



SPCSC Charter Contract Amendment Guidelines

Authority

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

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 *The SPCSC Request To Amend Charter Contract 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 require approval by the school's Governing Board and the Commission. 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.

<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.
SPCSC Request To Amend Charter Contract Form Submission	The school completes and submits the appropriate SPCSC Request to Amend Charter Contract 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 SPCSC Request to Amend Charter Contract 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	<p>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>).</p> <p>The school will be notified by email of the date when their amendment request will be placed on the agenda of the Commission meeting.</p> <p>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.</p>
Contract Amendment Execution	<p>If the amendment request is approved by the Commission, a Contract Amendment is drafted and sent to the Deputy Attorney General for approval. Once approved, the amendment is sent to the school for review and signature.</p>

Amendment Request Checklist

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

- SPCSC Request to Amend Charter Contract Form(s). All applicable SPCSC Request to Amend Charter Contract Forms must be submitted.
- 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.)