

## Charter Amendment Process

As documented in Mass Dept of Elementary and Secondary Education  
Charter School Technical Advisory 06-1, June 13, 2006



## Sources of Information

- Massachusetts Charter Schools Website <http://www.doe.mass.edu/charter/>  
[http://www.doe.mass.edu/charter/tech\\_advisory/06\\_1.html](http://www.doe.mass.edu/charter/tech_advisory/06_1.html)  
Charter School Technical Advisory 06-1, June 13, 2006  
<http://www.doe.mass.edu/charter/governance/>  
Template for Charter Amendment Approval (MS Word or PDF Document)
- Conversation with Emily Lichtenstein of the Charter School Office on 11/6/09



## MCCPS is Requesting a Major Change to Charter

- Major changes are defined as those that “fundamentally affect a school’s mission, organizational structure or educational program.”
- Adding a grade and/or increasing enrollment is classified as a major change by the DOE.



## Amendment Request Process

- The chairperson of the Board of Trustees of the Charter School (or another individual authorized by the BOT) submits the formal request to the Commissioner of Education with a copy to the Director of Charter Schools.
- August 1<sup>st</sup> is the deadline for submittal of major amendment requests relating to maximum enrollment increases or changes to grades served.
- The Commissioner and Board of Education will endeavor to approve or deny amendment request within 60 days after they are complete.
- Timelines are subject to change based on complexity of issues.



## Role of the Charter School Office

- Recommendation is that you notify the Charter School Office (CSO) that you plan to submit a charter amendment request.
- It’s a good practice to send a draft of the amendment to the CSO for them to review prior to submittal to the Commissioner (per conversation with Emily Lichtenstein of CSO on 11/6/09).
- The CSO oversees the review process for the Commissioner of Education and will work with the school to make any revisions required.
- The request will also be forwarded to the superintendent of the affected district(s), which have 15 days to submit a written comment.



## Content of the Amendment Request

- The request can take the form of a letter (*basic template is available and provided as handout*), with supporting documents.
- There is specific *required* information in all amendment requests (see slide 7).
- Since MCCPS is requesting a change to grades served/maximum enrollment, *additional information* is also required (see slide 8).
- Recommendation from CSO is that MCCPS include all of the *required information* in a cover letter and all *additional information* as an attachment (per conversation with Emily Lichtenstein of CSO on 11/6/09).



**Required Information on Amendment Request**

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- Contact person (Chair, Board of Trustees)
- Position of Contact person
- Contact telephone
- School name and location
- Is the school regional, if so, what areas does it serve? (N/A to MCCPS)
- Year chartered
- Year(s) charter renewal was granted
- Current maximum enrollment
- Current grade span
- Current students per grade
- Number of students requested (how many new students in 3<sup>rd</sup> grade)
- Proposed new grade span
- Distribution of students in school (with new grade expansion)
- Document that the BOT voted to request the amendment on (date) at a meeting that was held in compliance with the Open Meeting Law.
- If the BOT Chair is not the one submitting the request, document that the BOT authorized the sender to make the request on his/her behalf.

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**Additional Information Required on Amendment Request for Change to Maximum Enrollment and/or Grades Served**

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*Provide as an attachment to the Letter of Request for Charter Amendment, a document which provides the following:*

- Section A: Statement of Need
- Section B: Education Philosophy & Evidence of Academic Program Success
- Section C: Curriculum
- Section D: School Characteristics
- Section E: Enrollment and Recruitment
- Section F: Capacity
- Section G: Facilities
- Section H: School Finances
- Section I: Action Plan for Implementation
- Section J: Compliance

*See handout for detailed requirements of requirements Sections A-J*

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**Work to be done**

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- *Some of the Content Required in Sections B, C, F and J can be taken from the Charter Renewal Application already submitted (highlighted in red on the Evaluation Criteria handout).*
- *Other information will need to be developed.*

