



IPCSC Charter School Policy

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IPCSC Policy
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Section I: IPCSC Meeting Protocol

A. Submission of Meeting Materials

1. Final revisions for new charter school petitions must be received by the IPCSC office no later than 5:00 p.m. Mountain Time thirty (30) calendar days prior to the scheduled hearing.
2. All other materials to be considered at a regular meeting must be received by the IPCSC office no later than 5:00 p.m. Mountain Time fifteen (15) calendar days prior to the meeting date.
3. Materials to be considered at a special meeting of the PCSC must be received by the IPCSC office no less than twelve (12) hours prior to the scheduled start time of the meeting.
4. Additional or revised materials may be accepted after the deadline at the discretion of the IPCSC Director.
5. Additional materials and handouts may be accepted at the meeting at the discretion of the IPCSC Chair.
6. All materials shall be submitted electronically via electronic mail, web-based file-sharing services, or portable data storage devices. Materials submitted as a shared document or via a shared drive not provided by the IPCSC will not be accepted.

B. Public Comment

1. Members of the public may address the IPCSC during regular or special IPCSC meetings if so noted on the meeting agenda.
2. If public comment is on the agenda, members of the public must indicate the topic they wish to address on the sign-in sheet prior to the start of the meeting.
3. If public comment is on the agenda, members of the public will be invited to speak by the Chairman during the agenda item to which the public comment pertains.
4. Public comment unrelated to an agenda item will be allowed only if a separate public comment section is included on the agenda. In such a case, the speaker will be invited to address the IPCSC during that section.
5. Public comments shall be limited to three (3) minutes.

C. Written Comment

1. Written comment may be submitted to the IPCSC staff at any time.
2. Written comment must be identified as such and must include the name and contact information of the author.
3. Written comment submitted at least seven (7) days in advance of a IPCSC meeting will be included in the meeting materials.
4. Written comment submitted fewer than seven (7) days in advance of a IPCSC meeting will be distributed to commissioners but may not be included in the meeting materials.
5. Written comment will be read aloud at the regularly scheduled IPCSC meeting following receipt and will be limited to three (3) minutes.

D. Agenda Items Regarding IPCSC Schools

1. A public charter school will be informed no less than thirty (30) days prior to any meeting at which that school is the subject of an agenda item.
2. A public charter school's governing board or its designee shall be allotted up to fifteen (15) minutes to address the IPCSC during the agenda item(s) specifically related to that school. Additional time may be allowed at the Chairman's discretion.

Section II: New Charter School Petitions

A. New Charter School Petition Eligibility

1. New charter school petitions shall be considered only at regularly scheduled IPCSC meetings.
2. A petition for a new charter school shall be eligible for consideration by the IPCSC if all of the following are satisfied:
 - a. The new charter school petition includes all required narrative sections and all required appendices, pursuant to IDAPA 80.02.04.202; and
 - b. The new charter school petition is submitted by a governing board whose bylaws are compliant with the Idaho Nonprofit Corporation Act and fully executed, and whose articles of incorporation are filed in the state of Idaho; and
 - c. The new charter school petition includes evidence that both the petition and the letter stating the petitioners' intent to pursue authorization with the IPCSC were submitted to all impacted traditional school districts at least four (4) weeks prior to submission to the IPCSC.
 - d. At least one member of the petitioning group has completed the Charter Start 101 workshop, hosted by the State Department of Education.
3. A petition for a new charter school shall not be eligible for consideration by the IPCSC if any of the following are true:
 - a. The petition has been denied by the IPCSC within the 90 days; or
 - b. A Petition Evaluation Report for the proposed new public charter school has been issued by the IPCSC staff, and the petition was subsequently withdrawn from consideration prior to the scheduled hearing within the previous 90 days;
 - c. No member of the petitioning group has completed the Charter Start 101 workshop, hosted by the State Department of Education.
4. A petition for new charter school that seeks to replicate an existing school is not eligible to apply as a new charter school. Please see Section V of these policies for more information regarding a petition to replicate.

