

# Navigating the Charter School Application

**Session 1**



# The Team

## **Brittany Glenn**

New Schools Manager

## **Sarah Khan**

New Schools Coordinator

## **John Garland**

New Schools Coordinator



# Agenda

## Session 1, March 21<sup>st</sup>

Time (CST)	Topic	Presenters
1:00-1:05	Welcome, Purpose, and Norms (5min)	New Schools Team, <b>Division of Authorizing</b>
1:05-1:10	Foundational Definitions and Timeline (5 min)	New Schools Team, <b>Division of Authorizing</b>
1:10-1:45	Communicating the Mission and Vision (30min) + Q&A (5min)	Dana Stuart Browning, <b>Superintendent</b>
1:45-2:00	Eligibility (10min) + Q&A (5min)	New Schools Team, <b>Division of Authorizing</b>
2:00-2:20	Application Structure and Applicant Team (15min) + Q&A (5min)	New Schools Team, <b>Division of Authorizing</b>
2:20-2:50	Charter Governance (20min) + Q&A (10min)	New Schools Team, <b>Division of Authorizing</b>
2:50-2:55	Next Steps (5min)	New Schools Team, <b>Division of Authorizing</b>
3:00-3:15	Optional Q&A	New Schools Team, <b>Division of Authorizing</b>

---

## Session 1

Discuss timely topics for the **Subchapter D and E application processes** that include:

- Foundational Definitions
- Timeline and Milestones
- Communicating the Mission and Vision
- Eligibility Requirements
- The Application Structure
- The Importance of Creating a Solid Applicant Team
  - Charter School Governance and Board Selection



# Looking Ahead

---

## **Session 2**

June 12<sup>th</sup>

-Charter School Funding

-Components of the Financial Plan

-Aspects of Charter School Operations and Facilities

- The Superintendent Role

---

## **Generation 31 Applicant Information Session**

July (Required for all that apply)

-Application Requirements

-Timeline

-Application Review Process

---

# Foundational Definitions



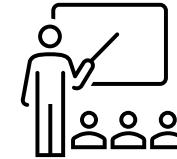
## What is **Open-Enrollment**?

---

A school that is **open to all students on a first-come/first-serve basis**, regardless of the school model.

Schools **may consider whether a student has documented history of** a criminal offense, a juvenile court adjudication, or discipline problems under Subchapter A, Chapter 37.

Schools **specializing in performing arts** may consider whether the student demonstrates artistic ability.



## What is an **LEA**?

---

Texas authorizes **Local Education Agencies** (LEA's).

Charter schools are their own LEA, which **means they have a governing board** that are **legally responsible for the administration, performance, and governance** of all campuses under the LEA.

An entity **may not hold multiple charter LEA's**.

