



THE CHARTER AMENDMENT PROCESS

ASHLEY BAQUERO

WHAT ARE WE AMENDING?

- The original charter **APPLICATION** (not the Charter Agreement)

G.S. §115C-218.7 “A material revision of the provisions of a charter shall be made only upon the approval of the State Board of Education.”

CHTR-014: Charter Amendments for Existing Public Charter Schools

Rules – [16 NCAC 06G.0510](#) and [16 NCAC 06G.0511](#)

The policy and rule divides types of amendments into two categories: those that SBE must approve and those that OCS may approve.

KEY POINT

Any changes to your school's SBE-approved charter application must go through the amendment process **BEFORE** implementing the change.

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School requests amendment from OCS

- OCS determines if amendment requires SBE approval

OCS requests necessary documentation – assigns in Epicenter

If amendments are not in compliance with law or policy, OCS works with school to revise

OCS approves OR OCS makes recommendation to CSAB

CSAB reviews & makes recommendation to SBE

- Next month SBE discusses
- Following month SBE approves/denies

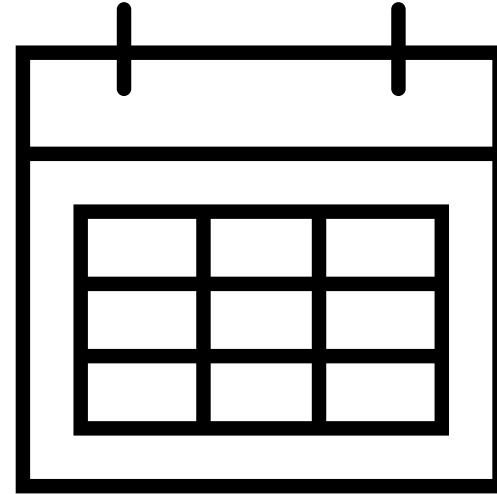
THE AMENDMENT PROCESS



Office of
CHARTER SCHOOLS
NC Department of Public Instruction

KEY POINT

In most cases, the amendment process takes a **MINIMUM** of **three months!!**



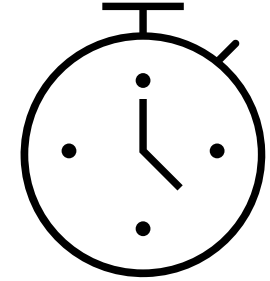
CFU: CHECK FOR UNDERSTANDING

At a board meeting, your board discusses revising the bylaws.

Will this change require an amendment?

What is the first step in the amendment process?

AMENDMENTS REQUIRING SBE APPROVAL



- Enrollment growth greater than 30% for charters not currently low-performing or grade expansion not in the approved charter
- Relocation outside a 5-mile radius or approved LEA
- Transferring the charter to another non-profit entity

CFU: CHECK FOR UNDERSTANDING

Your board is considering relocating to ...

- a new facility 4 miles away from current school
- a new facility 6 miles away from current school
- the neighboring LEA

WHICH REQUIRES SBE APPROVAL?

AMENDMENTS REQUIRING SBE APPROVAL

- Altering the mission or targeted student population
- Employing or terminating a management company
- Change to the charter application with respect to the National School Lunch program

CFU: CHECK FOR UNDERSTANDING

Your board decides to change the school's mission statement.

Does this require SBE approval?

How long can you expect this process to take?

AMENDMENTS OCS CAN PROCESS

- Bylaws
- Charter School name
- The Articles of Incorporation
- Relocation within 5-mile radius
- Class sizes as stated in the application
- Curriculum changes
- Student transportation changes
- Food service plan changes
- One-year delay and/or using year 2 enrollment
- Length of school day and/or academic year

OTHER AMENDMENTS

Any proposed amendments not contained in the previous slides must be SBE approved.

MUST CONSIDER ...

1. Demonstrated need
2. Impact on student population, BOD, and staff
3. Impact on LEA



REQUIRED DOCUMENTATION

1. Board meeting minutes reflecting the vote of the Board of Directors for the school.

- Need to clearly show a motion to approve the proposed amendments and forward to OCS.
- Proposed amendments should be clearly reflected in minutes.