B. New Charter School Petition Submission Requirements

1. A petition for a new charter school may be submitted to the IPCSC at any time.

2. Petitions received between January 1st and September 1st, if approved, may open the following fall.
3. Petitions received between September 2nd and December 31st will be subject to the next full review cycle based on the petition's submission date. If approved, the public charter school may not begin operations until July 1 of the following year, at least eighteen (18) months after the date on which the petition was submitted.
4. New Charter School Petitions must include the following:
 - a. One Adobe PDF document comprising the petition narrative and all appendices, including the completed budget template; and
 - b. One Excel document (including formulas) comprising the completed budget template.
 - c. Materials provided by the petitioners, but not incorporated into the final PDF by the petitioners, shall not be forwarded to the IPCSC for consideration.

C. New Charter School Petition Content Requirements

1. IPCSC staff will maintain a New Petition Guidance document and a full description of the Standards of Quality against which a new charter school petition shall be evaluated.
2. Pursuant to IDAPA 08.02.04.202, the petition narrative shall include descriptions of the following:
 - a. Educational program; and
 - b. Financial and facilities plan; and
 - c. Board capacity and governance structure; and
 - d. Student demand and primary attendance area; and
 - e. School leadership and management; and
 - f. Virtual or blended learning model, if applicable.
3. Pursuant to IDAPA 08.02.04.202.07, New Charter School Petitions shall include all of the following appendices:
 - a. Appendix A – Budgets, including the IPCSC budget template and facility option template; and

- b. Appendix B – Articles of Incorporation and Bylaws; and
 - c. Appendix C – Board of Directors; and
 - d. Appendix D - School Administration; and
 - e. Appendix E - Education Services Provider, if applicable.
4. New charter school petitions may include any additional supporting documents incorporated into the PDF as Appendix F.

D. New Charter School Petition Evaluation Timeline

1. Within thirty (30) days of receiving an eligible new charter school petition, IPCSC staff will issue a Petition Evaluation Report to the petitioners for use as a revision tool.
2. IPCSC staff will conduct an interview with the public charter school's governing board for the purpose of evaluating the board's governance capacity. A summary of the interview shall be included in the final Petition Evaluation Report.
3. Petition revisions will be accepted by IPCSC staff until, and no later than thirty (30) calendar days prior to the hearing. Revisions submitted fewer than thirty (30) days prior to the hearing may be accepted at the discretion of the IPCSC Director.
4. IPCSC staff will issue a recommendation for approval, denial, or conditional approval to the school within twelve (12) weeks of the original submission date.
5. The IPCSC will hold a hearing at the next regularly scheduled meeting following the issuance of the IPCSC staff's recommendation.
6. Materials for the hearing will consist of:
 - a. The final new charter school petition in PDF format, as submitted by the petitioners; and
 - b. The final Petition Evaluation Report, as prepared by IPCSC staff; and
 - c. A cover sheet noting the IPCSC staff's recommendation.
7. At the hearing, the IPCSC will issue a decision of approval, denial, or conditional approval.
8. If approved, a Performance Certificate for an initial operational term of five (5) years will be drafted by the IPCSC staff, and must be executed by both parties within seventy-five (75) days from the date of approval.

9. New public charter schools must attend a pre-opening orientation meeting with IPCSC staff within two (2) weeks of approval for the purpose of reviewing pre-opening requirements and timelines.
10. Denials may be appealed to the state superintendent of public instruction, pursuant to I.C. § 33-5207.

Section III. Petition for Transfer of Authorization

A. Petition to Transfer Authorization Eligibility

1. Petitions to transfer authorization of a public charter school's current Performance Certificate to the IPCSC shall be considered only at regularly scheduled IPCSC meetings.
2. Petitions to transfer authorization may be submitted to the IPCSC at any time.
3. The term dates of a public charter school's Performance Certificate are fixed, and shall not change due to a transfer of authorization.
4. A petition to transfer authorization shall be eligible for consideration by the IPCSC if both of the following are true:
 - a. The public charter school's governing board has passed a resolution stating its intent to apply for a transfer of authorization; and
 - b. The public charter school's existing authorizer has provided written support of the public charter school's intent to apply for a transfer of authorization.
5. A petition to transfer authorization shall not be eligible for submission if:
 - a. The petition to transfer authorization has been denied by the IPCSC within the previous 90 days; or
 - b. Either the public charter school's governing board or the public charter school's current authorizer do not wish to pursue the transfer.

