Information Required for Schools Who Have Received Official Notice of Charter Termination or Nonrenewal	None	MS Word or PDF	
16	Entire Application (excluding items exempt from Indiana's Public Access Laws assuming prior written approval from Indiana's Public Access Counselor)	None	One combined PDF file	

Exhibit B

Charter Application Overview – Change in Authorizer

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

Type of Submission:

Existing charter has not been revoked and organizer has not been informed that its charter will not be renewed by its current authorizer.

Existing charter has been revoked or Organizer has been informed that its charter will not be renewed by its current authorizer.

Name of Charter School(s): _____

School Address(es): _____

Name of Board Chair: _____

Contact Information: _____

Name of Head of School/Principal(s): _____

Contact Information: _____

Year School(s) Opened: _____

Name of Current Authorizer: _____

Name of Education Service Provider (ESP) (if applicable): _____

Current School Information:

School Name(s)	Year Opened	School Address

School(s)	Grade Levels	Number of Students	School Model

Projected 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.

Signature of Designated Representative

Signature _____ Date _____

Exhibit C

Statement of Economic Interest & Conflict of Interest Form

(Must be completed individually by each Board member)

Background Information

1. Name of charter school on whose governing board you serve:

2. Your full name:

3. Your spouse's full name:

Employment History

4. Brief educational and employment history (no narrative response is required if your resume is attached to the charter application).

My resume is attached.

My resume is not attached. Please provide a narrative response:

5. List the name(s) of your current employer(s) and the nature of the business (an "employer" is defined as "any person from whom the board member or the board member's spouse receives more than thirty-three (33%) of their income"):

6. List the name(s) of your spouse's employer(s) and the nature of the business:

7. Do you and/or your spouse currently operate a sole proprietorship or professional practice?

No.

Yes. Please provide the name and describe the nature of the business:

8. Are you and/or your spouse a member of a partnership and/or limited liability company?

No.

Yes. Please provide the name and describe the nature of the business:

9. Are you and/or your spouse an officer or director of a corporation?

No.

Yes. Please provide the name and describe the nature of the business:

Conflict of Interest Disclosures

1. Do you or your spouse have a personal or business relationship with any other board member for the proposed school?

No.

Yes. Please identify the board member and indicate the nature of the relationship:

2. Do you or your spouse have a personal or business relationship with anyone who is conducting, or who plans to conduct, business with the charter school (whether as an individual or as a director, officer, employee or agent of another entity)?

No.

Yes. Please identify the business and indicate the nature of the relationship:

3. Do you, your spouse, or any immediate family members conduct, or anticipate conducting, any business with the school?

No.

Yes. Please describe the nature of the business that is being, or will be, conducted:

4. (If the school intends to contract with an Education Service Provider). Do you, your spouse, or any immediate family members have a personal or business relationship with any employees, officers, owners, directors or agents of the service provider?

Not applicable.

No.

Yes. Please describe the relationship:

5. (If the school intends to contract with an Education Service Provider). Do you, your spouse, or any immediate family members have a direct or indirect ownership, employment, contractual or management interest in the service provider?

Not applicable.

No.

Yes. Please provide a description of the interest:

6. (If the school intends to contract with an Education Service Provider). Do you, your spouse, or any immediate family members conduct, or anticipate conducting, any business with the provider?

Not applicable.

No.

Yes. Please describe the nature of the business:

7. Are you, your spouse, or any other immediate family members, a director, officer, employee, partner or member of, or are otherwise associated with, any other organization that is partnering, or plans to partner, with the charter school?

No.

Yes. Please describe the relationship and the nature of the partnership:

8. Are there any other potential ethical or legal conflicts of interests that would, or are likely to, exist should you serve on the school's board?

No.

Yes. Please describe the nature of the potential conflict(s):

9. Do you understand the obligations of a charter school's board of directors to comply with Indiana's Public Access laws, including the Open Door Law and the Access to Public Record Act?

Yes.

Don't Know/ Unsure.

I, certify to the best of my knowledge and ability that the information I am providing to the Indiana Charter School Board as a prospective board member for the above charter school is true and correct in every respect.

Name

Signature

Date

Exhibit D

Statement of Assurances

The charter school agrees to comply with all of 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