



CHARTER INSTITUTE AT ERSKINE

Amendment Process Some proposed changes require an amendment to the School's charter, while others a simple notification to the Institute. The list **Material vs. Operational:** below helps define the difference.

Material Terms of the Charter

These items require utilizing the amendment request process to modify prior to implementation in alignment with section 12.1 of the contract:

- Addition or removal of preschool
- 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
- Change of location of the school
- Change to grades served as outlined in the charter
- Changes to enrollment (including enrollment preferences, lottery procedures, admissions materials and protocol)
- Changes to offering transportation and/or food services
- Changes to the employment structure
- Changes to the founding documents (including your Articles of Incorporation and bylaws)
- Charter goals, objectives, and plan for assessment
- Curricular or educational model
- Educational structure
- School mission
- School name
- Student conduct (including methods for determining attendance, discipline, and expulsion)

Required Operational Update

These items require you to notify the Institute of any occurrences or changes, but do not require approval of the Institute Board in alignment with section 3.1C of the contract.

- A default on any obligation, which shall include debts for which payments are past due by sixty (60) days or more
- Any adverse impact to the health and safety of students at the school
- Any change in its corporate status with the South Carolina Secretary of State's Office as a nonprofit corporation
- Any change to school administration
- Any change to the membership of the board or any changes to the officers or directors
- Any change to the previously approved school calendar for the academic year
- Any changes in board-adopted policies of the School that do not require an amendment change
- Any circumstance requiring the closure of the School, including but not limited to a natural disaster, an extraordinary emergency, or the destruction of or damage to the School facility
- Any complaints filed against the School by or with any governmental agency or in any court of law
- Any incidents related to faculty, staff, or students that may end up on a newspaper or be reported to the SCDE, the policy, or authorities
- Any material changes to insurance coverage
- Any staffing or employment lapses that may cause the School to not provide the education or services required by federal, state, and local law, including but not limited to compliance with special education services, Individual Education Program (IEP), or the Individuals with Disabilities Act (IDEA)
- Conditions that may cause the School to vary from the terms of this Contract, Sponsor requirements, federal, and/or state laws, statutes, and regulations
- Contracting with any vendor or provider for more than \$20,000 a year for educational program or school operation services
- Material changes in student enrollment at the 5th day, 45th day, or 135th day of the School
- State testing violations
- The arrest of any members of the board of the School or School employees for a crime punishable as a felony or any crime related to the misappropriation of theft of funds
- The discipline of employees at the School by or with any governmental agency or in any court of law
- The scheduling of any emergency board meetings