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# **CHECKLIST**

**APPLICANT PROFILE**

**EXECUTIVE SUMMARY**

**LANDSCAPE**

✔ Geographic Area to Be Served

✔ Identified Community

**PLANNING AND PERFORMANCE MANAGEMENT**

✔ Student Performance Data

✔ Planning for Texas Operations

✔ Education Plan and Curriculum

✔ High-Quality Instructional Materials (HQIM) and Academic Experience

**GOVERNANCE, LEADERSHIP, AND TALENT**

✔ Board Formation, Structure, and Community

✔ Proposed Leadership

 **CHARTER MANAGEMENT ORGANIZATIONS**

 ✔ Charter Management Organizations (CMO)

**LETTER OF SPECIAL ASSURANCES**

**ATTACHMENT DOCUMENT**Click on each attachment title to access the corresponding attachment cover sheet and directions.

✔ [501(c)(3) Letter of Determination](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-501-c3-letter-of-determination.pdf)

✔ [Articles of Incorporation](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-articles-of-incorporation.pdf)

✔ [Audit Report](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-audit-report.pdf)

✔ [Charter School Program Start-Up Grant, if applicable](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-charter-school-program-startup-grant.pdf)

✔ [CMO Management Agreement](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-cmo-management-agreement.pdf)

✔ [Financial Plan Workbook](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-financial-plan-workbook.xlsx)

✔[HPE Portfolio Overview Workbook](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/gen-30-hpe-portfolio-overview-workbook.xlsx)

GENERATION 30

 RFA 701-25-105

 **High - Performing Entity**Local Operators : Sub C or Sub E

 **Click or tap here to enter text.**

**Name of Proposed Charter School**

**Click or tap here to enter text.**
**Name of Sponsoring Entity**

#  **APPLICANT PROFILE**

Sponsoring Entity is a: Choose an item.

Sponsoring Entity currently operates a: Choose an item.

###### **Contact Information**

Contact Name: **Click or tap here to enter text.**

Email Address: **Click or tap here to enter text.**

Phone Number: **Click or tap here to enter text.**

Board Chair: **Click or tap here to enter text.**

Superintendent: **Click or tap here to enter text.**

###### **Facility Location(s)**

 Number Campuses Requested (Years 1–5): **Click or tap here to enter text.**

 Anticipated Zip Code for Each Campus (Year 1): **Click or tap here to enter text.**

 Addresses for all known campuses (Year 1) if applicable: **Click or tap here to enter text.**

Alternate Locations and/or Communities, if applicable: **Click or tap here to enter text.**

###### **Enrollment Projections (Years 1–5)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | EE 3 | PK 4 | K | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Total |
| Year 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maximum Enrollment Requested |  |

###### **Application Support Services and Fellowships**

Identify all Support Services and Fellowships associated with this application cycle. Input name of organization/program or individual(s) and services were paid or unpaid.

**Click or tap here to enter text.**

 **Charter Management Organizations (CMO)**

 Name of CMO, if applicable: **Click or tap here to enter text.**

 Website: **Click or tap here to enter text.**

# **EXECUTIVE SUMMARY**

In no more than two pages, provide a descriptive summary of the key features of the proposed plan for the school, covering the following points: (1) proposed community; (2) educational philosophy of the applicant team and an explanation of how that philosophy aligns with the school's mission, key design elements, and innovative design; (3) capacity of the proposed board and superintendent to successfully operate a high-quality Texas Subchapter D charter school; and (4) an explanation of why the addition or conversion to a Subchapter D charter will best serve students.

**Click or tap here to enter text.**

# **LANDSCAPE**

##### GEOGRAPHIC AREA TO BE SERVED

 **CAMPUS -LEVEL OPERATIONS**

Number of campuses in the district of location that serve similar grade clusters (elementary, middle, secondary)

Charter: **Click or tap here to enter text.**

Traditional ISD: **Click or tap here to enter text.**

**CAMPUS GROWTH SCHEDULE**

Number of campuses opening in each year:

|  |  |
| --- | --- |
| Year 1 | **Click or tap here to enter text.** |
| Year 2 | **Click or tap here to enter text.** |
| Year 3 | **Click or tap here to enter text.** |
| Year 4 | **Click or tap here to enter text.** |
| Year 5 | **Click or tap here to enter text.** |

 **GEOGRAPHIC GROWTH SCHEDULE**

Charter schools may enroll students from anywhere within the state of Texas, so long as they are residents within the state. Please provide a general idea of the geographic area(s) that the school will serve during the first five years of operation (community, city, region etc.).

|  |  |
| --- | --- |
| Year 1 | **Click or tap here to enter text.** |
| Year 2 | **Click or tap here to enter text.** |
| Year 3 | **Click or tap here to enter text.** |
| Year 4 | **Click or tap here to enter text.** |
| Year 5 | **Click or tap here to enter text.** |

IDENTIFIED COMMUNITY [YEAR 1 ]

Provide a rationale for selecting the proposed geographic location. Explain the reasoning for the targeted student population and the community identified.

