

Questions & Answers Arising at the April 24, 2009 Renewal Workshop

1. Q: Would changes or updates in a school's policy and/or handbook constitute a material change?

A: *Possibly, it would depend on which policies your particular Authorizer considers to be the "material terms" of your charter (see more about changes to the charter below).*

2. Q: Can 18 year old students sign in support of a charter school for the household-petition signature requirement?

A: *YES*

3. Q: Does the CSD accept electronic signatures for the petitions required in the Renewal Application Part B?

A: *YES*

4. Q: If a school is located in facility that has "B" occupancy (i.e., an institution of higher learning) does it meet E-occupancy requirements?

A: *The school would need to contact the Public Schools Facilities Authority (PSFA) to find out; if the facility does meet standards for E-occupancy, the renewal application must include a statement from PSFA state that is the case.*

5. Q: Regarding the waiver process, which is the sequence of approvals for locally-authorized charter schools?

- a) District authorized charter school → District → Secretary of Ed
- b) District authorized charter school → Secretary of Ed.

A: *Option A above.*

6. Q: Can a school add language regarding nondiscrimination for sexual orientation and disability in Statement of Assurances Document required in Part C of the Renewal application?

A: *Yes*

7. Q: Should a school that has a partnership with a non-profit "Friends of X Charter School" (that is the mortgage holder of its facility) include it in the Partnership subsection of Part C?

A: *Yes*

8. Q: When must a charter be amended and who must approve the amendment?

A: *Any change to the terms of your charter requires an approval by the charter school's governing body and may require an approval by your authorizer.*

9. Q: My charter is authorized by my local district; what are the steps I should follow to get an amendment reviewed and approved?

A: *You need to meet with your authorizer to confirm the specific requirements and expectations. Different authorizers may use different forms, steps, timelines, etc. The State-Charter School amendment form can be found on the Charter Schools Division website and adapted for use by district authorizers.*

10. Q: What happens if we changed our curriculum but our governing council (GC) did not amend our charter?

A: *Your GC needs to approve this curriculum change at a GC meeting and include the approval motion in the minutes. Then, submit this approved change along with a copy of your GC minutes to your Authorizer. If they consider curriculum to be a material term of your charter, the Authorizing Board may need to approve the amendment. If this occurs, a copy of your Authorizing Board minutes noting the motion to approve or deny should be kept with your charter as your documentation of the approved terms of your charter.*

11. Q: If our school is doing something different than our charter says but we haven't sought an amendment from our (local) authorizer, should we seek an amendment before submitting the Renewal Application or just add it to "Part B" the Changes document?

A: *To avoid the possibility of a material violations finding for this renewal process, it is advisable to obtain the amendment prior to submitting the Renewal Application (and always, it is advisable to seek an amendment prior to implementing the desired change).*