

Ball State University, Office of Charter Schools

Ready to Open Protocol

The Pre-Opening Process

Both the Organizer and Office of Charter Schools (OCS) staff will each designate an individual to coordinate pre-opening requirements and responsibilities. The OCS representative will monitor the completion of all pre-opening tasks and serve as the primary point of contact for questions and guidance.

The Organizer must provide the name and contact information of its designated representative within thirty (30) days of receiving notice of charter approval. The OCS representative and the Organizer's designee will communicate by phone as needed, but no less than once per month, to review progress on pre-opening checklist items

No later than **July 20th**, OCS will conduct an on-site visit to the school's physical location to confirm that the school is prepared to open.

The Pre-Opening Site Visit

A charter school's ability to fulfill its charter agreement depends heavily on the work completed before the school opens. During the pre-operational period, schools must complete the requirements outlined in Ready to Open protocol.

Staff from the OCS will conduct a pre-opening site visit at the school facility prior to the start of instruction. This visit serves two main purposes:

1. To allow the school to demonstrate readiness for opening.
2. To verify that all required conditions and Pre-Opening items have been completed.

If all checklist requirements are met, the Executive Director will issue a Pre-Opening Checklist Completion Letter. Schools that fail to complete required items may be required to delay opening, potentially until the following school year.

Document Submission: Unless otherwise noted, documents should be sent to Georgette Davis; gdavis@bsu.edu

Ready to Open Protocol

The purpose of this document is to assist the Office of Charter Schools (OCS) to determine readiness of an Organizer/Organizing Group in beginning its operation of a new charter school. This document will be used by OCS staff in determining the school's readiness prior to opening, as well as

additional monitoring requirements throughout a school's first year of operation. The due dates associated with this document will provide schools time to address any identified deficiencies prior to opening (if necessary).

Governance				
Due Date	Area of Review	Document Description	Source of Verification	Date Completed
May 1	Board Background Check Policy	The Organizer must adopt a policy requiring Expanded Criminal History and Child Protection Index (CPI) checks for all members of the governing board in accordance with Indiana Code and the charter agreement.	Schedule 17	
May 1	Board Background Checks	The Organizer must provide verification that Expanded Criminal History and Child Protection Index (CPI) checks have been completed for all current governing board members.	Assurance Statement that background checks are completed Board Roster On site verification of background check results	
May 1	Board Roster	Submit an updated board roster including member names, roles, terms, and professional backgrounds. The Organizer shall submit an updated list of board members, term limits, board positions and current resumes and criminal background checks and child protection index checks for all board members on the OCS board roster form.	OCS Board Roster Template	
May 1	Governance Training	The Organizer must provide documentation demonstrating that governing board members have completed governance training approved by the Office of Charter Schools.		
May 1	Audit Training	The governing board, school leader, and designated finance staff must participate in audit readiness and fiscal compliance training provided by OCS's contracted auditor.		
May 1	Leadership Staffing	The Organizer must identify the school leader and key leadership staff responsible for school operations. These positions must be reflected in the staffing matrix.	OCS Staffing Matrix	

Governance

Due Date	Area of Review	Document Description	Source of Verification	Date Completed
May 1	Board Calendar	Submit the board calendar for the school year which also must be posted on the school website to include dates, times, and locations of meetings. Per OCS governance policy a minimum of 6 per year with a quorum	Website and board calendar	
May 1	Conflict of Interest Policy	Submit a board-adopted conflict of interest policy consistent with Ball State University Charter School policies and applicable state law.	Schedule 4	
July 1	Board Organizational Meeting	Following approval of the charter agreement, the governing board must hold an organizational meeting to adopt key operational policies and authorize actions necessary for school opening.	Board Meeting Notice	
July 1	Independent Accountant's Report for New Charter Schools	Within forty-five (45) days after the school has received and disbursed more than \$50,000 in state funding, Ball State University's contracted auditor, acting as an independent CPA, will conduct an Independent Accountant's Review of the school's financial management practices. The review will evaluate the school's accounting procedures, financial controls, payroll processes, and financial reporting practices to determine whether appropriate financial management systems are in place. The resulting report will be provided to Ball State University and the school's governing board. The resulting Independent Accountant's Report will be provided to Ball State University and the charter school's governing board.	Auditor Report	
September 30	Board Minutes	The Organizer shall demonstrate that the Board is actively governing the school by posting meeting minutes of the 3 most recent school board meetings on the school's website.	OCS Website Review	
Application	Tax-Exempt Status	Submit a determination letter from the IRS approving tax-exempt status.	Submit to SharePoint/Organizational Documents	