**Click or tap here to enter text.**

# **PLANNING AND PERFORMANCE** **MANAGEMENT**

STUDENT PERFORMANCE DATA

 **STUDENT DATA**

Discuss and reflect on the entity's overall student performance and accountability from the last three years of available data.

**Click or tap here to enter text.**

**MEASURABLE IMPACT**

Highlight any special programs, interventions, or initiatives implemented by the charter to support student performance, with data showing their effectiveness where possible.

**Click or tap here to enter text.**

PLANNING FOR TEXAS OPERATIONS

PORTFOLIO EXPANSION

Describe the organization's decision to pursue a Subchapter D Open-Enrollment Charter School aligns to the mission and vision.

**Click or tap here to enter text.**

What specific research or analysis have you conducted that supports the need and feasibility of replicating your charter school model?

**Click or tap here to enter text.**

Describe how the organization has prepared and assigned resources in anticipation of adding a Subchapter D Open-Enrollment Charter School to the charter portfolio.

**Click or tap here to enter text.**

# **PLANNING AND PERFORMANCE** **MANAGEMENT**

 EDUCATION PLAN AND CURRICULUM

Charter schools must follow all required Texas statutes regarding curriculum and instruction including Senate Bill 3 from the 2nd called session of the 87th legislature. How does the proposed curriculum align with Texas state educational standards and requirements, and what adjustments will be made to ensure compliance with all Texas Essential Knowledge and Skills (TEKS)?

**Click or tap here to enter text.**

How does the curriculum support the needs of diverse learners, including English Language Learners (ELLs) and students with special needs, in the context of Texas’s educational landscape?

**Click or tap here to enter text.**

How will the curriculum be evaluated and adapted to measure its effectiveness in achieving educational outcomes specific to Texas students, and what metrics will be used to track progress and success?

**Click or tap here to enter text.**

HIGH – QUALITY INSTRUCTIONAL MATERIALS AND ACADEMIC EXPERIENCE [ YEAR1 ]

Identify state compliant curricular resources for the grade levels to be served in Year 1, including all core content areas and any additional enrichment courses to be offered in the blank content boxes. If the applicant will create the instructional materials after a charter is awarded, cite guiding research behind the design in the description box.

Applicants may add rows to the table as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| CONTENT AREA | GRADE(S) | INSTRUCTIONAL MATERIALS | COURSE(S) if applicable |
|  |  | Descriptions should include publisher, title, and/or resources |  |

Explain why the instructional materials identified in the table above were selected and discuss how they fit the definition of high-quality: (1) aligned with the Texas Essential Knowledge and Skills (TEKS), (2) have a comprehensive and cohesive scope and sequence, (3) include lesson-level materials with engaging texts (books, multimedia, etc.), problems, and assessments, and (4) are externally validated or research based.

**Click or tap here to enter text.**

# **GOVERNANCE, LEADERSHIP, AND TALENT**

##### BOARD FORMATION, STRUCTURE, AND COMMUNITY

CURRENT BOARD MEMBERS

Identify all current board members of the sponsoring entity in the table below. Applicants may add rows to the table as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| BOARD MEMBER | STATUS | CITY | PRIMARY SKILL SET(S) |
|  | Voting or Advisory |  |  |

IDENTIFICATION AND SELECTION

Discuss how the board was identified and selected.

**Click or tap here to enter text.**

GOVERNANCE

Describe any changes to the organization's board structure that will be adopted as a result of adding a Subchapter D Open-Enrollment Texas Charter School to the organization's portfolio. If no changes are planned, provide a rationale that the current structure will lead to effective governance for the proposed school.

**Click or tap here to enter text.**

INDEPENDENT BOARD GOVERNANCE

Identify the structures and policies in place to ensure that the board remains an independent governing body from the CMO.

**Click or tap here to enter text.**

PROPOSED LEADERSHIP

Discuss the recruitment process for the proposed superintendent. If a proposed superintendent has been identified, discuss why this individual is qualified to lead the proposed school in achieving its mission. Describe the leader's connection to the community and/or ability to effectively serve the anticipated population. Do NOT input a response if the applicant has not identified a proposed superintendent.