BOARD MEETING MINUTES

NOPE

- approve relocation
- approve bylaws
- approve changes to curriculum

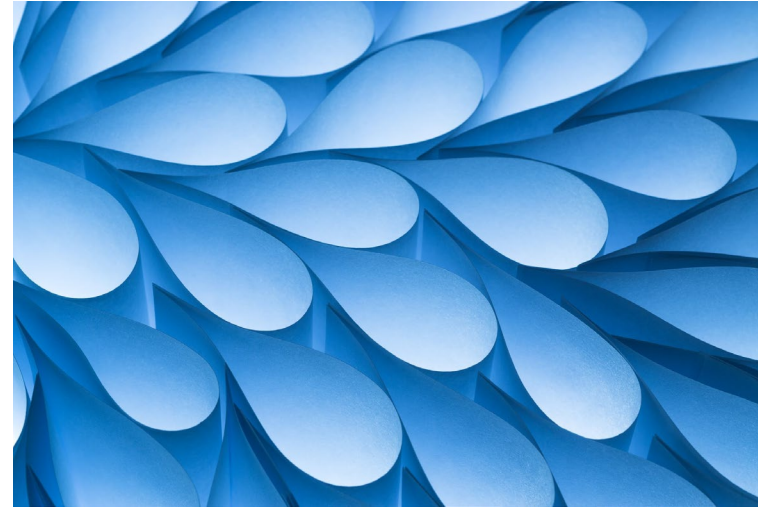
YES

- approve motion to relocate from 123 ABC Drive to 500 Circus Ranch
- approve revisions to Section I-III of the bylaws
- approve revisions to curriculum in original charter to include ...

REQUIRED DOCUMENTATION

2. Cover letter explaining/
justifying the request signed by
the Board Chair and the lead
administrator of the school.

- Both signatures required (unless an administrator has not been hired).
- Please see amendment checklist for more information.



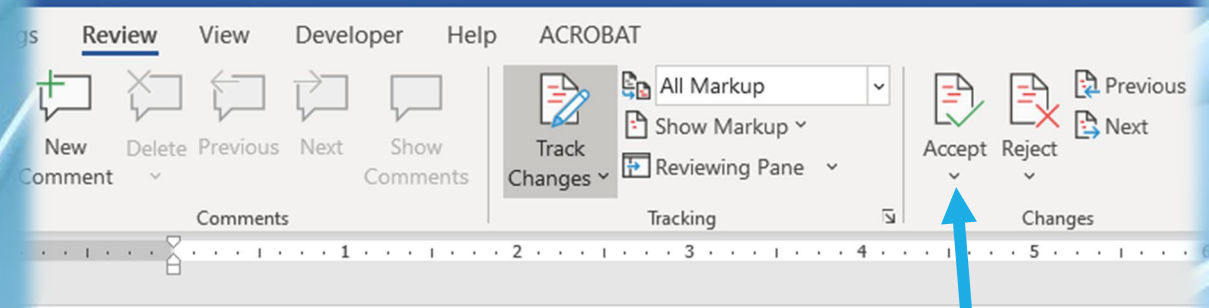
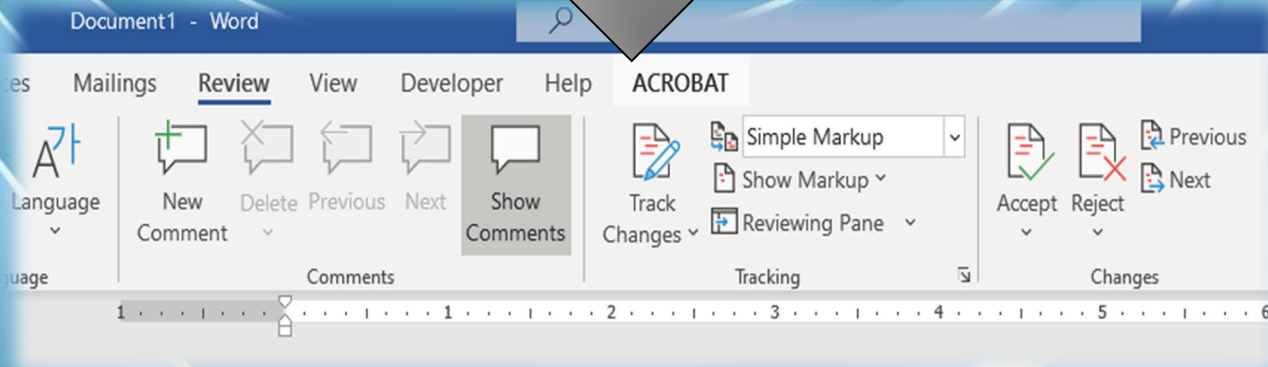
REQUIRED DOCUMENTATION

3. Strikethrough version of the original charter application.

4. Clean version of the original charter application to include the new language. This becomes your current charter application.



The easiest way to do this is using Microsoft Word Tracked Changes function.



The name of the charter school is ~~Awesome~~Super Charter School.

Track changes for Strikethrough version and then ACCEPT all changes for clean version.

STRIKETHROUGH/CLEAN VERSIONS

EPICENTER

After request received via email, tasks will be assigned through Epicenter for the collection of all required documentation.

Email amendment requests/inquiries to ashley.baquero@dpi.nc.gov



QUESTIONS?

Resources available [here](#).