

**Ball State University
Office of Charter Schools
Amendment Requests Procedures
Update October 2009**

School Leaders and Boards of Directors are to review the forms required for submission of a Requests for Amendment and contact the Office of Charter Schools if there are questions about how to complete the forms. All forms should be accurate and appropriately signed prior to submission to the Office of Charter Schools.

There are two basic categories of Amendments: Informal and Formal. Informal Amendment Requests are for changes outlined in the Accountability Framework as requiring prior notification to the Office of Charter Schools at least **30 days in advance** of the proposed change.

Formal Amendments Requests are for changes outlined in the Accountability Framework as requiring formal action by the Office of Charter Schools.

Informal Request for Item Numbers 1-7 on the Request for Amendment to the Charter Contract Form. An Informal Amendment Request requires that the school submit 30 days in advance of the proposed change:

1. The written resolution form signed by all members of the governing body. (This form can be found on the OCS website)
2. A written rationale for the proposed amendment with specific details about how it will improve the school operations and/or increase student achievement using the Indicators of Success and how it will positively impact each affected Indicator.

If the Director of OCS does not give written notice of objections for the change to the Organizer, a letter stating that the request has been approved and the documentation will be uploaded to the AOIS system.

Formal Amendment Request for Item Number 8 on the Request Amendment to the Charter Contract Form. A Formal Amendment Request requires that the school submit 30 days in advance of the proposed change:

1. The written resolution form signed by all members of the governing body. (This form can be found on the OCS website)
2. A photocopy of the current contract language to be changed (including the text and page number), any previously approved amendments directly related to the subject matter of the proposed amendment, the proposed contract amendment language (what you are changing) and additional information and supporting documentation, including a financial impact statement.

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3. All documentation must include the rationale for the proposed amendment with specific details about how it will improve the school's operations and/or increase student achievement. List the **Indicators of Success** that are affected and how the change will positively impact each affected Indicator. (See Indicators of Success attached).

If all documents have been supplied and approved by OCS they will be sent to the Business Office Attorney for further review. When the Business Office approves the amendment then two copies will be sent to the governing Board for signature. When the second signed copy is returned to OCS the Amendment will then be uploaded to the AOIS system.

All requests must be mailed or faxed and followed up with a hard copy to the Office of Charter Schools TC 910, Ball State University, Muncie, IN 47306.

Ball State University
Charter Schools
General Indicators of Success

A clear and well articulated mission

School's mission is consistent with the intent of the Indiana charter law

The intended targeted population of students is consistent with the mission

Mission is communicated to all involved in the school

Solid governance structure

Strong, well-qualified, and diverse board

An active board with clear lines of authority

Entities responsible for decision making at the school are clearly identified

Parental/guardian participation

Parents/guardians are directly involved in the attainment of the school's mission

Parents/guardians are kept informed of the progress of their children

Sound administrative management

Qualified and experienced administrator(s) with clearly defined roles

Sufficient numbers of administrative staff to support school operations

Appropriate personnel policies and procedures

Reasonable level of staff retention

Educational Management Organization

If an Educational Management Organization (EMO) is working with the school:

An appropriate contract is in place

Roles are appropriate and clearly defined

Considered other options before selecting this EMO

Fees for services are appropriate

Performance of the EMO is satisfactory

Strong educational program

Well focused and articulated curriculum that is consistent with school mission

Strong alignment with Indiana Academic Standards and graduation requirements

Widely understood by all involved in the instructional process including parents

Educational program is adapted to students with special needs

Educational program has the capability to improve student learning and increase student performance on identified measures

Reasonable student/classroom teacher ratio

Qualified and dedicated teachers

Knowledgeable, caring, and in tune with the school's mission

Immersed in the school's curriculum and instructional approach

Meet state certification requirements

Meet Highly Qualified requirements of No Child Left Behind Act (NCLBA)

Serves students with special needs

Staff is well versed in the requirements of IDEA and other laws and requirements related to students with special needs

Teachers and administrators are qualified to administer services for students with special needs

Sufficient number of certified special education teachers and teachers with skills working with students with other special needs

Students with special needs are appropriately identified

Qualified staff is available to participate in IEP teams when appropriate

Appropriate services for students with disabilities and students with other special needs are provided and are consistent with legal requirements

Health and safety

Qualified staff is available to provide for the health of students and staff

Appropriate staff is knowledgeable of student medical needs and treatments

First aid and emergency services are appropriate and readily available

Medications are handled appropriately

The nutritional needs of enrolled students have been considered

Evidence of increasing student achievement

Clear annual expectations for performance on the ISTEP with evidence of annual increases in student performance

Clear annual expectations for performance on the NWEA with evidence of annual increases in student performance

Clear annual expectations for other measures of student achievement with evidence of annual increases in student performance

Student performance meets the Adequate Yearly Progress (AYP) requirements of the No Child Left Behind Act (NCLBA) each year

Staff uses assessment results to monitor instructional practices and increase achievement

School climate and student discipline

The school climate is conducive to a learning environment

Clear and appropriate expectations for student behavior are in place

Students and parents are knowledgeable of expectations for student behavior

Consequences for inappropriate behavior are appropriate and fairly administered

Sound financial management

Financial management team is competent

Reasonable student/staff ratio that is consistent with costs in budget

Sources of revenue are sufficient for the operation of the school

Expenditures are reasonable and appropriately monitored

Budget is balanced each year

Demonstrated understanding of the state funding formula and available federal grants

All sources of funds are identifiable

Recruitment and admissions procedures

School is open to all

Recruiting activities are fair

Lottery is utilized when necessary

School as a choice option

School follows applicable desegregation

Prospective parents and students view the school as a desirable educational setting

Sufficient numbers of students seek enrollment for the school to be financially sound

Many enrolled students remain at the school throughout the school year

Many students return to the school each year through the end of the educational program

Educational mission and program well understood and supported by the local community

Appropriate facilities

Facilities fit the educational program

Facilities are adequate in size for the enrollment and are consistent with the mission of the school

Facilities meet federal, state and local codes and provide an environment conducive to learning

Transportation

Transportation needs of students have been considered, and if appropriate, reasonable cost budgeted

Satisfactory reporting relationship

School meets reporting requirements of the state and the sponsor