D. **Notifications and Requests Regarding Governance Changes**

Pursuant to section 8.10(b) of the performance contract, CSD has received inquiries from charter school operators regarding the process for "notify[ing] the Authorizer within 30 (thirty) days of a member's resignation or designation of a new member" as well as the process for "seek[ing] an extension for such appointment from the Authorizer in writing" of the school is unable to replace a member within the required 45 days.

CSD is seeking guidance from the PEC on this inquiry. CSD recommends the PEC approve a process and form submission package to be posted on the PEC and CSD websites to facilitate this required notification process. Without a process and form, schools are uncertain of how to meet their reporting requirement.

CSD recommends the PEC consider creating a policy that would enable CSD to approve an initial extension of no more than 30 calendar days, and require the school to obtain PEC approval for an extension that allows a vacancy to continue beyond 75 days.

CSD can create a draft form, process, and policy, if the Commission would like these materials presented at the next meeting.

Proposed Motions:

I move that we request CSD prepare a proposed draft form, process, and policy to address questions around the requirement to report changes to governance and request an extension for filling vacancies.

I move that during our working session next we consider an appropriate process and/or policy to address questions around the requirement to report changes to governance and request an extension for filling vacancies.

I move that we take no action to address questions around the requirement to report changes to governance and request an extension for filling vacancies.