

## INSTRUCTIONS FOR COMPLETING THE CHARTER CONTRACT AMENDMENT FORM

**Instructions:** Form must be typewritten and mailed to the State Public Charter School Commission (Commission) or emailed as a .pdf file to the Organizational Performance Manager.

**Line 1.** Current name of the charter school. If seeking a name change, do not write the new proposed name in this field.

**Line 2.** Name of primary contact person on matters relating to this amendment request.

**Line 3.** Primary phone number and email address of person listed in Line 2.

Sections A, B, and C must be completed for all amendment requests.

**Section A.** Identify the material term within the Educational Program (Exhibit A of the charter contract) or School-Specific Measure (Exhibit B.3 of the charter contract) that the charter school is seeking to amend. This can be done by identifying the field in the Educational Program or the School-Specific measure as it currently exists.

**Section B.** Describe the proposed amendment to the material term identified in Section A and provide reasonable justification for the change. Attach an additional sheet if the form does not provide enough space.

**Section C.** Specify the school year and/or date in which the proposed amendment would become effective, if approved. The effective date cannot be outside of the existing charter contract term. If the requested effective date is prior to the Commission's approval date, please explain the need for a retroactive effective date.

Amendment	Section
Facilities and/or Location	D, E and Ö
Educational Service Provider	D and F
Principal	Ö
Grades Served	D and Ö
Operating Budget	ÖA

**Section D.** Only complete Section D if the amendment is to the Educational Program. Attach an additional sheet if the form does not provide enough space for Section D.

- Line D.1. Explain any significant impacts of the proposed amendment on the educational program design and how the school plans to address any potential negative impacts. Educational program design includes, but is not limited to:
- 1) Educational philosophy (including school culture or ethos)
  - 2) Curriculum and instructional design (learning environment, including class size and structure, curriculum, and instructional strategies)
  - 3) Pupil performance standards (learning and exit standards and policies and standards for promotion and graduation)
  - 4) High school graduation requirements (graduation requirements that exceed Board of Education requirements, how such requirements ensure postsecondary opportunities, and systems and structures minimizing drop outs and non-graduation)
  - 5) School calendar and schedule (annual academic schedule, days/hours of instruction, and structure of the school day and week)
  - 6) Supplemental programming (summer school, extracurricular activities, and programs for student mental, emotional, and social development and health)
  - 7) Special populations and at-risk students (programs, strategies, and supports for special education, English Language Learner, other at-risk, and intellectually gifted students)
  - 8) Student recruitment and enrollment (admission and enrollment policy)
  - 9) Student discipline
  - 10) Parent and community involvement
  - 11) Educational program capacity (school leadership team and collective ability for implementing the educational program design successfully)

Only those elements above that are **significantly** impacted should be included in the explanation in Line D.1. If there are no significant impacts to the educational program design, state as much in Line D.1.

- Line D.2. Explain any significant impacts of the proposed amendment on the operations plan and capacity and how the school plans to address any potential negative impacts. Operations plan and capacity includes, but is not limited to:
- 1) Governance (governing board and governance structure, organizational structure, and governance philosophy)
  - 2) Advisory bodies (advisory bodies or councils to the governing board or school leadership)
  - 3) Grievance process (process for public objections to governing board policies or decisions)
  - 4) Staff structure (staffing chart and relationship between administration and rest of staff)
  - 5) Staffing plans, hiring, management, and evaluation (recruitment and dismissal procedures, leadership and teacher evaluations, and supplemental collective bargaining agreements)
  - 6) Professional development

- 7) Performance management (educational and organizational goals and targets, measurements and assessments, and internal corrective actions)
- 8) Facilities (location, size, and amenities)
- 9) Operations (transportation and student safety and security, including crisis management)
- 10) Operations capacity (school's ability for implementing the operations plan successfully)

Only those elements above that are **significantly** impacted should be included in the explanation in Line D.2. If there are no significant impacts to the operations plan and capacity, state as much in Line D.2.

Line D.3. Explain any significant impacts of the proposed amendment on the financial plan and capacity and how the school plans to address any potential negative impacts. Financial plan and capacity includes, but is not limited to:

- 1) Financial plan (systems, policies, and processes for financial planning, accounting, purchasing, and payroll; annual financial audit plans and procedures; and school budget)
- 2) Financial management capacity (school's ability for implementing the financial plan successfully)

Only those elements above that are **significantly** impacted should be included in the explanation in Line D.3. If there are no significant impacts to the financial plan and capacity, state as much in Line D.3.

**Section E.** Only complete this section if the requested amendment relocates or expands the school's facilities.

**Note:** Charter schools shall not *operate*, in excess of 30 days, in any other location than what is indicated in their charter contract.

Lines E.1 through E.4.

Check a box to indicate whether the item listed is attached to the form or not. The items listed in Lines E.1 through E.4 may be submitted later. If the documents will be submitted later, please provide an estimated date for submission.

The item listed in Line E.1 must be received by the Commission at least 30 calendar days prior to the date of execution of the amendment as indicated in Section C.

Items listed in Lines E.2, E.3, and E.4 must be received by the Commission at least 10 calendar days prior to the date of execution of the amendment as indicated in Section C.

**Section F.** Only complete this section if the requested amendment requires the school to change or enter into a new agreement with an Educational Service Provider (ESP).

Line F.1. Check each box to indicate that 1) the final agreement to be entered into with an ESP, upon Commission approval, and 2) 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 Exhibit C of the charter contract are attached to the form. The form cannot be submitted without each item attached.

Line F.2. Describe how the ESP agreement meets the ESP requirements set forth in Exhibit C of the charter contract, with citations to specific sections in the ESP agreement. Attach an additional sheet if the form does not provide enough space.

**Section ; .** Complete this section only if the requested amendment is seeking to change the school name, grades served, or location. Identify any potential data reporting issues, based on the charter school's discussion with the Department of Education Data Governance Office, and how such issues will be addressed. Attach an additional sheet if the form does not provide enough space.