



SPCSC Request to Amend Charter Contract Form

Facilities Amendment Form

All facilities changes, whether temporary or permanent, must be approved by the Commission in order for a school to add a new location and/or remove an existing location from its Charter Contract. A school must apply for a Facilities Amendment if the school is planning to change the brick and mortar address(es) or blended learning program instructional site(s) listed in its Charter Contract. Facilities changes include the removal of an existing campus location, relocation of existing campus location (whether temporarily or permanently), and/or expansion of a school's current campus location into an existing or new location.

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

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

1. Rationale that best describes your plan:

Removal: the school is removing one or more instructional sites listed in its current Charter Contract



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- Relocation:** the school is moving the entire school campus from the current location to a new location
- Addition/Expansion:** the school is staying in its current location(s) AND expanding to include an additional instructional site(s)

2.

Instructional Site(s) Listed in the Current Charter Contract <i>Include grade level(s) served at each instruction site.</i>	Proposed Instructional Site(s) to be Added and/or Removed from the Charter Contract <i>Include grade level(s) to be served at each instruction site <u>and</u> the date use will commence and/or seize at the proposed site(s).</i>
Click here to enter text.	Click here to enter text.

3. Provide evidence of how the contract amendment would impact your school's ability to actualize your mission and vision.

[Click here to enter text.](#)

4. 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.](#)

5. State reason for change and how this will benefit student performance and school culture.

[Click here to enter text.](#)

6. Is there a lease for the new facility approved and signed by the school's Deputy Attorney General? Provide appropriate documentation, if available.

[Click here to enter text.](#)

7. Does the school have a certificate of occupancy permit zoned for educational use for the new facility? Provide appropriate documentation, if available.

[Click here to enter text.](#)



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8. Does the new facility comply with all applicable state and county building, zoning, fire, health and safety code requirements? Provide appropriate documentation, if available.

[Click here to enter text.](#)

9. What is the maximum occupancy (including administration, faculty, and staff) capacity of the new facility?

[Click here to enter text.](#)

10. Describe the neighborhood of the proposed location (e.g. residential, commercial, accessibility to public transportation).

[Click here to enter text.](#)

11. Will the facilities change include an increase in total school enrollment and additional students?

[Click here to enter text.](#)

12. How will the proposed change impact the school's operations and finances? What are the anticipated expenses, and how will the school manage these expenses? In addition to your narrative here, please attach a proposed 5-year Operating Budget.

[Click here to enter text.](#)

13. If the entire school is proposing to **relocate**:

- a. How will the change in location impact students who currently attend this campus?
- b. Given that students are expected to move, how will the school support families that need transportation?

[Click here to enter text.](#)

14. If the school is proposing to **expand/add an instructional site**, please address the following:

- a. The students the school intends to serve at the proposed expanded location;
- b. How the population is similar to, or different from, the population currently served by the school(s) operating under the charter; and
- c. Whether the students will be primarily neighborhood or commuter.

[Click here to enter text.](#)



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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).
- Proposed 5-year Operating Budget
- The following Occupancy Documentation for the proposed new instructional site(s):
 - A lease, deed, or other documentation showing the school possesses the right to occupy the new facility, signed by the school's Deputy Attorney General
 - If not attached, the estimated submission date is: [Click here to enter text.](#)
 - A Certificate of Occupancy, approved for educational use
 - If not attached, the estimated submission date is: [Click here to enter text.](#)
 - Documentation showing the new facilities meet applicable health, safety, fire, building, and zoning code requirements
 - If not attached, the estimated submission date is: [Click here to enter text.](#)
 - Documentation showing the new facility is of sufficient size to safely house anticipated Enrollment.
 - If not attached, the estimated submission date is: [Click here to enter text.](#)