DC PUBLIC CHARTER SCHOOL BOARD

POLICY TITLE:	Charter Agreement Amendment Petition Submission Policy
ADOPTION/EFFECTIVE DATE:	
MOST RECENTLY UPDATED:	

PURPOSE

Pursuant to § 38-1802.04(c)(10) of the School Reform Act (SRA) and charter schools' charter agreements, a public charter school must submit a petition to the DC Public Charter School Board (DC PCSB) to amend its charter agreement. This policy reaffirms and establishes petition submission expectations for a school seeking revisions to its charter agreement.

POLICY

Process for Submitting an Amendment Petition

To petition for a charter agreement amendment, a school must complete the appropriate subsections of the DC PCSB Charter Agreement Amendment Application, which is available on DC PCSB's website.[1] The Charter Agreement Amendment Application contains detailed submission instructions, required information and supporting documentation, and standards of approval for each amendment type.[2]

Changes Requiring an Amendment Petition

A school must seek a charter agreement amendment in order to:

- Modify its name (including the name of the school or a campus),
- Modify its mission,[3]
- Modify its goals and academic achievement expectations (goals),
- Modify its graduation requirements,
- Request a competency-based learning waiver,

[1] https://dcpcsb.org/

[2] Note the Charter Agreement Amendment Application is subject to revision by DC PCSB.

[3] A mission modification may entail substantively changing the school's curriculum or educational approach (e.g., offering virtual programming), rather than revising the language in the mission statement, to ensure the change is in service of the mission.

- Increase or decrease its enrollment ceiling,
- Replicate or expand or its program,
- Reconfigure the school (*i.e.*, close a campus or grades served, rearrange the grades served within the charter local education agency),
- Identify a new location or discontinue use of a location,
- Revise the school's governance (including bylaws, articles of incorporation,[4] and management organization), and
- Make any other material change to its charter agreement.

All charter agreement amendments are subject to approval by the DC PCSB Board.

Deadlines for Submitting an Amendment Petition
The chart below contains the petition submission deadlines a school must meet when seeking a charter agreement amendment.

Amendment Type	Petition Submission Deadline
Name	No later than **March 1** before the start of the school year (SY) in which the proposed changes will be implemented.
Mission	No later than **April 1** before the beginning of the SY in which the proposed changes will be implemented.
Goals	No later than **April 1** before the start of the SY in which the proposed changes will be implemented. Not within 12 months (or less) before the start of the SY in which a school undergoes charter review. Not within 24 months before the start of the SY in which a school undergoes charter renewal. Per DC PCSB's *Elect to Adopt the Performance Management Framework (PMF) as Charter Goals Policy*, a school

[4] Changes to the bylaws and/or articles of incorporation that are not material do not require a charter agreement amendment.

Amendment Type	Petition Submission Deadline
	may adopt the PMF as its goals outside of the above outlined timeline.
Graduation Requirements	No later than **April 1** before the start of the SY in which the proposed changes will be implemented.
Competency-Based Learning Waiver	
Enrollment Ceiling Increase	No later than **June 1 one year** before the start of the SY in which the proposed changes will be implemented.
Program Replication	
Program Expansion (Grades Served)	
Reconfiguration	No later than **March 1** before the start of the SY in which the proposed changes will be implemented.
Facility/Location	**Three months** before the intended relocation.
Governance	Within **three months** of the effective date of material change.

Emergency Waiver

DC PCSB staff will generally recommend denial of any amendment petition that is received after the deadlines listed above. However, in the event of an emergency, a school may be permitted to submit its petition after the submission deadline. An emergency is an unexpected situation requiring prompt action, involving circumstances that will severely impact the operation of the school, the condition of its facility, or the health and/or safety of its students, employees, or visitors. As a general rule, lack of adequate advance planning on the part of a school shall not justify an emergency waiver.

A school requesting an emergency waiver shall explain, with specificity, the nature of the emergency and the likely harm that would result should the waiver not be granted. A school requesting an emergency waiver must submit its waiver request to DC PCSB staff before it submits its amendment petition. If DC PCSB staff approves the waiver, the school may then submit its amendment petition, and DC PCSB staff will recommend approval or denial based on the merits of the petition.

DC PUBLIC CHARTER SCHOOL BOARD

Board Approval Acknowledged By:

_____

Rick Cruz
DC PCSB Board Chair

Disclaimer: This publication is designed to provide information on the subject matter covered. It is distributed with the understanding that the publisher is not engaged in rendering legal, accounting or other professional services. Readers will be responsible for obtaining independent advice before acting on any information contained in or in connection with this policy.