B. Petition to Transfer Authorization Submission Requirements

1. Initial petitions to transfer authorization must include the following:
 - a. A petition narrative as described in Section II.C.2 of these policies; and
 - b. The school's current-year board-approved annual budget; and
 - c. The school's most recent financial audit; and
 - d. Written notification from the existing authorizer indicating that it agrees to the pursuit of a transfer of authorization; and
 - e. The school's existing Performance Certificate, including the Performance Framework, and any other applicable appendices or conditions.
2. Final petition to transfer authorization must also include the following:

- a. The proposed IPCSC Performance Certificate, including the Performance Framework, as applicable to the public charter school under IPCSC authorization; and
- b. Written confirmation from the school's existing authorizer that it has reviewed the materials included in the final submission, particularly the proposed Performance Certificate, and agrees to the transfer of authorization.

C. Petition to Transfer Authorization Evaluation Timeline

1. Within thirty (30) days of submission, IPCSC staff will provide to the petitioner:
 - a. A Petition Evaluation Report outlining any concerns with regard to the IPCSC's Standards of Quality; and
 - b. A draft Performance Certificate, as applicable to the public charter school under IPCSC authorization.
2. A hearing shall be scheduled within twelve (12) weeks of the original submission date.
3. The IPCSC will issue a decision to approve or deny the petition to transfer authorization at the scheduled hearing.
4. If approved, the transfer of authorization shall be effective on the following July 1st.
5. Denials may be appealed to the State Board of Education, pursuant to I.C. § 33-5209A.

Section IV: Amendments

A. Eligibility for Amendment

1. A public charter school or its authorizer may enter into negotiations to revise a Charter or Performance Certificate at any time.
2. The IPCSC shall not approve requests for amendments if any of the following are true:
 - a. The amendment proposes to increase enrollment or to change the grade levels served and the school did not meet standard on all measures of the Performance Framework, as reported on the most recent Annual Performance Report; or
 - b. The amendment proposes to increase enrollment or to change the grade levels served, or to increase the rate of growth toward capacity and the school is operating on an initial Performance Certificate term; or
 - c. The amendment proposes to adjust sections of the Charter or Performance Certificate that are relevant to the reasons for possible non-renewal or revocation and the IPCSC has issued notification of potential non-renewal or either revocation proceedings or closure protocol have begun.
3. Proposed Charter or Performance Certificate amendments shall include the following:
 - a. A cover letter explaining the nature of and rationale for the proposed amendments; and
 - b. One Adobe PDF document comprising the section(s) of the Charter or Performance Certificate to be amended; and
 - c. One Adobe PDF document comprising any supporting documentation, including budgets and/or notifications to the traditional district, if applicable.

B. Consideration of Minor Amendments

1. The IPCSC Director has the authority to approve minor amendments to a school's Charter or Performance Certificate.
2. Minor amendments include, but are not limited to:
 - a. Changes in enrollment numbers by grade if the amendment does not impact the school's approved enrollment capacity or grades served;

- b. Changes in enrollment capacity if the amendment does not increase the school's approved enrollment capacity by more than 10% over the course of the Performance Certificate term and the amendment does not change the approved grade levels served;
 - c. Changes to the school's mission, vision, or key design elements to reflect strategic planning if the amendment does not significantly change the instructional model;
 - d. Changes to the school's primary attendance area for the purposes of clarifying the intent of the existing area; or
 - e. Changes to the school's Charter to include statutorily allowable enrollment preference categories.
3. Notification of approval or denial by IPCSC staff of any minor amendment will be issued to the public charter school within thirty (30) days of submission.
4. Amended Charters or Performance Certificates shall be fully executed by both parties within thirty (30) days of receiving notification of approval.
5. If the amended Performance Certificate or Charter is not executed by both parties within thirty (30) days of notification of approval, the amendment shall be considered failed and the Performance Certificate or Charter will revert to its state prior to the failed amendment.

C. Consideration of Major Amendments

1. Major amendments will be considered by the IPCSC only at regularly scheduled meetings.
2. Major amendments include, but are not limited to:
 - a. Changes to the public charter school's enrollment capacity of more than 10% over the course of the Performance Certificate term;
 - b. Changes to the grade levels served by the public charter school;
 - c. Changes to the school's instructional model of such significance as to require the section of the charter to be rewritten; or
 - d. Any amendment that does not otherwise qualify as minor according to Section IV.B.2.

