

# TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

## AMENDMENT PETITIONS BY COMMISSION-AUTHORIZED SCHOOLS

3.900

Pursuant to T.C.A. § 49-13-110(d), the governing board 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 policy is a supplement to, and not a substitute for, the requirements outlined in the Tennessee Department of Education’s amendment petition application and Commission rule 1185-01-01-.04.

### 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) The contingency plan of the charter school if the proposed amendment is not approved;
- b) 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;
- c) A statement related to the impact of an approved amendment on neighboring schools;
- d) Evidence of community support (e.g. statements of support, survey results, etc.) and comparative enrollment for neighboring schools.

For guidance on which information above is necessary for a particular amendment, see the following table. Governing boards are encouraged, but not required, to consult with Commission staff on the supplemental information they need to submit prior to submitting an amendment petition.

Type of Amendment	Relevant Documentation
All Amendments	a)
Expanding/Adding Grade Levels and Enrollment	a), b), c), d)
Moving Location	a), c), d)
Transportation Plan	a)
Academic Focus/Plan	a), b)

<b>TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION</b>	
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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. If the Commission concludes that it requires additional information, it reserves the right to request such information.

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 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>

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

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