

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>AMENDMENT PETITIONS BY COMMISSION-AUTHORIZED SCHOOLS</b>	<b>3.900</b>

Pursuant to T.C.A. § 49-13-110(d), the governing body of the public charter school may petition the authorizer to amend the original charter agreement.

**Purpose.** The purpose of this policy is to set forth the parameters and criteria the Tennessee Public Charter School Commission (“Commission”) shall use when considering an amendment petition submitted by a Commission authorized public charter school. This parameters of this policy are in addition to Commission rule 1185-01-01-.04 and the rubric set forth by the Tennessee Department of Education.

**Policy Sections**

1. Supporting Documentation
2. Interview
3. Decision of the Commission

**1. Supporting Documentation.** In addition to the requirements outlined in the Tennessee Department of Education’s amendment petition application, the governing board shall include with its amendment application the following information:

- a) Academic results, including but not limited to teacher turnover and/or retention statistics, metrics regarding EL and special population students, performance improvement over grades, achievement gap;
- b) A statement, explaining the amendment’s relation to a noted deficiency of the charter school, if applicable;
- c) A statement related to the impact of an approved amendment on neighboring schools;
- d) The contingency plan of the charter school if the proposed amendment is not approved; and
- e) For amendment petitions related to enrollment, evidence of community support (e.g. statements of support, survey results, etc.) and comparative enrollment for neighboring schools.

Commission staff shall confirm receipt of the corresponding information. This information shall be submitted with the amendment petition to the Commission, but in no event shall be accepted more than seven (7) calendar days after the submission. Commission staff may request information from the operators, in addition to the items listed in this policy. All additional information shall be submitted within seven (7) calendar days after the request.

**2. Interview.** The Commission staff may interview the governing board of the charter school that has submitted an amendment petition. The interview shall be held in accordance with Commission Policy 2.000, provided that any reference to “sponsor” shall be deemed to mean the governing board. The interview shall focus on clarifications of evidence and explanations

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
<b>AMENDMENT PETITIONS BY COMMISSION-AUTHORIZED SCHOOLS</b>	<b>3.900</b>

submitted to the Commission in support of the amendment petition.

3. **Decision of the Commission.** Following review of the amendment petition and supporting documentation, the Executive Director of the Commission shall provide a written recommendation to the Commission. The Commission shall meet and render a decision no later than sixty (60) days of the applicable due date<sup>1</sup> or, in the case of an emergency amendment petition, no later than sixty (60) days of the date the completed emergency amendment application was submitted.<sup>2</sup>

---

<sup>1</sup> Tenn. Comp. R. & Regs. 1185-01-01-.04(h).

<sup>2</sup> *Id.* at (m)2.