Governance

Due Date	Area of Review	Document Description	Source of Verification	Date Completed
Application	Articles of Incorporation	Submit a certified copy of the Organizer's Articles of Incorporation filed with the Indiana Secretary of State demonstrating that the entity is properly established as a nonprofit corporation authorized to govern the charter school.	Website Verification at https://inbiz.in.gov Submit to SharePoint/Organizational Documents	
Application	EMO (if applicable) has been executed.	Draft management contract must be submitted to OCS Executive Director for approval. Once it has been approved, a copy of the signed contract will be submitted to OCS.		

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
March 1	Points of Contact	Submit SharePoint users and Fiscal contact (s)		
April 1	School Number and Corp ID	Submit required documentation to IDOE to obtain School Number and Corporation ID. IDOE Contact Marissa Belmont; MBelmont@doe.in.gov		
April 1	Authorizer and State Compliance	The school must meet with OCS staff to review the Ball State University Master Calendar of Reporting Requirements and compliance expectations for charter schools.		
April 30	School Website	Establish a school website with all required website postings listed in the OCS Compliance Workbook.	OCS Review	
May 1	School Admissions Policy and Criteria	Submit plans and timelines for student recruitment and enrollment, including its lottery procedures. The school's admission policy and criteria must provide equal opportunities and access for students with exceptional needs.	Schedule 10	

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
TBD	Lottery	If applicants exceed available seats, the school must conduct a public lottery in accordance with its approved admissions policy. Documentation must demonstrate that the lottery was conducted fairly and that any waitlists were created consistent with Indiana Code and the charter agreement.		
July 31	Safe School Committee	The school must establish a Safe School Committee in accordance with IC 10-21-1-14. Documentation must include committee membership, roles, and evidence that the committee participated in development or review of the School Safety Plan.	Signed Board Resolution	
July 31	Threat Assessment Team	Establish a multidisciplinary threat assessment team in accordance with Indiana Code 10-21-1 and applicable state guidance. Documentation must identify team membership, designated roles, and procedures for identifying, assessing, and responding to potential threats to school safety.	Team Roster for On Site Review	
July 31	School Safety Plan Governance Certification	Submit a signed board resolution certifying that the governing board has reviewed and approved the School Safety Plan in accordance with Indiana Code IC 10-21-1-11 and IC 20-34-3-23 . Certification shall confirm that the plan was presented to the governing board in executive session as required by law, developed and reviewed through a collaborative process with appropriate stakeholders, includes procedures for emergency preparedness and required drills, addresses the needs of students with disabilities and other vulnerable populations, and that confidential portions of the plan will be securely maintained. The full School Safety Plan should be retained locally and not made available to OCS unless specifically requested.	Signed Board Resolution Full Safety Plan retained locally and available upon request	
May 1	Medication Policy	Provide evidence that health services are available, and procedures are in place for administering student medication.	Schedule 26	
May 1	Health Screening Policy	Adopt procedures for documenting student immunizations and conducting required health screenings, including hearing, vision, and posture screenings, in accordance with Indiana law.	On Site Review	

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
May 1	Discipline Policy	Submit the charter school's discipline rules and procedures, including: • student due process and judicial review; • firearms and deadly weapons; and • reporting of student violations of law to appropriate authorities. This discipline policy shall include Anti-Bullying and Seclusion and Restraints Policies	Schedule 24	
May 1	Student Handbook	Submit its Student Handbook including discipline policy, notice of parental rights under FERPA, school health record procedures, dispute/resolution process, and right of individuals to attend board meetings.	On Site Review	
May 1	Special Education Policy and Procedures	Submit policies and procedures describing how it will provide special education services in compliance with state and federal law, including procedures for evaluations, IEP implementation, and service delivery. Special education staff must be identified on staffing matrix	Schedule 28 Staffing Matrix	
May 1	Retention, Promotion, and Graduation Policy	Submit a detailed plan regarding the schools retention, promotion, and graduation (if applicable) policy.		N/A