3. Upon submission of a request to expand a school's enrollment by ten percent (10%) or more, or to increase the grade levels served:
 - a. The IPCSC will notify any school districts and charter schools that may be impacted by the major amendment request.
 - b. The IPCSC will schedule the amendment for consideration at a regularly scheduled IPCSC meeting at least thirty (30) days after submission.
4. A request to expand a charter school that results in a single local education agency (LEA) occupying multiple campuses may be considered as an amendment as long as all campuses are located within five (5) miles of the original campus. Should an expansion be located more than five (5) miles from the original campus, the petition may not be submitted as an amendment, but may be considered as a replication.
5. The IPCSC will approve or deny proposed Charter or Performance Certificate amendments at the hearing at which they are considered.
6. Amended Charters or Performance Certificates must be fully executed by both parties within thirty (30) days of approval.
7. If the Amended Performance Certificate or Charter is not executed by both parties within thirty (30) days of approval, the amendment shall be considered failed and the Performance Certificate or Charter will revert to its state prior to the failed amendment.

Section V: Replication

A. Eligibility for Replication

1. Petitions to replicate an existing charter school shall be considered only at regularly scheduled IPCSC meetings.
2. A petition for a replication shall be eligible for consideration by the IPCSC if all of the following are satisfied:
 - a. The school being replicated has completed at least one (1) renewal cycle and has been renewed without conditions;
 - b. The replication must serve the same, or a subset of the same, grades as are served in the school being replicated; and
 - c. The replication must implement the same operational model as implemented by the school being replicated.
3. A petition for a replication shall not be eligible for consideration by the IPCSC if any of the following are true:
 - a. The school is currently operating on a conditional performance certificate; and/or
 - b. The school does not meet the eligibility requirements established in Section A.2 of these policies.

B. Replication Petition Submission Requirements

1. A petition for replication may be submitted to the IPCSC at any time.
2. Petitions received between January 1st and September 1st, if approved, may open the following fall.
 - a. Upon submission of a petition to replicate a school, the IPCSC will notify any school districts and charter schools that may be impacted by the replication petition.
 - b. The IPCSC will schedule the petition for consideration at a regularly scheduled meeting at least thirty (30) days after submission.
3. The IPCSC shall schedule the petition for consideration at a regularly scheduled IPCSC meeting at least 30 days after submission.
4. A replication petition must include all of the following:
 - a. A description of the capacity of the charter holder to successfully govern multiple schools and manage the replication process;

- b. A description of how the charter holder will maintain high academic performance (based on the IPCSC Framework) at all campuses for which the charter holder is responsible;
 - c. A description of how the charter holder will incorporate representation and input in the school operations from the local area where the new school will be located if the location is outside of the traditional school district in which the school being replicated is physically located;
 - d. A facility plan;
 - e. A financial plan;
 - f. A description of the proposed primary attendance area; and
 - g. Evidence of student demand in the proposed primary attendance area.
5. The IPCSC will approve or deny replication petitions at the hearing at which they are considered.
6. A performance certificate for approved replications will be executed within seventy-five (75) days of approval.

Section VI: Reporting

C. Governing Documents

1. No charter school may commence operations without a Performance Certificate executed within seventy-five (75) days of charter approval.
2. A Performance Certificate will outline the terms and conditions under which a charter school is authorized to operate.
3. All Performance Certificates will include Performance Framework that outlines the specific standards and outcomes the school must achieve in order to earn subsequent operational terms.
4. The Performance Framework shall include indicators, measures, and metrics in the following categories:
 - a. Academic achievement,
 - b. Operational effectiveness,
 - c. Financial health, and
 - d. Board stewardship

D. Annual Performance Reports

1. Annual Performance Reports will be prepared by IPCSC staff and shall include the following:
 - a. The school's status with regard to the terms of its Performance Certificate;
 - b. The school's performance outcomes as evaluated against its Performance Framework;
 - c. The school's status with regard to any renewal conditions included in its existing Performance Certificate, if applicable;
 - d. Longitudinal data reflecting the school's performance over the course of the previous three (3) operational years; and
 - e. The school's status with regard to any mission-specific goals, if such are included in its Performance Framework.
2. Public charter schools may submit corrections and/or clarifications to the Annual Performance Report within thirty (30) days of issuance of the report.