 Click or tap here to enter text.

Discuss the recruitment process that will be used to identify and select the candidate best qualified to lead the proposed school in achieving its mission. Include the timeline, criteria, and selection process. Do NOT input a response if the applicant has identified a proposed superintendent.

 Click or tap here to enter text.

# **CHARTER MANAGEMENT ORGANIZATIONS**

##### CHARTER MANAGEMENT ORGANIZATIONS (CMO)

SELECTION PROCESS

Describe how the CMO was identified and the process for selecting the proposed CMO including what evidence was evaluated in making the selection.

**Click or tap here to enter text.**

Identify how the CMO's existing educational model fits the target community in Texas and how the model will result in improved student outcomes.

**Click or tap here to enter text.**

SUMMARY OF SERVICES

Provide a detailed description of all services to be provided by the CMO and any related organizations. Describe all goods, instructional materials, and associated costs.

Applicants may add rows to the table as needed.

|  |  |  |
| --- | --- | --- |
| SERVICE | PERSONNEL RESPONSIBLE | COSTS |
|  |  |  |

MANAGEMENT AGREEMENT

CMO Fee %: **Click or tap here to enter text.**

Describe all fees, bonuses, and any other compensation to be paid to the CMO. Include a rationale for the compensation structure and associated fee costs.

**Click or tap here to enter text.**

Describe the respective financial responsibilities of the governing board and the CMO, including which operating and capital expenditures each party will be responsible for, which spending decisions the management organization can make without obtaining board approval, and what reports the CMO must submit to the board on financial performance.

**Click or tap here to enter text.**

# **CHARTER MANAGEMENT ORGANIZATIONS**

Outline a system to monitor the growth of the CMO's portfolio, if any, to ensure that the CMO continues its obligations to the proposed school.

**Click or tap here to enter text.**

MANAGEMENT AND EVALUATION

Describe the oversight and evaluation methods that the governing board will use to oversee the CMO. Include the frequency, evaluation tool to be used, and expected school-wide and student achievement outcomes that the CMO must achieve.

**Click or tap here to enter text.**

Identify potential actions to be taken if the expected outcomes are not met.

**Click or tap here to enter text.**

Describe the plan for the operation of the school in the event of termination of the management agreement.

**Click or tap here to enter text.**

# **LETTER OF SPECIAL ASSURANCES**

Name of Proposed Charter School: **Click or tap here to enter text.**

Name of Sponsoring Entity: **Click or tap here to enter text.**

The Board Chair of the proposed sponsoring entity shall review and sign this Letter of Special Assurances to confirm awareness and understanding of responsibilities established herein.

SUBMISSION AND ELIGIBILITY

* The proposed charter holder assures that the Board Chair of the sponsoring entity, as identified in this application, has full authority to submit this application.
* The proposed charter holder assures that all information contained in this application is complete and accurate and is aware that any misrepresentation could result in disqualification from the application process or revocation after award.
* The proposed charter holder assures that no board members of the sponsoring entity, officers, or employees of the proposed school have been convicted of a misdemeanor involving moral turpitude or of any felony.
* The proposed charter holder assures that it has reviewed all application documents provided by the Texas Education Agency in relation to RFA 701-25-105 and is aware that applications deemed “incomplete” will not be considered.
* The proposed charter holder assures that it meets the criteria of a high-performing entity outlined in Texas Education Code, §12.1011(a) and 19 Texas Administrative Code §100.1025 and understands that failure to disclose past or present accountability data is a material violation of a granted charter.

OPEN MEETINGS REQUIREMENTS

* The proposed charter holder assures that all meetings in which charter school business is discussed will be posted to provide public notice, held in an open public forum, and any action items voted upon will be held in a public forum as required by the Open Meetings Act in Government Code, Chapter 551.

PUBLIC INFORMATION REQUIREMENTS

* The proposed charter holder assures that information that is considered public requested by anyone will be provided in accordance with Government Code, Chapter 552.

CRIMINAL HISTORY CHECK REQUIREMENTS

* The proposed charter holder assures that criminal history checks will be completed in accordance with law and that no person will serve as a member of the governing body of a charter holder, as a member of the governing body of the charter school, or as an officer or employee of a charter school if the person has been convicted of a misdemeanor involving moral turpitude, a felony, an offense listed in Texas Education Code (TEC) §37.007(a) or an offense listed in Article 62.001(5) Code of Criminal Procedure.