# Authorization Timeline





# Authorization Timeline

## APPLICATION LAUNCH

July & August

## INFORMATION SESSIONS (x2)

July 2025

## DRAFTING PERIOD

August - October

## APPLICATION SUBMISSION

Early November

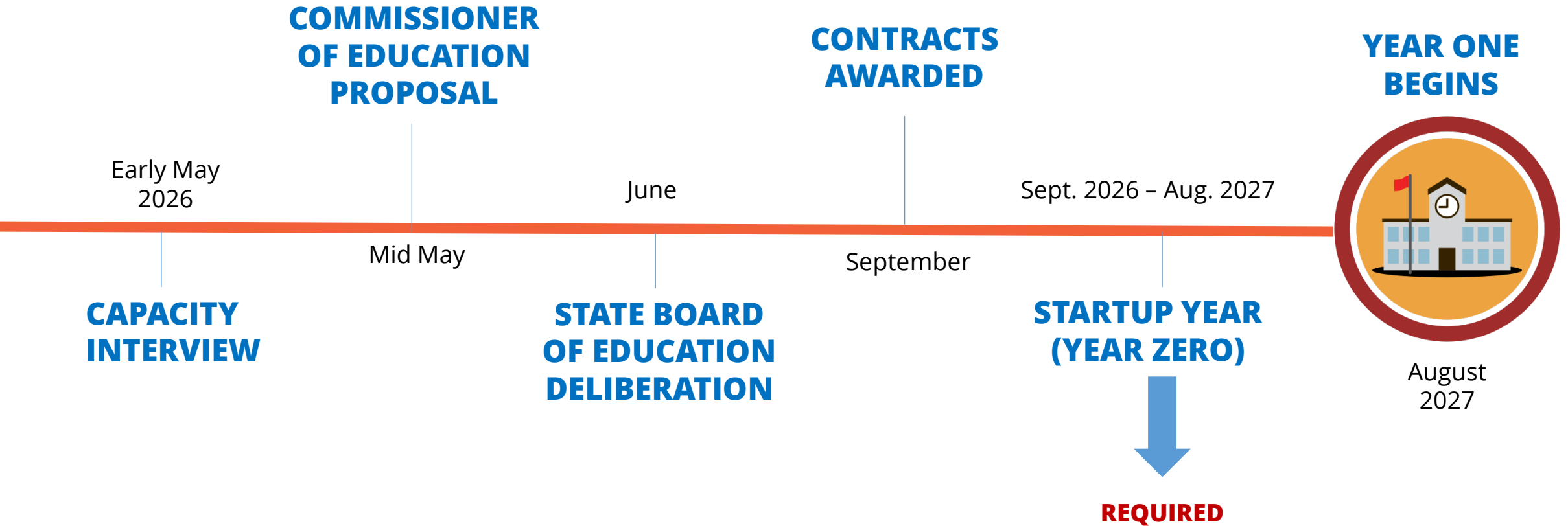
## COMPLETION REVIEW

December

## EXTERNAL REVIEW

February - April 2026

# Authorization Timeline

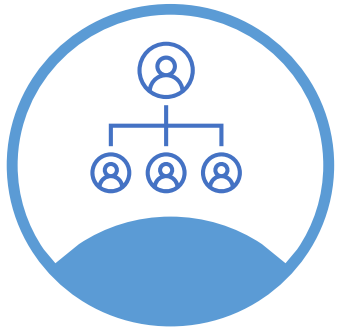


# Communicating the Mission and Vision

# Eligible Entities

# Who Can Apply?

## TEC Chapter 12 Subchapter D



### Tax Exempt Organizations

An organization that is **exempt from taxation under Section 501(c)(3)**.



### Governmental Entities

Governmental entities as defined by state law.



### Institutions of Higher Education

**Public, private, or independent** institutions of higher education as defined in TEC 61.003

## TEC Chapter 12 Subchapter E



### Public College and Universities

Limited to a **public college or university** as defined in TEC 61.003.

**Most charter applicants are tax-exempt organizations.**

1

## Board Selection and Bylaws

**Entities** must establish a three (or more) member board. If awarded, **these individuals become the charter school board.**

The **majority of the board** must be Texas residents.



2

## State Filing

After the board is selected, entities must create **and file a Certificate of Formation** with the Texas Secretary of State.

Entities will then **receive a Certificate of Filing** from the state.



3

## IRS Filing

An entity applies with the **Internal Revenue Service for 501c3 status.**

Applicants **do NOT need a final notice** of tax-exempt status to submit an application.

# Q&A

# Available Applications



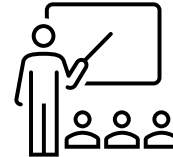
# Available Applications



## Subchapter D New Operator

---

Eligible entity that has **not operated a charter before** and is seeking a state-authorized charter under TEC Chapter 12, Subchapter D.



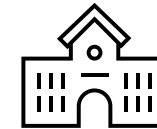
## Subchapter D Experienced Operator

---

Eligible entity that is **affiliated with an out-of-state Charter Management Organization** with multiple years of academic performance data, or

**Operates a district-authorized charter campus** in Texas with multiple years of academic performance data, or

Is **incorporated in the state of Texas but operates and/or manages at least one charter school** or campus with multiple years of academic performance data outside of Texas.



