



SPCSC Request to Amend Charter Contract Form

Educational Service Provider (ESP) Amendment Form

Per Charter Contract 4.0 Article III and XI, an Educational Service Provider (ESP) is defined as a non-profit or for-profit entity that is contracted by the School to provide services that would otherwise be handled by employees of the School, which include, but are not limited to, operational back office functions and services related to the instructional design or operation of the School, in return for fees.

A school must request to amend its charter contract if it is proposing to remove or enter into an agreement/contract with an ESP. These changes need to be approved by the Commission and memorialized in an executed charter contract amendment. The ESP agreement shall be subject to, and shall incorporate by reference, the terms and conditions of the Charter Contract. The term of the ESP agreement shall not exceed the term of the Charter Contract.

***Please note that new ESPs must be approved by the Commission prior to the start of the target school year. The Commission will not consider proposed amendments to a school’s ESP during the year prior to or during the year of a high-stakes review and/or renewal.

School Name:	School Name
Submission Date:	Date
Contact Person (GB Chair or School Leader):	First Name, Last Name
Contact’s Email Address:	Email Address
Contact’s Phone Number:	Phone Number
Date/School year amendment will be effective:	Enter Date/School year amended policy will be effective, e.g. SY 2021-2022
Date approved by School’s Governing Board:	Enter Date proposed amendment approved by School’s Governing Board
Names of Governing Board Members present at meeting:	Enter the first and last names of all Governing Board members present at the meeting
Governing Board Motion:	Enter the exact motion language
Governing Board Votes:	Enter the vote (aye, nay, or abstain) of each member



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Please fill out the information below, and attach supporting documents.

1. The school is requesting to:
 - Add an Educational Service Provider (ESP)
 - Remove an Educational Service Provider (ESP)
2. State changes to be made to the ESP in the Charter Contract:

	Current ESP (if applicable)	Proposed New ESP (if applicable)
ESP Name	Click here to enter text.	Click here to enter text.
ESP Contact Information	Click here to enter text.	Click here to enter text.
ESP Effective Dates	Click here to enter text.	Click here to enter text.

3. Describe the school's rationale for amending its ESP agreement, specifically how it will improve student outcomes and future success.
Click here to enter text.
4. How will the new change impact the school's existing curriculum, operations, and education experience for students and families?
Click here to enter text.
5. Does the ESP agreement meet the ESP requirements noted in the Charter Contract 4.0 Article XI?
Click here to enter text.
6. Provide evidence of how the contract amendment would impact your school's ability to actualize your mission and vision.
Click here to enter text



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7. Provide evidence of how you engaged your community (including students, family, staff, and other stakeholders) in this decision making process.

[Click here to enter text.](#)

In addition to this completed form, complete the following steps and attach supporting documentation:

- 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:
 - Indicate that the request has been approved and be consistent with the form;
 - Indicate the date and votes of each governing board member; and
 - Be posted publicly to the school website (both agenda and minutes).
- Copy of the final Educational Service Provider (ESP) agreement/contract.
- A letter of assurance stating that the ESP agreement was reviewed and approved by the charter school's Deputy Attorney General and that all provisions of the ESP agreement meet the ESP requirements set forth in the Charter Contract.