ANNUAL TRAINING REQUIREMENTS

* The proposed charter holder assures that all annual training requirements for board members and school administrators will be completed in accordance with law and commissioner rules.

RESIDENTIAL FACILITIES MONITORING (RFM) SYSTEM

* The proposed charter holder assures that it understands that pursuant to 19 Texas Administrative Code (TAC) §97.1072, there is a specific system for monitoring school districts and charter schools that serve students with disabilities who reside in Residential Facilities (RFs). The charter holder further assures that it understands that it will be required to report data related to students with disabilities residing in RFs in TEA's data collection system known as RF Tracker and that it may be subject to RFM intervention activities and on-site visits based upon a review of the data it reports or on random or other means of selection.

RESIDENTIAL FACILITY TRAINING

* The proposed charter holder assures that all personnel involved with serving students with disabilities residing in an RF and personnel involved with reporting data in *RF Tracker* will receive training on the RFM system.

ADMISSION AND ENROLLMENT

* The proposed charter holder assures that volunteer hours, or payment in lieu of volunteer hours, will not be required of the parent or guardian as a requirement for student admission or enrollment.
* The proposed charter holder assures that no student auditions will be required prior to enrollment and admission at the charter school unless the charter is originally approved by the commissioner of education as a performing arts school with an audition component or the charter is amended by the commissioner of education to designate the school a performing arts school with an audition component.
* The proposed charter holder understands that a student may be ineligible for enrollment at a charter school based on a history of a criminal offense, a juvenile court adjudication, or discipline problems under, and limited to, Texas Education Code (TEC), Chapter 37, Subchapter A, only if the enrollment prohibition is specifically approved by the commissioner of education when the charter is awarded, or if the charter is amended by the commissioner of education to allow this enrollment prohibition.

WITHDRAWAL AND EXPULSION

* The proposed charter holder assures that it understands that only the parent or guardian may withdraw a student from the charter school, and the only time charter administrators may withdraw a student and use administrative withdrawal as the leaver code is in the rare instances when:
* a student is withdrawn by the charter school because the charter school discovers, when verifying enrollment information, that the student was not a resident of an approved district at the time of enrollment;
* the charter school discovers that the student has falsified enrollment information; proof of identification is not provided;
* or immunization records are not provided within 30 days of enrollment.
* The proposed charter holder understands that a student who fails to comply with the charter school's student code of conduct may not be administratively withdrawn. If a student commits an expellable offense, as outlined in the student code of conduct or TEC, Section 37.007, the charter holder further understands that charter administrators may expel the student only after due process has been afforded the student, and the charter holder board has determined that expulsion is the appropriate consequence.
* The proposed charter holder understands that it has an obligation to notify the school district in which the student resides within three business days of any action expelling or withdrawing a student from the charter school.
* The proposed charter holder assures that each campus granted through the initial charter contract **and** all subsequent renewal, expansion, and re-designations shall establish and maintain gun-free campus policies. The charter shall also expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school.

NEW CHARTER PRE-OPENING CHECKLIST

* The proposed charter holder understands, upon approval and award of charter, that a pre-opening check list may be required to be completed prior to final approval for the opening of any campus.

FEDERAL AND STATE FUNDING

* The proposed charter holder understands that any request for assistance from the Texas Education Agency that is to be provided from Every Student Succeeds Act funds, as granted by the Every Student Succeeds Act of 2015, must comply with The Guns-Free School Act. See 20 U.S. Code § 7151.
* The proposed charter holder understands that any Every Student Succeeds Act funds that are applied towards campuses operated on the premises of a public university or college may be affected by new open-carry handgun legislation on public university and college campuses.
* The proposed charter holder understands that upon receipt of its first federally funded grant from TEA, "specific conditions" will be imposed upon it, including requirement to participate in training and technical assistance provided by the Department of Grants and Federal Fiscal Compliance. The training and technical assistance is designed to help new charter schools ensure that federal grant funds are used in accordance with applicable statutes, regulations, and requirements. TEA is authorized to impose specific conditions by Title 2 of the Code of Federal Regulations (CFR), 200.331(c) and 200.207.