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
May 1	Reading Plan	Submit a Reading Plan describing how it will ensure students develop foundational literacy skills and are prepared to meet Indiana's third grade reading proficiency expectations. The plan should outline the school's approach to reading instruction, assessment, and intervention for struggling readers and demonstrate alignment with Indiana's literacy guidance and the state's Science of Reading requirements. The plan will be included as a schedule to the charter agreement and implemented in accordance with guidance from the Indiana Department of Education. https://www.in.gov/doi/files/Individual-Reading-Plan-Guidance-and-Template-Memo.pdf	Schedule 15	
June 1	School Calendar	Submit the detailed calendar that will be used by the Charter School for the first school year. Minimum of 180 days and no more than 3 e-learning days, without OCS approval.	SharePoint/School Calendars	
July 1	Transportation Policy	Submit a specific, detailed plan for transporting students that attend the school, including arrangements made for homeless students and students whose IEP's specify transportation as a related service. Include agreement with provider of supplemental services, if applicable.	Schedule 23	
July 1	Food Services Plan	The school must submit a food services plan describing how meals will be provided to students, including the governing board's food services policy. If a vendor will provide food services, the school must submit a contract compliant with Indiana Department of Education vendor selection and contracting requirements. Documentation must also demonstrate that required state and local health department inspections and licenses have been obtained, if applicable.		
July 1	Indiana Department of Education – National Provider Identifier	Submit a certificate of verification that the school has obtained a national provider identifier through Indiana's Medicaid Office. School must apply for Medicaid.		

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
August 1	IDOE System Registration	Establish required contacts with the Indiana Department of Education and register for required state systems, including assessment reporting, CHIRP, and Medicaid reimbursement.		
August 1	Student Records	Establish procedures in place for creating, maintaining, securing, and using student academic, attendance, discipline, and assessment records using an Indiana Department of Education (IDOE)-approved student information system. Documentation must demonstrate that student rosters and records, including IEPs and Section 504 plans, are maintained and accessible to appropriate staff to support instructional planning and student services. All procedures must comply with the Family Educational Rights and Privacy Act (FERPA).	On Site Review Schedule 11	
August 1	Student Health Records	Ensure student health records are separate from academic records and locked in a secure location.	On Site Review	
August 1	Technology Use, Wireless Communication Device, and Data Security Policy	Adopt policies governing acceptable technology use, student wireless communication device use, and protection of student and staff data. Policies must address user access, responsible technology use, student wireless communication device use in accordance with Indiana Code IC 20-26-5-40.7 and safeguarding confidential information in compliance with FERPA and other applicable privacy laws. The wireless communication device policy must address student use during instructional time, permitted exceptions under law, implementation procedures, and publication on the school's website.	On Site Review Website Review	

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
August 1	Absence Policy	Adopt an attendance and absence policy that addresses procedures for monitoring student attendance and responding to excessive absences. The policy must include procedures for notifying parents of chronic absenteeism and habitual truancy and for referring students to appropriate interventions or services in accordance with Indiana law.		
August 1	MOU with mental health provider	Establish a memorandum of understanding (MOU) or service agreement with a qualified mental health provider to support student behavioral and mental health needs. Documentation must identify the provider, services to be provided, and procedures for student referral and coordination with school staff. IC 20-34-3-21		
August 1	Title IX policy	Adopt a Title IX policy and grievance procedures in accordance with 34 CFR Part 106 to address allegations of sex discrimination and sexual harassment. Documentation must identify the school's Title IX coordinator and outline procedures for reporting, investigation, and resolution of complaints.		
August 1	McKinney Vento Policy	Adopt policies and procedures to ensure compliance with the McKinney-Vento Homeless Assistance Act , including procedures for identifying and supporting students experiencing homelessness. Documentation must identify the school's homeless liaison and outline procedures for enrollment, transportation, and student support.		
August 1	Dyslexia Screener in Place	Establish a dyslexia screening process in accordance with Indiana Code IC 20-35.5 to identify students who may be at risk for dyslexia. Documentation must demonstrate that the school has selected an approved screener and established procedures for administering the screening and providing appropriate intervention.		

