



Material Change- Amendment Required

Material changes are substantive modifications that must be approved by the PCSD Board of Trustees prior to implementation.

- mission or educational model changes
- calendar changes (instructional days)
- bylaws revisions
- adding grade levels
- school location changes
- facility construction or renovation
- EMO/CMO contract changes

Amendment Submission Requirements

Access the Amendment Request Formstack:

- Upload all required documentation
- School representation is required at the PCSD Board Meeting.

Non-material Change- Staff Review

Non-material changes are minor or administrative updates that do not alter the core operations of the school and are reviewed and approved by staff.

- staffing structure changes
- curricular changes
- changes in board leadership structure
- minor facility renovations
- increase or decrease in enrollment (if not related to adding/removing grade levels or facilities changes)

Non-material Change Requirements

Access the Non-material Change Formstack:

- Upload all required documentation
- School representation at the PCSD Board Meeting is not required.