3. Corrections and/or clarifications must be submitted to the IPCSC office in writing, and must include a cover sheet clearly identifying each correction or clarification and the supporting documentation.
4. Annual Performance Reports will be published on the IPCSC's website no later than January 31st.
5. IPCSC staff will prepare and publish an annual report addressing the performance of all schools authorized by the IPCSC. This report will be published on the IPCSC's website no later than January 31st.

E. Required Reports

1. Public charter schools authorized by the IPCSC must submit the following reports annually by the following dates, or as requested:
 - a. July 30th
 - i. The school's leadership update, noting any changes to board directors, administrative staff, or key operational staff. This report also requires confirmation of contact information and assurance that all compliance issues that occurred during the previous fiscal year were reported to the IPCSC as required;
 - ii. The school's board-approved annual budget for the current fiscal year (any subsequent amendments must be submitted within five (5) days of the change);
 - iii. The school's projected enrollment by grade level on which the submitted annual budget is based;
 - iv. A projected cash flow report for the current fiscal year; and
 - v. If applicable, any data necessary to evaluate the school's performance against mission-specific goals that are included in the school's Performance Framework.
 - b. November 1st
 - i. A board-approved independent fiscal audit report for the previous fiscal year.
 - c. February 1st
 - i. A balance sheet and a budget-to-actuals report as of the end of the second quarter of the fiscal year.

- d. A public charter school that did not meet standard on any financial measures of the most recently issued Annual Performance Report must also submit the following financial documentation:
 - i. A balance sheet, due November 1st and May 1st to reflect the first and third quarters of the fiscal year, respectively; and
 - ii. A budget to actuals report, due November 1st and May 1st to reflect the first and third quarters of the fiscal year, respectively; and
 - iii. An updated cash flow report for the current fiscal year, due quarterly on November 1st, February 1st, and May 1st.

F. Reporting Standards

1. A public charter school shall be considered a governmental entity. As such, public charter schools shall follow and adhere to the standards established by the Government Accounting Standards Board (GASB).
2. Budgets shall be completed on an accrual basis, with year-end balances including encumbrance. That is, revenue intended for use in one fiscal year may not be used to demonstrate fiscal stability by covering expenditures that should have been paid using revenue from the previous fiscal year.
3. Cash flow projections shall be completed on a cash basis, showing actual cash amounts and projections with funds moving out at the appropriate, anticipated time.

G. Required Documentation

1. Public charter schools must submit copies of the following documents prior to operating and must notify the IPCSC of any changes within five (5) days:
 - a. Facility lease agreement, if instructional facilities are leased; and
 - b. Certificate of occupancy for all instructional facilities; and
 - c. Accreditation reports; and
 - d. Board bylaws; and
 - e. Contact information for each board member (including full name, phone number, address, email address, and resume).
2. Public charter schools must notify the IPCSC within five (5) days if the administration or the governing board becomes aware of any of the following

circumstances:

- a. The school may have violated the terms of its Performance Certificate;
 - b. The school may have violated an applicable laws, rules, or regulations;
 - c. A lawsuit has been filed against the school;
 - d. A complaint against an employee of the school has been filed with the Professional Standards Commission; or
 - e. The school's board passes a motion to relinquish its charter.
3. A public charter school must provide copies of the following insurance binders to the IPCSC prior to operating:
- a. Liability;
 - b. Property loss;
 - c. Worker's compensation;
 - d. Unemployment; and
 - e. Health.
4. Pursuant to IDAPA 08.03.01.300, a public charter school must provide the following documents to the IPCSC prior to beginning operations in an initial or any subsequently acquired facility:
- a. Building inspection report from the Idaho Division of Building safety;
 - b. Fire marshal report for the site; and
 - c. Health district inspection certificate issued by the appropriate health district for the site.
5. The IPCSC or its staff may request additional reports on an as-needed basis for the purpose of fulfilling its duty to oversee the public charter school's compliance with applicable laws, rules, and regulations, including the school's Performance Certificate and Performance Framework.