Operations and Policies

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
August 1	High Ability ID and Service Plan	Establish procedures for identifying and serving students with high ability in accordance with Indiana Code IC 20-36-2 . Documentation must demonstrate that the school has adopted identification procedures and developed a plan to provide appropriate educational services for identified students.		

Curriculum

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
May 1	Curriculum	Submit a summary of its instructional program for inclusion in the charter contract schedule, including the core curriculum used in major subject areas. The submission must demonstrate that reading instruction aligns with Indiana's Science of Reading requirements.	Schedule 7	
May 1	Professional Development	Submit a professional development plan describing how staff will be trained to implement the curriculum and instructional model.	Schedule 21	
August 1	Instructional Materials and Supplies	Evident at time of opening or evidence it will be in place in time for opening.	On Site Review	
August 1	Calendar and Class Schedules	Provide the school calendar and daily class schedules demonstrating that instructional time requirements are met.	On Site Review	

Curriculum

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
August 1	Mathematics Screener Implementation	Implement a mathematics screener in accordance with Indiana Code IC 20-32-6.5 to identify students who may need additional support in mathematics. Documentation must demonstrate that the school has selected an approved screener, established procedures for administering the assessment, and developed processes for using results to provide targeted intervention for students who are identified as at risk. https://www.in.gov/doi/files/2026-2027-Universal-Mathematics-Screener-Evaluation-Process.docx-1.pdf	On Site Review	

Personnel

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
May 1	Staff Background Check Policy	Adopt a policy requiring criminal background checks for employees, contractors, and volunteers consistent with Indiana law and the charter agreement. The policy shall be consistent with applicable laws, Section 3.2, Section 3.13, and other provisions of their charter with BSU.		
May 1	Performance Evaluation Plan for Administrators and Teachers	The Organizer shall submit a plan for performance evaluation for both administrators and teachers. Resource: Indiana Department of Education's Model Teacher and Principal Evaluations: http://www.doe.in.gov/news/idoie-releases-model-teacher-and-principal-evaluations	Schedule 19	

Personnel

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
June 30	Staffing Matrix with Appropriately Licensed Personnel	The Organizer must submit a staffing matrix identifying all school positions and assigned personnel, including administrators, instructional staff, and key support roles. The matrix must demonstrate that staff are appropriately licensed for their assignments in accordance with Indiana Department of Education requirements, including personnel serving specialized areas such as special education and English learner service	OCS Staffing Matrix	
June 30	School Safety Specialist	Identify the designated School Safety Specialist and provide evidence of required training or plan to complete training.	OCS Staffing Matrix	
August 1	Employee Employment Documentation	Prior to the first payroll and no later than the start of the school year, the school must maintain executed employment agreements or contracts and job descriptions for all employees. Documentation should clearly identify position, compensation, and term of employment, and must be maintained in personnel files in accordance with board policy and applicable audit requirements	On Site Review	
August 1	Staff New School Orientation	Prior to the start of the school year, the school must conduct an orientation for all staff to prepare them for the school's opening. The orientation should include training on the school's mission and educational program, key policies and procedures, student safety protocols, instructional expectations, and staff roles and responsibilities.	Documentation of the orientation, such as agendas, training materials, and sign-in sheets, must be maintained and made available during an On Site Review.	
March 31 and July 1	Special Education Service Agreements	Provide evidence that arrangements have been made for contracted services.	Proposed agreements by March 31 Final agreements by July 1	

