

# Charter Contract Amendment Process

## Purpose

The Charter Contract Amendment Process ensures that all significant changes to a Charter Operator's legal status, governance, or operations comply with the University's authorization requirements. This process is designed to maintain transparency, accountability, and alignment with contractual obligations, ensuring that material amendments do not adversely affect the quality of education, financial stability, or legal standing of the charter school.

Pursuant to the Charter Contract, the Charter Operator must seek advance approval from the University for significant and material changes to its legal status, governance structure, or operations. No amendments shall be implemented until formally approved in writing by both parties.

## 1. Amendments Requiring Prior University Approval

The following changes are considered significant and require advance approval under the Charter Contract:

### A. Legal and Governance Amendments

- Change in legal status of the Charter Operator.
- Change in corporate name.
- Change in ownership structure.
- Changes in the directors or officers of the Board of Directors.
- Amendment of the Articles of Incorporation and/or Bylaws.
- Merger, consolidation, or dissolution of the Charter Operator.
- Creation of subsidiaries or affiliates.

### B. Operational and Educational Amendments

- Changes to the charter school's description or mission.
- Changes in grade levels served.
- Changes to the school calendar affecting instructional days.
- Modifications to curriculum or instructional methods.

- Changes in assessment methodologies or mastery criteria.

### **C. Financial and Business Amendments**

- USFRCS exception.
- Procurement exception.
- Adoption or revision of the Charter Operator's business plan.
- Adoption of the annual budget or any action leading to expenditures exceeding authorized limits.

## **2. Submission Process and Requirements**

### **A. Submission Requirements**

All amendment requests must be submitted in writing to the University in accordance with the procedures outlined in the Charter Contract. Each submission must include:

- A formal written request detailing the proposed amendment.
- Justification for the amendment, including its necessity and anticipated impact.
- Supporting documentation as outlined in Section 3.
- Any additional information requested by the University to complete the review process.

### **B. Review and Approval Process**

- The University will review the request for completeness and compliance with contractual obligations.
- Additional documentation or clarification may be requested as needed.
- The University will communicate its decision in writing.
- The amendment is only effective upon formal written approval by the University.

## **3. Required Documentation by Amendment Category**

To ensure a thorough evaluation, the following documentation must be included based on the type of amendment requested:

### **A. Legal and Governance Changes**

- Official legal documents reflecting the change (e.g., amended Articles of Incorporation, Bylaws, Board resolutions).
- Rationale for the change and its operational impact.
- Updated Board member roster with resumes (if applicable).

- Evidence of compliance with relevant state and federal laws.

## **B. Operational and Educational Changes**

- Revised charter school description, mission statement, or academic program details.
- Justification for the change, including anticipated impact on students and staff.
- Implementation timeline and transition plan.
- Updated school calendar (if applicable).
- Curriculum or instructional framework modifications.
- Changes in assessment methodologies, including updated mastery criteria.

## **C. Financial and Business Changes**

- Revised business plan outlining financial impact and sustainability.
- Justification for exceptions (e.g., USFRCS, procurement).
- Approved budget demonstrating alignment with the amendment request.
- Evidence of financial sustainability and risk mitigation measures.

## **4. Compliance and Enforcement**

Failure to obtain prior approval for amendments requiring University consent may result in contract non-compliance findings, financial penalties, or potential revocation of the charter contract.

## **5. Submission Checklist**

To ensure timely review and approval, all amendment submissions must include:

- ☐ Formal Written Request
- ☐ Justification for the Amendment
- ☐ Supporting Documentation (*Varies by Amendment Type*)
- ☐ Any Additional Information Requested by the University

Incomplete submissions may result in processing delays.

## **6. Contact Information**

All amendment submissions and related inquiries must be directed to the University's designated charter authorization office following the established submission procedures.

# CHARTER CONTRACT AMENDMENT REQUEST FORM

## Section 1: Charter Operator Information

Charter Operator Name: ASU Preparatory Academy ▾

Charter Representative:

## Section 2: Amendment Request Details

- **Type of Amendment Requested (Check All That Apply):**

- ☐ Change in legal status of the Charter Operator
- ☐ Change in corporate name
- ☐ Change in ownership structure
- ☐ Changes in the directors or officers of the Board of Directors
- ☐ Amendment of the Articles of Incorporation and/or Bylaws
- ☐ Merger, consolidation, or dissolution of the Charter Operator
- ☐ Creation of subsidiaries or affiliates
- ☐ Changes to the charter school's description or mission
- ☐ Changes in grade levels served
- ☐ Changes to the school calendar affecting instructional days
- ☐ Modifications to curriculum or instructional methods
- ☐ Changes in assessment methodologies or mastery criteria
- ☐ USFRCS exception
- ☐ Procurement exception
- ☐ Adoption or revision of the Charter Operator's business plan
- ☐ Adoption of the annual budget or any action leading to expenditures exceeding authorized limits

- **Description of Requested Amendment:** *(Provide a detailed explanation of the proposed change, including specific modifications to the Charter Contract)*

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- **Justification for Amendment:** *(Explain why the amendment is necessary, how it aligns with the Charter Contract, and any expected impact on the charter school's operations, governance, or financial status)*

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- **Proposed Effective Date:** \_\_\_\_\_

- **Is this amendment time-sensitive?** [ ] Yes [ ] No

☐ If yes, explain the urgency:

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**Section 3: Supporting Documentation** *(Attach all required documentation relevant to the amendment request)*

- Amended legal documents (if applicable)
- Rationale for change and impact analysis
- Updated Board member roster (if applicable)
- Revised charter school description, mission statement, or academic plan (if applicable)
- Updated school calendar (if applicable)
- Financial impact analysis and updated budget (if applicable)
- Compliance verification with applicable laws and regulations
- Any additional documentation required by the University

**Section 4: Certification and Signature** By signing below, I certify that the information provided in this amendment request is true and accurate to the best of my knowledge. I understand that submission of this request does not guarantee approval and that no amendment shall take effect until formally approved in writing by the University.

- **Authorized Representative Name:** \_\_\_\_\_

- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

### Section 5: University Decision (For Official Use Only)

- Date Received: \_\_\_\_\_
- Review Completed By: \_\_\_\_\_
- Decision:
  - ☐ Approved
  - ☐ Approved with Conditions
  - ☐ Denied
  - ☐ Additional Information Required
- Comments/Conditions (if applicable):
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
- Authorized University Representative Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

**Submission Instructions:** Completed forms and supporting documents should be submitted to the University's designated charter authorization office via email. Incomplete submissions may result in processing delays.