

Charter Amendment Application Checklist

Please complete the steps before submitting a charter amendment application.

The entire process can take up to six months from submission of this application to board vote, including up to three months to allow for ANC notification (requires 45 days advanced notice of a public hearing), 30 days of public comment, a PCSB-sponsored public hearing, a public vote at a regularly scheduled public meeting, and the execution of a written charter amendment.

- Contact Laterica (Teri) Quinn at lquinn@dcpccb.org to set up a meeting between your school's executive director and board chair with PCSB leadership to discuss your proposed charter agreement amendment. While most amendments can be handled through filling out the appropriate template, some, such as expansions into new grade levels (early childhood, elementary, middle, high, and adult) or multiple amendments at once, may require a more detailed charter amendment application.
 - Obtain approval from your board to pursue the charter amendment through a documented board vote, and attach **a copy of the board meeting minutes to this application.** –**Minutes Pending**
 - Gather community input and approval from your staff and families. Attach copies of any written communications, dates of meetings, and other evidence of community engagement.
 - Actively engage the support of the potentially affected Advisory Neighborhood Commission (ANC), DC council member, and other community members about the proposed charter amendment and attach copies of any written communications, date of meetings, and other evidence of community engagement.
 - Complete the following parts of the charter amendment application:
 - Part I: General Information (**all applicants**); and
 - Part II: Applicable Section(s) A-K*–**Need assistance in finding Section A documentation**
 - Complete a [charter agreement amendment](#), subject to PCSB's approval.
- Include a signed and completed (revised, if applicable) [charter agreement amendment](#).
- Attach completed supporting documents (e.g., enrollment matrix, budget spreadsheet, etc.)

*A school may apply for multiple types of amendments in a single application by completing each applicable template.

For questions, please contact PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

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Rationale

According to the School Reform Act (SRA) § 38-1802.04(c)(10):

Charter revision.--A public charter school seeking to revise its charter shall prepare a petition for approval of the revision and file the petition with the eligible chartering authority that granted the charter. The provisions of §38-1802.03 shall apply to such a petition in the same manner as such provisions apply to a petition to establish a public charter school.

Directions

A school may amend its charter by completing the appropriate questions in this charter amendment application template. All amendments, except for revisions to the articles of incorporation or bylaws, require a public hearing and all amendments are subject to the DC Public Charter School Board's (PCSB) approval. Please note that some amendments must be submitted before a specific deadline to be implemented for the following school year, and the timeline must align with any deadlines specified in your school's charter agreement. (Please check the PCSB [website](#) for due dates and changes to the Guidelines.) Before beginning the process, set up a meeting with PCSB leadership by contacting Laterica (Teri) Quinn at lquinn@dcpsb.org.

Typical Submission Process*

***Depending on the urgency and content matter of the amendment request, this process may be subject to a shorter (or longer) timeline.**

- I. Based on the type of charter amendment(s) that the School would like PCSB to consider, applicants must complete [Part I](#) and the appropriate section(s) and submit to lquinn@dcpsb.org within the timeframe, if applicable.
- II. Prior to submitting to PCSB for approval, the School must provide written or electronic notification of the proposed charter amendment to the appropriate Advisory Neighborhood Commission(s) (ANC).
- III. PCSB will hold a public hearing during its monthly board meeting within 45 days of submission of a charter amendment application, and will publicize the date to the appropriate ANC(s). The school's board chair and school leader is expected to be present at the public hearing.
- IV. PCSB will vote on the proposed charter agreement amendment within 45 days of the public hearing, typically at a regularly scheduled PCSB board meeting. The school's board chair is encouraged to be present to execute the new agreement. If the board chair cannot be present, the [charter agreement amendment](#) should be signed prior to the board meeting and submitted to PCSB.

Areas of the Charter Agreement that may require revisions when submitting an amendment

Changes to any of charter agreement sections listed below require the School to submit a charter agreement amendment and seek the Board's approval to execute a charter agreement amendment. Please complete all sections that apply to your particular needs for a charter amendment.

- Section A.** [Mission or Education Philosophy](#)
- Section B.** [Goals and Academic Achievement Expectations](#)
- Section C.** [Expand Grade Levels to be Served](#)
- Section D.** [Campus Reconfiguration](#)
- Section E.** [Governance Structure](#) (Including, but not limited to, hiring and dismissal of management companies or changes in bylaws)
- Section F.** [Enrollment Ceiling](#) (Please review the [criteria](#) for this type of amendment before applying.)
- Section G.** [Replication/Operation of additional campus\(es\)* \(with no changes to grade configurations\)](#)
- Section H.** [LEA Status for Special Education](#)
- Section I.** [New Campus Location or Additional Facility](#)
- Section J.** [Curriculum, Standards, or Assessments](#)
- Section K.** [New Campus that is Not a Replication](#)



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Part I: General Information

All applicants must complete this section

SUBMITTED BY: Board President – Chris Siddall, Meridian Public Charter School

SUBJECT: Charter Amendment Request for: (Mark all that apply)

- Mission or Education Philosophy
Goals and Academic Achievement Expectations
Grade Levels to be Served
Governance Structure
Enrollment Ceiling
Replication/Operation of additional campus(es)*
LEA Status for Special Education
Voluntary Closure of a Campus or Grade Level(s)
Campus location (Part D1)
Curriculum, standards, or assessment

SUBMISSION DATE: 6/3/2015

PROPOSAL

Meridian Public Charter School submits to the DC Public Charter School Board this application to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on June 3, 2015 (leave blank if this has not been determined).

1. Please describe the requested change (provide detail on the selection above). Please describe any planning that is already underway to prepare for the proposed change(s). The school is requesting a revision to its mission and vision.

How will the amendment(s) selected above support or enhance the school’s mission?

2. Meridian PCS is a rigorous Pre-K to 8th grade, which academically prepares its diverse student population to be successful in an increasingly global and technology based society, thus our mission and vision statements should reflect our practice.

3. When did your school’s board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

Mission and Vision statements were approved during the regularly scheduled board meeting on 5/26/2015

4. How has the school informed its external stakeholders (e.g. local ANC commissioners, neighbors) and internal stakeholders (e.g. staff, parents) of the proposed amendment(s)? Please attach any written communication, and if applicable, dates and minutes from meetings where the proposed amendment(s) was discussed. Please describe any notable support for or opposition to the proposed amendment(s).

Staff and Parents were tasked with assisting in the development of the new vision and mission. ANC commissioners were informed via letter on June 3, 2015



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter Amendment Application