Personnel

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
August 1	Seclusion and Restraint Training Prior to Opening	Ensure that staff receive training on the appropriate use of seclusion and restraint in accordance with Indiana Code IC 20-20-40-13 and the school's adopted seclusion and restraint policy. Training must address the conditions under which seclusion or restraint may be used, procedures for ensuring student safety, documentation requirements, and reporting obligations. Documentation of staff training must be maintained and available for review prior to the start of the school year.	Schedule 24	

Facility

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
March 31 and July 1	Acquisition / Lease Agreement	Submit documentation as evidence that the location and facility for the school has been acquired through purchase, lease, or other appropriate means.	Proposed agreement by March 31 Final agreement by July 1	
March 31 and July 1	Facility Renovation Plan	Submit a timeline for facility renovation, if applicable.	Proposed agreement by March 31 Final agreement by July 1	

Facility

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
June 1	Certificate of Occupancy	Submit Certificate of Occupancy. Legal and Code Services Section Indiana Department of Homeland Security Indiana Government Center South 302 West Washington Street, Room W246 Indianapolis, IN 46204 (317) 233-5341		
June 1	Local Municipality Requirements	Provide documentation demonstrating compliance with <i>applicable</i> local zoning, occupancy, and municipal requirements.		
June 1	State Board of Health Inspection	Provide documentation from the State Department of Health regarding the inspection.		
June 1	County Board of Health Inspection	Provide documentation from the County Health Department regarding the inspection.		
June 1	State Fire Marshall Inspection	Provide documentation from the State Fire Marshal regarding the inspection.		
June 1	Local Fire Department Inspection	Provide documentation from the Local Fire Department regarding the inspection.		
June 1	Local Building Inspection	Provide documentation from the City Building Inspector regarding the inspection.		
June 1	License from County Health Department (Food)	Submit a copy of the license to BSU, Office of Charter Schools.		
June 1	ADA Compliance	Demonstrate that facilities and policies comply with the Americans with Disabilities Act (ADA), including reasonable accommodations for students and visitors.		
June 1	Student Drop Off/Pick Up	Establish procedures for before, during, and after school. School safety signage and gear in place.	On Site Review	
June 1	Safety Signage	Ensure safety and evacuation plans posted in each classroom and school signage posted.	On Site Review	

Facility

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
July 1	Safety Drill Procedures & Documentation Systems	The school must adopt procedures for conducting required school safety drills in accordance with Indiana Code IC 20-34-3 and applicable guidance from the Indiana Department of Homeland Security and the Indiana Department of Education. Documentation must demonstrate that the school has established: • Written procedures for conducting required emergency preparedness drills, including fire drills, tornado drills, and manmade disaster drills (e.g., lockdown or intruder response) • Procedures for staff training to ensure safe and consistent implementation of drills • Procedures for documenting drill completion, including logs, dates, and required reporting elements • Protocols to ensure drills are conducted in a developmentally appropriate and legally compliant manner, including compliance with restrictions on simulated violence and intruder drills The school must also establish a system for maintaining drill documentation throughout the school year. Documentation shall be retained by the school and made available to OCS upon request during oversight, monitoring, or site review activities. Specific drill schedules or planned drill dates should not be submitted to OCS for security purposes.	On Site Review	

Facility

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
August 1	Display of American Flag	Display the United States flag in accordance with Indiana Code IC 20-30-3-4 , including placement of the flag in each classroom or other appropriate location within the school building prior to the start of the school year.	On Site Review	
Multiple Dates	Post Opening Drill Implementation	The school must document implementation of required emergency preparedness drills in accordance with Indiana Code IC 20-34-3-20. Completion of required drills, including: • Monthly fire drills (first within the first 10 instructional days) Indiana Fire Code 408.3.1 • At least one tornado drill per semester • At least one manmade disaster drill per semester, including an armed intruder drill conducted in compliance with IC 20-34-3-27 and within the first 90 calendar days of the start of school	Documentation will be reviewed by OCS during first-year monitoring and/or site visits.	

Insurance

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
Date of acquisition of physical plant	Certificate of Insurance	Submit a certificate of insurance for all real and personal property.		
Date of acquisition of physical plant	Insurance Coverage for Commercial General Liability and Umbrella Liability	Submit certificates of insurance for general liability and umbrella liability. Coverage must take effect no later than effective date of acquisition of physical plant.		
May 1	Insurance Coverage for Governing Board	Submit documentation regarding certificates of insurance for Directors' and Officers' liability.		

