

Missouri Charter Public School Commission	
Contract Amendments	3.03

Policy

Pursuant to RSMo 160.405, the charter or performance contract between the Commission and the school may be amended if requested by the governing board of the school and approved by the Commission.

Amendments or material changes to the performance contract that require approval by the Commission staff or full Commission include but are not limited to changes to

- The mission of the school,
- Key design elements of the school or academic program,
- Governance structures,
- Adjustments to enrollment greater than 10% of the currently approved enrollment,
- School location, or
- Significant revisions of certain policies and procedures such as admissions procedures.

Other non-material revisions will not require Commission approval. These include but are not limited to slight changes to the mission, program design elements, school calendar or schedule, or policies and procedures.

Procedure

If it is not clear whether proposed changes will require Commission approval, schools considering revisions should contact the Commission staff. If the Commission staff determines that the change will require Commission approval, the following process will apply:

- The proposed amendment should be submitted in writing to the Commission following approval by the school's board of directors.
- The Commission will review the amendment at its next scheduled meeting. If the next scheduled meeting is prior to the board's final approval of the amendment, the Commission may elect to approve pending approval of the board.
- If a school is applying for renewal in the current year, any material amendments should be processed as part of the renewal application.