## Subchapter E College/University

---

Eligible entities include **Texas Public Junior Colleges, Public Senior Colleges, and Public Universities.**

# Creating the Applicant Team

## The Applicant Team

The application process is a **team effort**.

The applicant team should bring together individuals with **expertise from a multitude of topics and disciplines**.

The recruitment process for applicant team members **should start early**.

The role of the applicant team **goes beyond writing the application**.



## Landscape

An applicant team should have person(s) on the team that will be **able to both write and speak to the following areas...**

- Campus and Geographic **Growth Schedule**
- Collecting and analyzing **Demographic Projections**
- Analyzing demographic data locally and projections



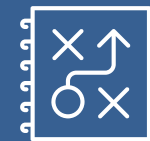
## Planning and Performance Management

An applicant team should have person(s) on the team that will be **able to both write and speak to the following areas...**

- The Mission and Vision
- Key Design Elements
- Developing and Monitoring **Student Outcome Goals**
- Developing and Monitoring **Grant Program Goals**
- **Summative and Formative** Student Progress Assessments
- Data Analyses
- Leadership **Accountability**
- **Start-Up Plan** Development, Implementation, and Monitoring



**Planning**



**Performance**

## Governance, Leadership, and Talent

An applicant team should have person(s) on the team that will be **able to both write and speak to the following areas...**

- **Experience and Skillsets** Among Board Members
- Roles and Responsibilities of the Board
- Superintendent **Experience and Qualifications**
- Roles and Responsibilities of the **Instructional Leadership**
- **Staffing** Plans
- Professional Development
- Teacher **Supports, Growth, and Capacity** Building



**Governance**



**Leadership**



**Talent**

## Academic Experiences and Student Supports

An applicant team should have person(s) on the team that will be **able to both write and speak to the following areas...**

- Selection, Review, and Improvement of **Curricular Resources** (High-Quality Instructional Materials)
- Identification and Service of **Special Education** Students
- Identification and Service of **Emergent Bilingual** Students
- Approaching and Reducing Achievement Gaps
- **Monitoring and Evaluation** of Progress Among Special Populations
- **Accelerated Learning** and Tiered Supports
- Promotion, Retention, and Graduation Plans
- **School Safety**
- Student Discipline



## Operations and Finance

An applicant team should have person(s) on the team that will be **able to both write and speak to the following areas...**

- **Community Engagement** (Before and After Submitting)
- Development, Monitoring, and Evaluating **Student Recruitment Plans**
- Annual Calendars and Daily Schedules (Aligning to Mission and Vision)
- School **Transportation** (Both Optional and Required Services)
- Financial Planning and **Five-Year Budgeting**
- Contracts for Services (if any)
- **Financial Supports** (if any)



**Operations**



**Finance**



# Q&A

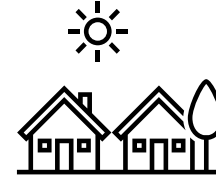
# Charter School Governance and Board Selection



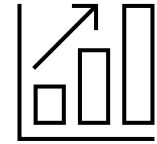
# The Charter School Board Is....

## The Charter School Board Is....

- The Sponsoring Entity
- The group of individuals that collectively serve as board members of the **entity that is awarded a charter**
- Made up of **at least three members** who are eligible to vote in the State of Texas.
- A non-compensated commitment
- A group of individuals that are **qualified to** →



**Communicate  
the Vision**



**Set Performance  
Standards**



**Support  
Leadership**



**Uphold  
Accountability**

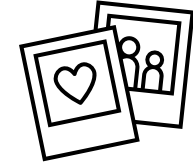
# The Charter School Board is Not...