July 1	Insurance Coverage for Employees	Submit documentation regarding certificates of insurance for the following: • Educators' Legal Liability; • Employment Practices Liability; • Automobile Liability; • Sexual Abuse Liability; and • Workers Compensation Liability.		
July 1	Employee Dishonesty Insurance or Bond	Submit proof of employee dishonesty insurance or bond.		

Insurance Requirements:

The Organizer shall secure no later than the dates indicated in the Start-Up Protocol and shall thereafter maintain at all times during the term of this Charter (and shall provide proof thereof in accordance with the Master Calendar) the following insurance coverage for the Charter School, with deductibles and coverage minimums: If any coverage is on a claims made, the coverage shall remain in effect for a period of 3 years following the termination of this contract.

- (i) Property Insurance: Real and personal property insurance on an all risk or special cause of loss form and include coverage for equipment breakdown covering all of the Charter School's real and personal property, whether owned or leased, at replacement value, and business interruption insurance for a period of not less than twelve (12) months. The coverage should include earthquake and flood in limits of not less than \$1,000,000 each occurrence/\$1,000,000 aggregate unless the property is located in a high hazard flood zone and/or moderate or high hazard earthquake zone, whereas higher limits may be required. If the real property in which the Charter School operates is leased, OCS will accept insurance in the name of the property owner or the Charter School. The school will carry a deductible of no greater than \$5,000 except on earthquake and Flood, which shall be \$25,000 each for non-high hazards. For properties in a high-hazard flood or earthquake zone, deductibles must be approved by Ball State.
- (ii) Commercial general liability insurance on a ISO CG0001 form or an equivalent with limits not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence and Two Million and 00/100 Dollars (\$2,000,000.00) annual aggregate for bodily injury, personal injury, and property damage, including coverage for all premises and operations, products and completed operations for a minimum of two (2) years following completion, independent contractors, separation of insureds, defense and contractual liability. The policy shall include sexual abuse and molestation and shall provide for medical payments of not less than Five Thousand and 00/100 Dollars (\$5,000.00) per occurrence. Such insurance shall include endorsements for (1) employee benefit plan administration, (2) specializes professional liability for counselors, nurses and athletic trainers, if the school has them, and (3) coverage for groups conducting school sponsored activities, such as parent teacher organizations, booster clubs, and student groups. Ball State shall be included as an additional insured on a primary non-contributory basis.
- (iii) Automobile liability insurance (whether owned, non-owned or hired) with the following limits:
 - a. Not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage.
 - b. Medical Payments of not less than Five Thousand and 00/100 Dollars (\$5,000.00) per person per occurrence.
 - c. Uninsured and underinsured motorist coverage with a limit of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence.
 - d. Ball State shall be included as an additional insured on a primary non-contributory basis.
- (iv) Workers' compensation insurance and employer's liability. Workers compensation limits are as required by law (See Indiana Code Title 22, Article 3). Employer's Liability should be not less than \$500,000/\$500,000/\$500,000. The worker's compensation coverage must be maintained by whichever entity, the Organizer or the ESP, employs the School's staff (which, in some cases, may be both the Organizer and the ESP). Coverage should include:
 - a. Voluntary Compensation
 - b. A waiver of subrogation in favor of Ball State University
 - c Alternate employers' endorsement, if applicable.If the Organizer does not employ any of the personnel of the Charter School and does not maintain workers' compensation insurance, the service agreement between the ESP and the Organizer must provide that the Organizer will be indemnified by the ESP against any liability for workers' compensation claims by any such personnel.
- (v) Liability insurance covering the school and its directors and officers from liability claims for wrongful acts, errors, and omissions with regard to the conduct of their duties related to the operation of the school with limits of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence and One Million and 00/100 Dollars (\$1,000,000.00) aggregate. Coverage is included for Employment Practices Liability.

