Charter Expansion Amendment Request Review Document

Expansion amendments may be approved only if applicants meet all expansion criteria as indicated in
[19 Texas Administrative Code (TAC) §100.1033](#).

Failure to meet the minimum eligibility requirements and/or failure to submit the requested items results in an incomplete form.

Corresponding Question on Amendment Form	Requirement	Review
Section I, Part 2, Item 1h (*for additional campus expansion requests only **if** the campus will be evaluated under **AEA** procedures*)	**AEA Accountability** Provide an explanation how the campus will qualify for evaluation under AEA accountability measures. *A Meets Standard response should demonstrate that the school meets all current criteria for AEA designation.*	☐ Meets Standard ☐ Does Not Meet ☐ N/A
Section I, Part 2, Item 1j (*for additional **campus** requests only*)	**Evidence of Impact Notification** Provide evidence that the charter school has notified relevant districts of the potential impact of the campus expansion. **[*Attachment C: Evidence of Impact Notification(s) to relevant school district(s)*]** *A Meets Standard response demonstrates via certified mail documented by return receipt, that each school district affected by the expansion was sent a notice to the district's central office of the proposed location and, if available, the address of any new campuses or sites, including proposed grade levels to be served and projected maximum enrollment.* [19 TAC §100.1033(b)(10)(D)(iii)]	☐ Meets Standard ☐ Does Not Meet ☐ N/A
Section I, Part 2, Item 2f (*for **grade-level** expansion requests only*)	**TEKS-Aligned Scope and Sequence** Attach a TEKS-aligned scope and sequence for the corresponding grade levels requested in reading/ELA, math, science, social studies, fine arts, PE, technology applications, and any LOTEs as outlined in 19 TAC §74 as well as an analysis of the curricular materials that will be used and the rationale for how those materials were selected for each of the proposed grade levels. **[*Attachment D: Scope and Sequence and accompanying documentation*]** *A Meets Standard response includes:* • *A TEKS-aligned scope and sequence has been created for each grade level requested in each subject area taught in those grade levels.* • *An analysis of the curriculum materials to be used that should describe the process by which the materials were selected.* • *Any other factors that demonstrate that the materials chosen will provide a basis for quality TEKS-based instruction in all subjects in the expanded grade levels.*	☐ Meets Standard ☐ Does Not Meet ☐ N/A

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Section I, **Part 2, Items 3a and b** (for **geographic** **boundary** requests)	**Evidence of Notification to Districts** Provide evidence of notification(s) to the ISD(s) listed in alphabetical order in Item 3a of the geographic boundary request(s). **[Attachment E: Evidence of Notification to Districts]** *A Meets Standard response provides evidence of notification, electronic or otherwise, to the relevant district(s).* *[19 TAC §100.1033(b)(10)(C)]*	☐ Meets Standard ☐ Does Not Meet ☐ N/A

Section II,
Part 1, Item 1
 	
(for **all** expansion requests)
	Rationale for Proposed Expansion
	Describe the perceived need for the charter expansion in the community in which the charter proposes to expand. Describe the information which leads the charter school to believe there is a demand or need for the proposed expansion. Include in the response a detailed rationale for the proposed expansion.
	
	A Meets Standard response could include the followings:
	   • *Evidence that the charter's current percentage of students at the "meets" or "exceeds" standard performance level is at a rate higher than the current percentage in the proposed expansion area;*
	   • *Evidence through interest surveys and other canvassing activities that there is demand for the academic programs and activities provided by the charter;*
	   • *Evidence that the charter has one or more measures of teacher quality including teacher turnover rates, average years of experience, highest degree held, average teacher salary by years of experience that exceed those same measures in the proposed expansion area;*
	   • *Evidence-based research, by conducting an A-F rating comparison analysis of the charter's current performance with schools in the proposed expansion area, that the academic performance of the new campus will meet or exceed the academic performance of campuses in the proposed expansion area;*
	   • *Evidence that the charter offers a program or a unique aspect of a program that is not offered by a nearby district campus;*
	   • *Evidence that the charter has conducted a waitlist analysis;*
	   • *Other evidence that demonstrates demand or need for the charter expansion.*
		☐ Meets Standard
		
		☐ Does Not Meet

Section II, **Part 1, Item 2** (for **all** expansion requests)	**Board Resolution** **[Attachment A: Board Resolution]** Provide a resolution adopted by the governing body of the charter holder, with printed names and signatures, demonstrating that a quorum of the members voted in favor of amending the charter in a duly called public meeting. If board members have changed from those submitted in the most recent Annual Governance Report, provide a current list of names of board members.	☐ Meets Standard ☐ Does Not Meet

