DC PUBLIC CHARTER SCHOOL BOARD

Charter Agreement Amendment Application Overview and Checklist

Overview

This document outlines the DC Public Charter School Board (DC PCSB) charter agreement amendment process. The entire process can take up to six months from amendment application submission to amendment execution. It includes a 10- or 30-day public comment window,[1] a DC PCSB public hearing, and a DC PCSB Board vote. During the vote, which is typically a month after the public hearing, the DC PCSB Board will either approve the request, approve the request with conditions, or deny the request.

Checklist

Before Application Submission

- ☐ Consult the *Charter Agreement Amendment Petition Submission Policy*,[2] which reaffirms and sets amendment application submission expectations for DC public charter schools.

- ☐ Contact Bijon Lane at blane@dcpcsb.org to start the charter agreement amendment process. Bijon, or another DC PCSB employee, will discuss the approval standard associated with your amendment request. DC PCSB staff will also set a processing timeline.

- ☐ Seek the school's board of trustees' approval to pursue the charter agreement amendment. Document the board of trustees' approval in meeting minutes.

- ☐ When appropriate, gather input from the school's staff, students, families, and community groups on the proposed amendment.[3] Community groups include, but are not limited to, prospective families, Advisory Neighborhood Commissions (ANC), civic and citizens associations, churches, public and public charter schools, and businesses. Compile the school's engagement efforts, including written announcements, meeting invitations, and meeting notes.

- ☐ Complete and submit the relevant charter agreement amendment application(s), including supporting documents (e.g., board meeting minutes,

[1] See DC PCSB's ANC Notification Policy for details: https://bit.ly/3Rs1NNd.
[2] See the policy here: https://bit.ly/4bT1Ryw.
[3] Gathering input is required for schools seeking the following amendments: mission/educational approach, facility, and virtual program or campus.

proof of community engagement, enrollment matrix, budget) by the DC PCSB staff-set deadline.

After Application Submission

☐ Respond to follow-up inquiries as DC PCSB staff reviews the application.

☐ Participate in a DC PCSB public hearing to discuss the school's request with the Board.[4]

☐ If the Board approves the request (or approves the request after the school satisfies its conditions), DC PCSB staff will ask the school's board chair to sign the amendment agreement. DC PCSB staff will then send the fully executed amendment agreement to the school.

[4] Public hearings are required for most charter agreement amendment requests. When you discuss the school's amendment request with DC PCSB staff, staff will note whether a public hearing is required.