(vi) Umbrella (excess liability) insurance with a limit of not less than Five Million and 00/100 Dollars (\$5,000,000.00) to provide additional coverage for general, automobile, employers and educators' legal liability.

(viii) Employee dishonesty insurance with a limit of not less than One Million and 00/100 Dollars (\$1,000,000.00) for each insuring agreement: Employee Dishonesty, Computer Fraud, Forgery and Alteration, on/off premises and in transit and Funds Transfer Fraud. In addition, the Organizer will carry social engineering limits of not less than Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000.00). An individual employee bond is required by each employee in the amount of Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000.00) and will be primary to the employee's dishonesty coverage provided by the crime policy.

All liability insurance required by this Charter shall name the University as an additional insured on a primary, non-contributory basis. The Organizer must submit a copy of an endorsement reflecting this addition prior to opening and not less than annually thereafter.

The insurance must be obtained from a licensed mutual, stock, or other responsible company licensed to do business in the state of Indiana, rated A- or better from A.M. Best and otherwise acceptable to the University.

The Organizer shall have a provision included in all insurance policies requiring notice to the Executive Director of the OCS and the University's Vice President for Business Affairs in advance of termination or non-renewal of the policy. In addition, the Organizer shall provide copies of (or certificates of insurance for) all insurance policies required by this Charter to the Executive Director of the OCS and the Office of the University's Vice President for Business Affairs.

When changing insurance policies or carriers, the Organizer must provide copies of (or proposed certificates of insurance for) the proposed policies to the Executive Director of the OCS and the Office of the University's Vice President for Business Affairs at least thirty (30) days prior to the proposed change. The Organizer shall not cancel or modify its existing coverage without the prior approval of the Executive Director of the OCS and the University's Vice President for Business Affairs.

The Charter School may expend funds for payment of the cost of participation in an accident or medical insurance program to provide protection for pupils while attending school or participating in a school program or activity.

Other insurance policies and higher minimums may be required by the University depending upon academic offerings and program requirements.

No funds, assets, insurance or self-insurance of the University or the University Board shall be held to answer for the payment of any claim, judgment, charge, cost or obligation of the Organizer or the Charter School.

Financial

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
March 31	Revised Budget per Conditional Approval	Submit an updated first-year operating budget and monthly cash flow projections reflecting current enrollment assumptions, staffing plans, facility costs, and anticipated revenues. The submission must demonstrate that the school has sufficient financial resources to support operations and meet financial obligations throughout the first year of operation.		
May 1	Establish Bank Accounts; Line of Credit (optional)	Establish bank accounts necessary for the financial operations of the charter school.		
May 1	Payroll System	Establish a payroll system capable of administering employee compensation and required tax reporting.		
May 15	ADM Estimate	Submit estimated ADM to IDOE. IDOE contact Brenda Erbse; berbse@doe.in.gov		
May 15	Enrollment Verification	Provide documentation of enrolled students sufficient to support the financial viability of the school's opening budget, including signed enrollment forms or intent to enroll documentation.	On Site Review	
June 15	Opening Financial Viability Review	Prior to the start of the school year, the school must submit an updated operating budget reflecting confirmed enrollment (to date), staffing, facility costs, and any start-up funding received. OCS will review the revised budget and financial projections to determine whether the school has sufficient resources to operate through its first year and meet its financial obligations.		
July 1	Adopt Appropriate Internal Financial and Accounting Controls	Adopt proper internal financial and accounting controls relating to (i) preparing financial statements in accordance with Generally Accepted Accounting Principles and, if applicable, any separate requirements of the Indiana State Board of Accounts, (ii) payroll procedures, (iii) procedures for creating and reviewing quarterly financial statements, (iv) procedures for accounting for contributions and grants, and (v) appropriate internal financial control procedures		
July (or appropriate deadline)	CSP Application (optional)	<i>If available, Organizer plans to apply for CSP grant funds, an application must be submitted by appropriate deadline.</i> https://www.doe.in.gov/grants/csp-quality-counts		

Financial

Due Date	Area of Review	Document Description	Status / Verification	Date Completed
The 15th of the month following the previous month end report (e.g., April 30 reports are due on May 15th). Reports are due monthly from May 15th through October 15th.	Statement of Financial Position	Submit monthly financial reports including a Statement of Financial Position and Statement of Activities. The Organizer must submit monthly a Statement of Revenue and Expenditures.		

