

Expansion Amendment Checklist

Step 1- All Expansion Amendment Requests

Eligibility Requirements	Relevant Code
<ul style="list-style-type: none"> In the fourth full school year at the time the requested amendment becomes effective. 	§100.1033(b)(9)(A)(i)
<ul style="list-style-type: none"> Request made between January 1- March 1 	§100.1033(b)(9)(A)(ii)
<ul style="list-style-type: none"> Effective date no later than 36 months after the date of receipt of decision 	TEC §12.114
<ul style="list-style-type: none"> At least 90 percent of the charter’s campuses are rated as academically acceptable 	§100.1033(b)(9)(A)(iii)
<ul style="list-style-type: none"> Satisfactory rating on Charter FIRST 	§100.1033(b)(9)(A)(iv)
<ul style="list-style-type: none"> Has received accredited status 	§100.1033(b)(9)(A)(v)
<ul style="list-style-type: none"> Has a Tier 1 or Tier 2 rating on CSPF 	§100.1033(b)(9)(A)(vi)
<ul style="list-style-type: none"> No more than one such request per calendar year (Maximum enrollment) 	§100.1033(b)(10)(A)
<ul style="list-style-type: none"> For a site application, the proposed site must be within 25 miles of the associated campus (Additional of Campus/Site) 	§100.1033(b)(10)(D)(i) §100.1033(b)(10)(D)(ii) §100.33(b)(10)(E)(ii)
<ul style="list-style-type: none"> Must have operated one charter school in Texas for a minimum of three consecutive years (Additional of Campus/Site) 	§100.1033(b)(10)(D)(i) §100.1033(b)(10)(D)(ii) §100.33(b)(10)(E)(ii)

Special Eligibility Requirements for Pre-K	Relevant Code
<ul style="list-style-type: none"> • Implement a curriculum for a high-quality prekindergarten program that addresses the 2015 Texas Pre-kindergarten Guidelines • Each teacher of record must be certified under the TEC, Chapter 21, Subchapter B, and have one of the specified additional qualifications • Maintain an average ratio in any prekindergarten program class of not less than one certified teacher or teacher’s aide for every eleven students 	<p>19 TAC §102.1003 (b)(1-10) 19TAC §102.1003 (d)(1-6) 19TAC §102.1003 (h)</p>

Step 2- All Expansion Amendment Required Submissions

Required Submissions
<ul style="list-style-type: none">• Rationale for proposed expansion narrative response
<ul style="list-style-type: none">• Growth analysis plan
<ul style="list-style-type: none">• Board Resolution, see below for required criteria:<ul style="list-style-type: none">○ Meeting held in compliance with Texas Open Meeting Act (Reference: Texas Open Meetings Act)○ Resolution heading contains name of school○ Board action preceded by “Be it resolved that...”○ Resolution clearly states action directed by the board○ Language of resolution mirrors language of the school’s amendment request○ Approval signed electronically or physically by quorum of board members○ Board members signing the resolution must have been in attendance at the meeting as reflected in the minutes (Reference: Government Code §551.021)○ Date of resolution matches date of meeting agenda○ Date of resolution does not predate board’s action as indicated in minutes○ Requested amendment effective date does not predate the board resolution
<ul style="list-style-type: none">• Evidence of board consideration agenda and minutes
<ul style="list-style-type: none">• Documentation identifying:<ol style="list-style-type: none">a. A board member’s substantial interest in a business entity or in real property that is related to any charter business;b. Documentation of a board member's abstentions from voting in cases of potential conflicts of interest;c. Documentation, other than Annual Governance Reporting Forms, identifying family members and/or employees and/or contractors of the charter holder or charter school;d. Documentation that board members or employees whose criminal history checks deemed them ineligible to serve were removed from service; ore. Or the superintendent has provided a signed statement attesting that within the last three (3) years there have been no instances of nepotism, conflict of interest, or revelations in criminal history checks that deemed any board members or employees ineligible to serve. Note-the signed statement from the superintendent is uploaded into the form as Attachment F. <p>See Step 3- Types of Expansion Amendment Requests below for specific elements required.</p>

Step 3- Types of Expansion Amendment

Type of Expansion Amendment	Required Elements
<p>Maximum enrollment §100.1033(b)(10)(A)</p>	<ul style="list-style-type: none"> • Requirements for all Expansion Amendment Requests above and • Current approved maximum student enrollment • Maximum student enrollment requested
<p>Grade Span Increase 100.1033(b)(10)(B)</p>	<ul style="list-style-type: none"> • Requirements for all Expansion Amendment Requests above and • Current approved grade levels • Grade levels requested • Campus(es)/ Sites(es) to serve the proposed grade levels • Grade levels to be served at the new campus/site • Proposed target number of students at the new campus/site • Proposed target number of students to be in tested grades at the new campus/site • Education plan (scope and sequence)
<p>Geographic Boundaries</p>	<ul style="list-style-type: none"> • Requirements for all Expansion Amendment Requests above and • List of proposed ISDs to be added • Evidence of mail or electronic notification to affected districts of potential impact (Attachment E) • Complete sample of notification to affected districts

Type of Expansion Amendment	Required Elements
<p>Additional of Campus/Site</p> <p>§100.1033(b)(10)(D)(i)</p> <p>§100.1033(b)(10)(D)(ii)</p> <p>§100.33(b)(10)(E)(ii)</p>	<ul style="list-style-type: none"> • Requirements for all Expansion Amendment Requests above and • State whether the proposed new location will be a campus or site • State that if a site, to which campus number will the new site be assigned • If a campus, indicate whether the campus will be evaluated under standard accountability measures • Indicate whether the proposed location will be a residential facility • State if the proposed campus/site is within the currently approved geographic boundary of the charter • Identify the address or area of the proposed location • Grade levels to be served at the proposed campus/site • Target number of students at the new campus/site • Expected target number of students to be in tested grades at the new campus/site • Name of the new campus/site • Include evidence of notifications completed by certified mail (Attachment C) • Include a complete example of the notification letter and impact statement sent
<p>Addition of Pre-K4</p> <p>19 TAC §102.1003 (b)(1-10)</p> <p>19TAC §102.1003 (d)(1-6)</p> <p>19TAC §102.1003 (h)</p>	<ul style="list-style-type: none"> • Requirements for all Expansion Amendment Requests above

For questions, please reach out to your portfolio coordinator.

Mercedes Coleman E-L schools, KIPP, BASIS, SST and SST Discovery 512-463-9407 mercedes.coleman@tea.texas.gov	Jeff Koch A-D schools; Texas College Preparatory Academies, Premier High Schools, NYOS 512-463-9060 Jeffrey.koch@tea.texas.gov
Brittany Glenn M-So schools, Harmony 512-463-9787 Brittany.glenn@tea.texas.gov	Laurie McIntyre Sp-Z schools; Great Hearts Texas, International Leadership of Texas, Uplift Education 512-463-9977 Laurie.mcIntyre@tea.texas.gov

Bruce Marchand Portfolio Manager 512-936-2929 Bruce.marchand@tea.texas.gov

You can also email our amendments mailbox at charteramendments@tea.texas.gov