H. Authorizer Fee

1. Authorizer fees shall be calculated pursuant to I.C. § 33-5208(8).

2. IPCSC staff will issue authorizer fee invoices no later than February 15th each year.
3. Authorizer fees shall be due to the IPCSC no later than March 15th each year.
4. A public charter school may redirect up to 10% of the assessed fee to pay membership fees to an organization that provides technical assistance, training, and advocacy for Idaho public charter schools. Receipts must be remitted with payment as proof of purchase.
5. A public charter school will be notified within thirty (30) days of the due date if payment is delinquent. In such a case, the amount due will be withheld from the next scheduled payment distribution until such time as the school remits payment in full, pursuant to IDAPA 08.02.04.102.

Section VII: Public Charter School Oversight

A. General Oversight

1. All public charter schools authorized by the IPCSC shall be continuously monitored for compliance with all applicable laws, rules, regulations, and the terms of the Performance Certificate.
2. All public charter schools authorized by the IPCSC shall be annually evaluated against the Performance Framework to determine performance outcomes.
3. The IPCSC will consider the reporting burden of public charter schools when requesting reports, and will utilize data and reports prepared by the State Board of Education, the State Department of Education, and/or IPCSC staff whenever possible.
4. If a public charter school is accredited by a State Board of Education approved accrediting agency, the IPCSC shall accept accreditation reports in lieu of conducting a site visit for the purpose of establishing whether the school is effectively implementing its Key Design Elements as stated in its Performance Certificate.
5. If a public charter school is not accredited by a State Board of Education approved accrediting agency, the IPCSC will conduct a site visit once during the public charter school's Performance Certificate term for the purpose of evaluating whether the school is effectively implementing its Key Design Elements as stated in its Performance Certificate.
 - a. The public charter school will receive written notice of a site visit for this purpose at least thirty (30) days prior to the visit, and whenever possible, the site visit will be scheduled at a time convenient for the public charter school.
6. The IPCSC may make additional site visits for the following purposes:
 - a. Conducting a pre-opening site visit with advanced notice for the purpose of determining the school's readiness to begin operations.
 - b. Observing the enrollment lottery once per Performance Certificate term with advanced notice and for the purpose of evaluating operational compliance;
 - c. Observing a governing board meeting once per Performance Certificate term with advanced notice and for the purpose of evaluating operational compliance;

- d. Investigating concerns regarding compliance with any applicable laws, rules, regulations, or the performance certificate with or without notice.

B. Complaints

1. IPCSC staff shall log all complaints against a public charter school it authorizes within five (5) business days of receiving the complaint.
2. IPCSC staff shall notify the public charter school's governing board and primary administrator of the complaint within five (5) business days of receiving the complaint.

C. Investigations

1. IPCSC staff shall investigate the validity of complaints alleging that a public charter school may be in violation of an applicable law, rule, regulation, or term of its Performance Certificate.
2. If the IPCSC staff has reason to believe that a violation may have occurred, or that more specific expertise is required to determine whether a violation has occurred, the IPCSC staff shall provide notice of its concerns to both the Charter holder and the entity responsible for enforcing the law, rule, or regulation in question.
3. Enforcement of the law, rule, or regulation that has been violated will be the responsibility of the entity with the authority to enforce that law, rule, or regulation.
4. If the public charter school is in violation of the terms of its Performance Certificate, the IPCSC shall issue a Courtesy Letter defining the violation and the date by which the violation must be resolved. IPCSC shall engage in progress-monitoring for the purpose of enforcing compliance.
5. Progress-monitoring plans will be documented, and may include additional site visits, desk audits, and/or meetings.
6. A public charter school's Annual Performance Report shall include record of any IPCSC staff investigation concluding that a violation occurred, and record of any findings or violation identified by an entity responsible for enforcing an applicable law, rule, or regulation.