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	A Meets Standard response should include: • A statement in the resolution indicating that that a **quorum** of the members **voted in favor** of amending the charter in a duly called public meeting; • A statement in the resolution that the charter holder governing body has **considered** a **business plan** and has determined by majority vote of the board that the growth proposed is **prudent**.	
Section II, **Part 1, Item 3** (for **all** expansion requests)	**Board Consideration** *[Attachment B: Agenda and minutes]* Provide a board agenda and minutes that show all elements linked to the proposed expansion, as included in the expansion application, were considered by the governing board in a duly called public meeting. Draft minutes will be acceptable in lieu of final, board-approved minutes. *A Meets Standard response must include:* • *the agenda and* minutes as described in the requirement.	☐ Meets Standard ☐ Does Not Meet
Section II, **Part 2, Item 1** (for additional **campus** requests only)	**Model** Describe the core elements of the school model and the steps taken to ensure that the school model as outlined in the charter contract will be faithfully replicated at the proposed campus(es). *A Meets Standard response:* • *Clearly articulates core features or elements of the school model including but not limited to common curriculum and instruction elements, school culture, parent engagement strategies, supports for safe and supportive environments, and other core elements of the charter model; and* • *Describes specific strategies and* activities that will be used to ensure fidelity to the school model at the expanded campus(es) including a description of standardized protocols that will be implemented to ensure faithful replication of the core elements of the school model.	☐ Meets Standard ☐ Does Not Meet
Section II, **Part 2, Item 2a** (for **all** expansion requests)	**Talent: Capacity** Describe the projected human resource capacity (the number of additional teachers and administrative support) required to implement the proposed expansion. This should include a reasonable number of administrators needed as well as teachers needed to comply with the charters identified teacher-student ratio to successfully implement the expansion. *A Meets Standard response should clearly outline the charter's approved student-teacher ratio and list:* • *The number of teachers required to replicate the approved ratio;* • *Any additional teachers needed to support students with disabilities, English learners or students in other programs;*	☐ Meets Standard ☐ Does Not Meet

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	• *Teachers needed for any special programs such as art, music, or PE;* • *Any additional support staff needed; and* • *The number administrators needed to support the expansion.*	
Section II, Part 2, Item 2b *(for all expansion requests)*	**Talent: Sourcing and Training** Describe how the charter will recruit, hire, and train the teachers and administrators needed to support the expansion. Include the timeline for completing such activities. *A Meets Standard response will describe:* • *Specific strategies that will be used to source and recruit teachers, such as job fairs, university internships, other talent partnerships, and the methods used to post and advertise job openings;* • *The types of professional development activities that will be conducted to train teachers and administrators to ensure faithful replication of the charter model; and* • *A detailed timeline for the completion of these activities.*	☐ Meets Standard ☐ Does Not Meet
Section II, Part 2, Item 3 *(for all expansion requests)*	**Central Office Support** Describe how the charter has or will increase capacity at central office to support the successful expansion of the charter school. This should include a detailed description of central office supports implemented to facilitate the expansion and considerations for additional academic, financial, and operational alignment and enhancement. *A Meets Standard response could include:* • *A plan to hire additional staff to support expansion efforts;* • *A plan to reallocate and/or provide additional academic, financial, or operational supports and resources towards expansion efforts;* • *A description of any additional supports to be added to ensure cross-campus alignment and compliance with statute and rule*	☐ Meets Standard ☐ Does Not Meet
Section II, Part 2, Item 4 *(for all expansion requests)*	**Community Engagement** Describe the how the charter will, post approval, engage the community. This may include broad-based approaches such as advertising and social media, personalized approaches including community meetings and other forms of personal outreach, and stakeholder support including identifying and meeting with key community leaders. *A Meets Standard response will include:* • *A detailed plan that outlines marketing efforts in the community, such as direct mail, TV, social media, or the newspaper; and* • *A plan that outlines personal engagement strategies that could be used with interested stakeholders.*	☐ Meets Standard ☐ Does Not Meet

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Section III, Part 3, Item 1 *(Responses are required for <u>all</u> expansion requests from **charter schools** that received a **C, D, or F** on their most recent **Domain III rating**)*	**Projected Student Population** Provide the estimated percentages of students in each of the Domain III student groups in the proposed expansion area, compared with student populations you are currently serving. Describe strategies and supports that will be implemented to ensure success for all student groups. *A Meets Standard response will include:* • *A description of the Domain III populations to be served;* • *If the population of any group is significantly different (≥ 5%) from existing campuses, a description of the impact of the difference on the services to be provided, including additional instructional supports, staff training, supplemental personnel, and enhancements to school culture structures and behavioral supports.* • *A detailed description of instructional approaches, policies, and plans designed to provide a continuum of supports to these populations.*	☐ Meets Standard ☐ Does Not Meet
Section III, Part 3, Item 2 *(Responses are required for <u>all</u> expansion requests from **charter schools** that received a **C, D, or F** on their most recent **Domain III rating**)*	**Supports for Students with Disabilities** Provide a summary of the charter's efforts in meeting the needs of students with disabilities and Section 504 students, including an analysis of current performance, areas where growth is needed, and the specific strategies and supports that will be implemented to ensure success for these students. *A Meets Standard response will include:* • *The percentage of students with disabilities and Section 504 students who approach or meet grade level STAAR mastery;* • *Identified areas for improved STAAR performance;* • *A plan for remediating growth areas including instructional approaches aligned to student needs as outlined in IEPs and Section 504 plans, and targeted professional development to ensure consistent provision of services; and* • *A plan to ensure that all staff are trained in providing accommodations outlined in students' IEP or 504 documentation.*	☐ Meets Standard ☐ Does Not Meet

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| Section III,
Part 3, Item 3

(Responses are required for <u>all</u> expansion requests from **charter schools** *that received a* **C, D, or F** *on their most recent* **Domain III rating***)* | **Supports for Bilingual Students/English Learners**
Provide a summary of the charter's efforts in meeting the needs of bilingual students and/or English learners, including an analysis of current performance and areas where growth is needed. and the specific strategies and supports that will be implemented to ensure success for these students.

A Meets Standard response will include:
• *The percentage of bilingual students/English Learners who approach or meet grade level STAAR mastery;*
• *Identified areas for improved STAAR performance;*
• *A plan for remediating growth areas including instructional approaches aligned to the needs of bilingual student/English learners, and targeted professional development to ensure consistent provision of services; and*
• *A plan to ensure that all staff are trained in implementing the English Language Proficiency Standards (ELPS) and evidence of implementation in lesson planning documents.* | ☐ Meets Standard

☐ Does Not Meet |