



SPCSC Charter Contract Amendment Guidelines

Authority

Hawai'i Revised Statutes §302D-5 (HRS); Charter Contract 4.0 Sections 2.1 and 2.3 and Charter Contract 4.1 Sections 2.3 and 18.2.

Introduction

Public charter schools in the State of Hawai'i must operate in accordance with their Charter Contract ("Contract"). To amend the Contract, a school shall submit for the Commission's approval *an amendment form* for any proposed changes to the provisions. Schools must be in compliance with all existing elements of the current Contract before the Contract can be amended. All amendments are subject to approval by the school's Governing Board and the Commission. Depending on the amendment, review and approval by the school's Deputy Attorney General may also be required. **Schools shall not take action nor implement potential amendments until approved by the Commission.** Please note that some amendments must be approved by a specific deadline set by the Hawai'i Department of Education (HIDOE) in order to be implemented for the targeted school year.

Any questions or concerns regarding the Contract Amendment process should be directed to frameworks.compliance@spcsc.hawaii.gov.

Contract Amendment Request Process

The general steps taken in the amendment process are outlined in the chart below. However, please review the instructions provided in each amendment form, as specific requirements and procedures may vary by amendment type.

<u>Step</u>	<u>Protocol</u>
School Governing Board Approval	The school's Governing Board votes to approve the Contract amendment at an agendaized, public meeting. The Governing Board vote must be documented in the approved meeting minutes.



Hawai'i State Public Charter School Commission
ʻAha Kula Hoʻāmana

<u>Step</u>	<u>Protocol</u>
SPCSC Amendment Form	The school completes and submits the appropriate amendment form(s) and required supporting documentation, via email to frameworks.compliance@spcsc.hawaii.gov. Once received, the school is sent an email acknowledging receipt by Commission staff.
Commission Staff Review	Commission Staff reviews the submitted amendment form(s) and supporting documentation to ensure that all needed documentation has been submitted. The school is notified via email if additional documentation or information is needed.
Commission Consideration	The Commission places the Contract amendment request on a Commission Meeting agenda for consideration. Depending on the nature of the request, the request may be placed on a Commission Committee Meeting agenda for a recommendation prior to the Commission General Business Meeting agenda for a final vote (<i>The Commission Committees include the Applications Committee Meeting, the Performance & Accountability Committee, and the Administration & Operations Committee</i>). The school will be notified by email of the date when their amendment request will be placed on the agenda of the Commission meeting. At the Commission meeting, Commissioners will hear the school's request and deliver their decision. The school must be in attendance to present their request and ask any questions Commissioners might have. Commissioners may request additional information or documentation as needed to support



<u>Step</u>	<u>Protocol</u>
	the amendment request which may delay the review and approval process.
Contract Amendment Execution	If the amendment request is approved by the Commission, a Contract Amendment is drafted and sent to the Commission's Deputy Attorney General for approval. Once approved, the amendment is sent to the school governing board chair and Deputy Attorney General for review and signature.

Amendment Request Checklist

The following documents must be submitted to frameworks.compliance@spcsc.hawaii.gov when requesting a Contract Amendment:

- SPCSC Amendment Form(s)
 - Admissions
 - Grade Level Changes
 - Educational Services Provider/Charter Management Organization
 - Facilities
 - Mission Statement
 - School Name
 - Virtual and/or Blended Learning Program
- Governing Board agenda **and** approved minutes from the meeting in which the Governing Board voted to pursue the charter contract amendment. The Governing Board meeting approved minutes must be in accordance with HRS §302D-12 and:
 - Indicate that the request has been approved and be consistent with the SPCSC Request to Amend Charter Contract Form(s);
 - Indicate the date and votes of each governing board member; and
 - Be posted publicly to the school website (both agenda and minutes).
- Additional supporting documentation, if appropriate (e.g., enrollment data, budget spreadsheet, facility documentation, etc.)