## The Charter School Board Is **NOT**....

- An organization/entity that **applies for (or holds) the charter for another organization**
- A Charter Management Organization
- Comprised of the **Superintendent** or any other staff of the charter school
- Comprised of any additional **individuals that are** →



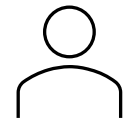
**Related by Blood  
or Marriage**



**Related to School  
Staff**



**Convicted of  
Certain Crimes**



**Sole Members**  
(not applicable to HPE applicants)

# Charter School Boards Mature

## Charter School Boards Mature....

The purpose of a charter school board is constantly rooted in legal and ethical duties; however, their **proximity and priority will mature as the school matures.**

It is important to:

- Select board members whose **skills and availability align with the demands of each phase** of the school's development.



## Founding Boards Are....

Individuals that will establish the **founding principles, procedures, and expectations** for the school.

Individuals that have personal and professional availability to...

- **Co-write, review, and edit** the charter school application;
- Build and constantly assess the viability of the **financial plan**;
- Locate and acquire **school facilities**;
- Heavily engage the **community**; and
- Heavily **support and oversee** the performance and well-being of the founding superintendent

## Founding Boards Should **Avoid**...

- Over **broadening** the board's concept of representation/investment (city vs. community)
- Over **populating** the board with one skill set and/or source of experience; and
- Over **personalizing** the board with friends and/or other personal acquaintances

Entities may learn more about the maturation of charter school boards [HERE](#)



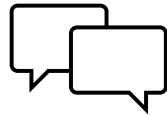
## Finding Board Members should....

Take a targeted, thoughtful, and forward-thinking approach.



### Have a Plan

**Effective board recruitment utilizes an array of different venues.** Some examples include– Personal and Professional Networks, LinkedIn Premium, Professional Recognition Lists, Local Events etc.



### Have a Pitch

A compelling pitch is your **first opportunity to convey the mission, vision, and tangible benefits** of joining the board but also inspires a personal connection to the cause.



### Have a Partner

**Rely on others to help identify candidates** who align with your mission.

A partner **can also provide support during the pitch process**, helping to articulate shared goals and build credibility.



### Have a Process

A process to track progress will **help to stay organized and monitor milestones** like outreach, responses, and interviews.

# Applicant Board Responsibilities

## REMINDER: An Applicant Board without a Proposed Superintendent is...

Permitted under the rules of the application process. However, please note that **all board members will be expected to respond to all the following milestones in the absence of a proposed superintendent.**



**Capacity Interview Questions**



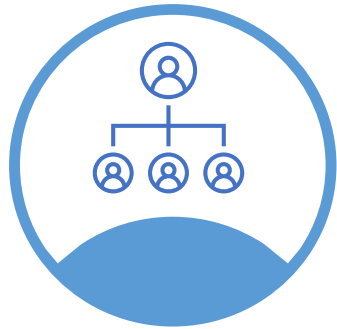
**State Board of Education Deliberation Questions**



**Accomplishing Start-Up Expectations**



# Q&A



## Board Development

- ✓ Develop a **recruitment plan (find multiple outlets for your search)**
- ✓ Develop a **vision and pitch** for potential board members
- ✓ **Interview** multiple candidates
- ✓ Select at **least three members** by application launch
- ✓ **Reach out** to recently awarded charters



## Entity Formation

- ✓ Review **filing documents** for both state and federal agencies.
- ✓ Complete **state filing** requirements
- ✓ Complete **federal filing** requirements



## Applicant Team Development

- ✓ Get familiar with the **most current application** [HERE](#) (do not complete or submit)
- ✓ Watch **past interviews** [HERE](#)
- ✓ Develop a **recruitment plan (find multiple outlets for your search)**
- ✓ Develop a **vision and pitch** for potential team members



# Contact Us

[charterapplication@tea.texas.gov](mailto:charterapplication@tea.texas.gov)

Brittany Glenn  
***New Schools Manager***  
[Brittany.glenn@tea.texas.gov](mailto:Brittany.glenn@tea.texas.gov)

Sarah Khan  
***New School Specialist***  
[Sarah.khan@tea.texas.gov](mailto:Sarah.khan@tea.texas.gov)

John Garland  
***New School Specialist***  
[John.garland@tea.texas.gov](mailto:John.garland@tea.texas.gov)