D. Courtesy Letters

1. Courtesy letters may be issued to a public charter school for any reason at the discretion of the IPCSC Director.

2. Courtesy letters will be issued to a public charter school if any of the following circumstances arise:
 - a. The IPCSC has reason to believe the school may be in violation of a law, rule, regulation, or the terms of its Performance Certificate;
 - b. The IPCSC has reason to believe that the public charter school may not be able to remain fiscally viable for the remainder of its Performance Certificate term;
 - c. To request any reports in addition to those described in Section V.C of these policies;
 - d. To request any documentation necessary to conduct the IPCSC's oversight duties;
 - e. To inform the school of a progress-monitoring plan; and/or
 - f. To inform the school of potential or executed actions of the IPCSC that impact the operations of the public charter school, including, but not limited to, non-renewal or revocation of the school's Performance Certificate or changes to IPCSC policy.
3. Courtesy letters shall be for the purpose of ensuring that the public charter school is formally made aware of a concern, request, or required action.
4. The issuance of a courtesy letter and the receipt of documented resolution of a concern identified in a courtesy letter will be noted in the public charter school's Annual Performance Report.

E. Written Notification of Fiscal Concern

1. If the IPCSC has reason to believe that a public charter school may not remain fiscally stable for the remainder of its Performance Certificate term, the IPCSC shall issue to the State Department of Education a written notification of concern.
2. A notification of fiscal concern shall be issued by the IPCSC for the purpose of protecting taxpayer dollars and shall cause the public charter school's funding to be distributed in equal percentages across the regularly scheduled distribution dates for the fiscal year following issuance.
3. A public charter school shall be considered financially stable if the school met all financial standards on the most recently issued Annual Performance Report.

4. A public charter school may also be considered financially stable if the public charter school did not meet all of the financial standards on the most recently issued Annual Performance Report, but all of the following are true:
 - a. The public charter school's fiscal audit indicates a positive year-end fund balance for the previous fiscal year; and
 - b. The public charter school maintained a positive cash flow during the current fiscal year; and
 - c. The public charter school is able to service all current-year financial obligations without relying on revenue intended for use in future fiscal years; and
 - d. The public charter school did not engage in any new long or short term debt during the current fiscal year.
5. Written notifications of fiscal concern shall be considered for issuance, continuation, or removal only at the IPCSC's regularly scheduled June meeting.
6. Written notifications of fiscal concern shall be in effect for the entire fiscal year.
7. Public charter schools wishing to have written notifications of fiscal concern considered for removal must provide a cover letter and documentation evidencing fiscal stability at least fifteen (15) days in advance of the scheduled meeting.

Section VIII: Renewal, Non-Renewal, and Revocation

A. Renewal Standards

1. The IPCSC shall make renewal, non-renewal, or conditional renewal decisions in compliance with I.C. § 33-5209B.
2. The IPCSC shall consider a school's demographic profile and other circumstances that may affect the school's ability to adhere to the terms and conditions of its Performance Certificate when making renewal or non-renewal decisions.
3. The IPCSC shall base its renewal decisions on:
 - a. The school's performance outcomes as evaluated against the school's Performance Framework; and
 - b. The school's fiscal audits; and
 - c. The terms of the school's Performance Certificate.
4. The IPCSC shall renew a charter, thereby granting a subsequent Performance Certificate term, to any public charter school that met all of the terms of its Performance Certificate (including the Performance Framework) on the Performance Report issued on the November 15th preceding the renewal decision. Schools in this category are exempt from submitting a renewal application.
5. The IPCSC may renew, non-renew, or renew with conditions any Charter in which the public charter school failed to meet one (1) or more of the terms of its Performance Certificate (including the Performance Framework).
6. All renewals, including conditional renewals, will be for a term of five (5) years.
7. Conditional renewals shall include specific, written conditions for necessary improvement, including the mid-term date by which the condition(s) must be met, in the Performance Certificate. If a school fails to meet any written condition for necessary improvement by the mid-term date specified in the school's Performance Certificate, the IPCSC shall consider whether to begin revocation proceedings at the next regularly scheduled meeting, in accordance with Section VII.3 of these policies.