Contract Schedules Checklist

Many of the documents referenced above correspond to schedules in the charter agreement. Final versions of these documents must be submitted by the specified deadline, so they can be attached as schedules to the charter agreement prior to the start of instruction.

Due Date	Document Description	Status
May 1	Schedule 1: Mission and Purpose of Charter School (Paragraph 4.01, of Charter Agreement)	
May 1	Schedule 2: Certified copy of Articles of Incorporation (Paragraph 4.04, of Charter Agreement)	
May 1	Schedule 3: Certified copy of Bylaws (must be in compliance with Ball State University Office of Charter Schools Policy Regarding Organizer Governance) (Paragraph 4.04, of Charter Agreement)	
May 1	Schedule 4: Conflict of Interest Policy (must be consistent with Ball State University Charter School Policy Regarding Conflicts of Interest) (Paragraph 4.05, of Charter Agreement)	
May 1	Schedule 5: Management Structure (Paragraph 4.06, of Charter Agreement)	
May 1	Schedule 6: Fully Executed ESP Agreement (if applicable, must be in accordance with Ball State University Office of Charter Schools Policy Regarding Contracting with Educational Service Providers) (Paragraph 4.07, of Charter Agreement)	
May 1	Schedule 7: Curriculum and Instructional Methods (Paragraph 5.01, of Charter Agreement)	
May 1	Schedule 8: Methods of Pupil Assessment (Paragraph 5.02, of Charter Agreement)	
May 1	Schedule 9: Promotion and Graduation Policies (Paragraph 5.03, of Charter Agreement)	
May 1	Schedule 10: Admissions Policy (must be in accordance with IC 20-24-5-4) (Paragraph 5.04, of Charter Agreement)	
May 1	Schedule 11: Student Records Policy (Paragraph 5.07, of Charter Agreement)	
May 1	Schedule 12: Supplemental Programs (Paragraph 5.11, of Charter Agreement)	
May 1	Schedule 13: Plans and Programs as to Special Populations and At-Risk Students (Paragraph 5.12, of Charter Agreement)	
May 1	Schedule 14: Methods of Promoting Parent and Community Involvement (Paragraph 5.13, of Charter Agreement)	
May 1	Schedule 15: Third Grade Reading Plan (Paragraph 5.14, of Charter Agreement)	
May 1	Schedule 16: Responsibilities of the Staff (Paragraph 6.01, of Charter Agreement)	
May 1	Schedule 17: Criminal History Background Checks Policy (Paragraph 6.02, of Charter Agreement)	
May 1	Schedule 18: Personnel Plan (Paragraph 6.03, of Charter Agreement)	
May 1	Schedule 19: Teacher and Administrator Evaluation Plans (Paragraph 6.04, of Charter Agreement)	
May 1	Schedule 20: Teacher and Staff Compensation and Benefits Programs (Paragraph 6.06, of Charter Agreement)	

May 1	Schedule 21: Professional Development Methods (Paragraph 6.08, of Charter Agreement)	
May 1	Schedule 22: Lease (and any amendments thereto) or Deed for Premises in which the Charter School shall Operate (Paragraph 7.02, of Charter Agreement)	
May 1	Schedule 23: Transportation Policy (Paragraph 9.01, of Charter Agreement)	
May 1	Schedule 24: Disciplinary Plan (including Anti-Bullying and Seclusion and Restraints Policies) (Paragraph 10.01, of Charter Agreement)	
May 1	Schedule 25: School Safety Plan (Paragraph 10.02, of Charter Agreement)	
May 1	Schedule 26: Medication Policy (Paragraph 10.03, of Charter Agreement)	
May 1	Schedule 27: Student Health Screening Policy (Paragraph 10.03, of Charter Agreement)	
May 1	Schedule 28: School Policies regarding Services to Special Education Students (Paragraph 11.03, of Charter Agreement)	