

CHARTER INSTITUTE AT ERSKINE

Charter Amendment Policy



The charter school amendment process refers to the formal procedure that a charter school must follow when seeking to make changes to its founding charter documents. Charter schools are publicly funded schools that operate independently of traditional school districts and often have greater flexibility in their curriculum, teaching methods, and overall educational approach. However, any significant changes to their operations typically require approval through an amendment process. During the term of the charter, and prior to making any amendments to the charter or executing binding agreements, the School Board must submit a request to the Charter Institute at Erskine Board to make amendments to the current charter of the School.

All amendment requests must be submitted to the Authorization Department, allowing at least 60 days for processing before being placed on a Charter Institute at Erskine Board Meeting agenda. The Authorization Department may decide to waive the 60 day processing time requirement in the case of a time-sensitive amendment request which could negatively impact the school. Each amendment request will be reviewed on a case-by-case basis and approval will depend on the term of the charter and the performance of the school in their academic, financial, and governance indicators on the Comprehensive School Snapshot.

The following sections of the School's charter are considered material charter amendments and must be approved by the Charter Institute at Erskine Board in accordance with section 12.1 of the charter contract:

- Curricular Model or Educational Model
- Educational Structure
- Changes in the goals, objectives, and assessment plan
- Addition or removal of virtual offerings
- Change of location of the school*
- Change of grade spans*
- Any plans to procure, enter into a contract, or amend services provided by an Education Management Organization ("EMO"), Charter Management Organization ("CMO"), Charter Network Organization ("CNO"), incubator, Educational Service Provider ("ESP"), or other significant service provider
- School name*
- Mission
- Changes to founding documents, including bylaws
- Changes to employment structure*
- Changes to enrollment that exceed 10% of total student enrollment*
- Student conduct (attendance, discipline, expulsion procedures)*
- Changes to transportation and/or food services*
- Addition or removal of preschool*

The asterisk denotes material charter amendments the Charter Institute at Erskine Board has granted permission to be approved or denied at the Institute level. Schools have the option to appeal the Institute's decision to the Charter Institute at Erskine Board within 10 business days of the amendment request decision.

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Charter Amendment Procedures



1. Complete the form using the following link:
https://erskinecharters.formstack.com/forms/amendment_request
2. Fill in your school's name.
3. Select the date you would like for the amendment to take effect. The requested effective date must be after the amendment request is heard at a Charter Institute at Erskine Board Meeting.
4. Select the topic that relates to your amendment request. You may select multiple topics if you have more than one request.
5. **All selections require submission of a copy of the school board resolution supporting the request.** Depending on your selections, the following additional documents may be required:
 - a. Articles of Incorporation
 - b. Bylaws
 - c. Enrollment Projections Table
 - d. Enrollment Process
 - e. Management Organization Proposed Contract
 - f. Management Organization Separation Agreement
 - g. Management Organization Redlined Contract
 - h. Student Code of Conduct/Handbook
 - i. Updated Budget

All requested attachments must be included before submitting the request.

6. Enter the board chair's name, phone, and email address.
7. Select the form submission date.
8. Select "Submit Form".

The Institute staff will reach out to you regarding the status of amendment request and the potential board meeting date. If any additional information is required, we may request to schedule a Zoom meeting at the school board's earliest convenience.

Contact Kristin Olcott at kolcott@erskinecharters.org or 803-849-2365 with any questions.