B. Renewal Process

1. The IPCSC shall conduct its renewal process in accordance with I.C. § 33-5209B.
2. A performance report shall be issued by the IPCSC to all schools by November 15th preceding the school's renewal year. The performance report shall include a summary of the school's performance record to date and, if applicable, notice of

- any weaknesses or concerns that may jeopardize renewal.
3. A school may submit a response to the performance report for the purpose of providing relevant clarification or corrections within thirty (30) days of issuance.
 4. Renewal guidance and application requirements shall be provided to each schools by November 15th of its renewal year.
 5. No later than December 15th, public charter school must submit a renewal application in accordance with the Renewal Guidance Document.
 6. No later than January 15th, IPCSC staff will notify the school of its proposed recommendation, including any recommended conditions and/or the prospect of non-renewal when applicable.
 7. No later than March 15th, the IPCSC will hold a meeting for the purpose of making final renewal or non-renewal determinations regarding all renewal-year schools. In preparation for the meeting, the IPCSC will be presented with a dossier for each school. The dossier will include at least the following:
 - a. A cover sheet including the IPCSC staff's recommendation;
 - b. The school's performance report;
 - c. The school's response to the performance report, if submitted; and
 - d. The school's renewal application, including any additional evidence supporting its case for renewal and any improvements it has planned or has undertaken, as submitted by the school.
 8. All public charter schools for which the IPCSC is making a renewal decision may present relevant information during the renewal-determination meeting.
 9. Any public charter school facing non-renewal may request a separate hearing. In such a case, the IPCSC may delegate the hearing of evidence to a hearing officer, or may hear evidence itself.
 10. Final renewal or non-renewal determinations will be conveyed in writing to the public charter school and the State Board of Education within fourteen (14) days of the decision.
 11. A decision to non-renew may be appealed directly to the State Board of Education pursuant to I.C. § 33-5209C(8).

C. Revocation Process

1. A public charter school that has failed to meet a specific, written condition by the date specified in the school's current Performance Certificate may have its Charter revoked.
 - a. The IPCSC will annually communicate to each school in writing the public charter school's progress toward meeting any conditions for necessary improvement included in its Performance Certificate.
 - b. If a school fails to meet an established condition by the date specified in its Performance Certificate, the IPCSC will consider whether to begin revocation proceedings at the next regularly scheduled commission meeting.
 - c. A decision to begin revocation proceedings will be issued to the public charter school in writing.
 - d. If closure proceedings must begin, the school will be notified in writing, and the school must cease to operate by June 30th of the current school year.
 - e. A decision to revoke may be appealed directly to the State Board of Education pursuant to I.C. § 33-5209C(8).
2. A public charter school with insufficient access to unrestricted cash may have its Charter revoked pursuant to I.C. § 33-5209C.
 - a. If a school's independently-audited financial report reflects fewer than fifteen (15) days of unrestricted cash on hand, the IPCSC will notify the school of the prospect of closure no later than November 30th.
 - b. If the school's next consecutive independently-audited financial report (e.g., the following year) again reflects fewer than fifteen (15) days of unrestricted cash on hand, the IPCSC must begin closure protocol by November 30th.
 - c. If closure proceedings must begin, the school will be notified in writing, and the school must cease to operate by June 30th of the current school year.
 - d. Initiation of revocation due to insufficient access to unrestricted cash may be appealed directly to the State Board of Education pursuant to I.C. § 33-5209C.

D. Closure Protocols

1. The implementation of closure protocol shall begin immediately following the issuance of:

- a. Written notification of the IPCSC's non-renewal decision; or
 - b. Written notification of the IPCSC's decision to revoke; or
 - c. Written notification of the public charter school's decision to relinquish its Charter.
2. Within three (3) business days of the implementation of closure protocol, representatives of the public charter school's board and administration shall meet with staff representatives of the IPCSC and the SDE to review and begin the IPCSC's closure protocol.
 3. The closure protocol must begin regardless of whether or not a school has chosen to appeal the decision.
 4. The school shall cooperate with the IPCSC and the State Department of Education through the closure process, and shall perform the following actions according to IPCSC closure protocol:
 - a. Notify stakeholders (e.g., parents, local districts, etc.) of closure; and
 - b. Develop and monitor implementation of the closure plan; and
 - c. Provide educational services in accordance with the Charter and Performance Certificate until the end of the school year, or the agreed upon date when instruction will stop; and
 - d. Assist students in transferring to, or applying for, enrollment at schools that meet their educational needs; and
 - e. Address the school's financial, legal and reporting obligations.