FEDERAL CHARTER SCHOOL PROGRAM GRANT

* The applicant provides assurance to adhere to all Statutory Requirements, TEA Program Requirements, and Performance Measures, as noted in the Generation 30 Application for Charter, and shall provide the Texas Education Agency, upon request, any performance data necessary to assess the success of the Charter School Program (CSP) grant.
* The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, Commissioner and State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
* The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
* The applicant provides assurance that the chosen financial accounting system will adhere to the following requirements, upon award of a charter:
* accommodates the minimum 15-digit account code mandated by the FASRG;
* generates information needed for PEIMS reporting; and ensures adequate accountability of state and federal funds. If the applicant's financial accounting system is not approved by TEA, the applicant assures that it will budget and acquire an acceptable accounting system and training with CSP grant funds. Additionally, the applicant will be required to submit proof of an acceptable accounting system prior to receiving continued and/or additional funding.
* The applicant provides assurance that it will maintain clear documentation and data for the school and students served by the CSP grant, will comply with any reporting and evaluation requirements that may be established by the TEA, and will submit the reports in the format and manner requested by TEA. Grantees will be required to cooperate with the team that has been contracted to evaluate the use of CSP grant funds.
* The applicant provides assurance that it has, or will have before serving students, on file an appropriate certificate of occupancy or the equivalent, for the instructional facility. At any time, should the TEA Division of Charter School Authorizing request a copy, the applicant will provide such copy immediately.
* According to Title IV, Part C of ESSA, to receive federal grant funds of any type, including

U. S. Department of Education funds, the charter school must meet the definition of a charter school, as defined in ESSA, Section 4310(2). By signing and submitting the application, the authorized official of the proposed public charter school certifies that each of the statements in the definition is true and that the school is in compliance with this definition. A charter school is not eligible to receive any federal funds at any time, formula or discretionary, from TEA if it does not comply with this definition.

* The term charter school means a public school that:
1. in accordance with TEC, Chapter 12, is exempt from significant state or local rules that inhibit the flexible operation and management of the school, but not from any rules relating to the other requirements of this section;
2. is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;
3. operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
4. provides a program of elementary or secondary education, or both;
5. is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
6. does not charge tuition
7. complies with the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), Section 444 of the General Education Provisions Act (20 U.S.C. 1232g) (commonly referred to as the Family Educational Rights and Privacy Act of 1974), and Part B of the Individuals with Disabilities Education Act;
8. is a school to which parents choose to send their children, and that admits students on the basis of a lottery, if more students apply for admission than can be accommodated;
9. agrees to comply with the same federal and state audit requirements as do other elementary schools and secondary schools in the state, unless such requirements are specifically waived for the purposes of this program;
10. meets all applicable federal, state, and local health and safety requirements;
11. operates in accordance with state law;
12. has a written performance contract with the authorized public chartering agency in the state that includes a description of how student performance will be measured in charter schools pursuant to state assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public charter agency and the charter school; and
13. may serve students in early childhood education programs or postsecondary students.

REQUIRED ACKNOWLEDGMENT

* The proposed charter holder understands all requirements of the Texas Education Code, Chapter 11, Section 162, relating to uniforms for students who are educationally disadvantaged.
* The proposed charter holder understands and acknowledges the required free appropriate public education (FAPE) model that will meet students with disabilities' unique needs in the least restrictive environment (LRE) within the design of the proposed school.
* The proposed charter holder understands all methods for identifying and appropriately placing emergent bilingual students in appropriate instructional settings will be followed and aligned to Texas state law.
* The proposed charter holder understands that all curricular resources and school operations will be in compliance with state law including but not limited to all clauses of Senate Bill 3 of the 2nd called session of the 87th legislature, Texas Education Code, § 28.002(b-3), and all applicable sections of Texas Education Code Chapter 26. Parental Rights and Responsibilities.
* The proposed charter holder understands that all teachers requiring certification will be certified by the state of Texas.
* The proposed charter holder understands and will ensure proper separation of funds between the Subchapter D Open- Enrollment Charter School and other operations within the portfolio.
* The proposed charter holder understands that a high-performing entity granted a charter pursuant to Texas Education Code, § 12.1011(a), that has vested management of corporate affairs in a member entity may change members of the governing body of the charter holder before the expiration of a member’s term only with written approval of the commissioner.
* The proposed charter holder understands that the laws of the State of Texas will apply to any entity granted a charter under TEC, §12.011.

REQUIRED DISCLOSURE

* The proposed charter holder assures that all information subject to a required disclosure of facts has been expressly provided within the Charter School Application to the extent authorized by all controlling law.

After saving this document as a PDF, insert an electronic signature below.

*I, the undersigned, hereby certify that the governing body of the charter holder has authorized me to provide these assurances as noted by my initials on this and all previous pages.*

**Click or tap here to enter text.**

 Signature of the Chair of the Sponsoring Entity