Generation 25 Open-Enrollment Charter Application Responses and Attachments
RFA 701-19-112
SAS 565-19

Sponsoring Entity:

Proposed Charter School Name:

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# **Applicant** **Checklist**

Use this checklist to ensure the application is complete. In the third column, write “yes” to indicate that each section has been included in the Application Package.

| **Sections** | **Required Elements** | **Complete (yes/no)** |
| --- | --- | --- |
| Applicant Checklist | Applicant Checklist |  |
| Applicant Cover Sheet | Applicant Cover Sheet |  |
| School Overview | Executive Summary |  |
| Targeted Community and Anticipated Student Population   * Geographic Boundaries * Enrollment Projections * Demographic Projections |  |
| Community Engagement |  |
| School Design | Mission, Vision, and Overview of School Design |  |
| Portfolio Performance |  |
| Curriculum and Instruction |  |
| Strategies for Assessment of Learning and Data-Driven Instruction |  |
| Supports for Special Populations |  |
| School Culture and Safety |  |
| Promotion and Graduation Requirements |  |
| Family and Community Engagement |  |
| Leadership and Governance | Board Structure and Qualifications |  |
| Proposed Superintendent Qualifications |  |
| Proposed Instructional Leadership Team |  |
| Proposed Financial and Operations Leadership Teams |  |
| Performance Management |  |
| Talent Management and Development | Talent Management |  |
| Professional Development and Evaluation |  |
| Retention |  |
| Operational and Financial Plans  Operational and Financial Plans | School Calendar and Schedule |  |
| Student Recruitment and Enrollment |  |
| Facility Acquisition   * Facility Identified * Facility Not Identified |  |
| Transportation |  |
| Start-up Plan |  |
| Financial planning |  |
| Attachments  Attachments  Attachments | Attachment 1: Articles of Incorporation |  |
| Attachment 2: 501(c)(3) Determination Letter |  |
| Attachment 3: Applicant Information Session Documentation |  |
| Attachment 4: Evidence of Community Demand |  |
| Attachment 5: Certified Mail Receipt Cards |  |
| Attachment 6: Published Notice(s) of Public Meetings |  |
| Attachment 7: Authorizer’s Recent Assessment of the Operator’s Performance |  |
| Attachment 8: Current or Past Litigation |  |
| Attachment 9: Proposed Discipline Policy |  |
| Attachment 10: Evidence of Community Support |  |
| Attachment 11: Bylaws |  |
| Attachment 12: Code of Ethics and Conflict of Interest Policy |  |
| Attachment 13: Board Member Résumés and Biographical Affidavits |  |
| Attachment 14: Organizational Charts for Year 1, Year 3, and Year 5 |  |
| Attachment 15: Tool(s)/Process to Evaluate Superintendent |  |
| Attachment 16: Résumé and Qualifications for Proposed Superintendent OR |  |
| Attachment 17: Job Description or Qualifications for Superintendent |  |
| Attachment 18: Résumé(s) and Qualifications for Proposed Instructional Leadership Team |  |
| Attachment 19: Job Descriptions or Qualifications for School’s Instructional Leadership Team |  |
| Attachment 20: Tool(s)/Process to Evaluate Members of the School’s Instructional Leadership Team |  |
| Attachment 21: Résumé(s) and/or Qualifications for Proposed Financial Team |  |
| Attachment 22: Résumé(s) and/or Qualifications for Proposed Operations Team |  |
| Attachment 23: Staffing chart |  |
| Attachment 24: Supplemental Human Resources Information Forms for each Position on the Staffing Chart |  |
| Attachment 25: Teacher Evaluation Tool(s) |  |
| Attachment 26: Proposed School Calendar (Annual) |  |
| Attachment 27: Proposed School Schedule for Day and Week: Teacher and Student Versions |  |
| Attachment 28: Proposed Admissions and Enrollment Policy |  |
| Attachment 29: Certificate of Occupancy for Facility |  |
| Attachment 30: Evidence that Facility Has Been Secured |  |
| Attachment 31: Detailed Start-Up Plan |  |
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| Attachment 33: Budget Narrative |  |
| Attachment 34: Evidence of Other Financial Support |  |
| Attachment 35: Audit Reports, last 3 years |  |
| Attachment 36: Internal Financial Statements |  |
| Attachment 37: IRS Form 990, Form 990-N, or Form 990-EZ |  |
| Attachment 38: Plan for Insurance Coverage |  |
| Optional Bonus Attachment | Attachment 39: Evidence of Superior Performance and Support |  |
| Special Assurances | Special Assurances |  |

# **Applicant Cover Sheet**

|  |  |
| --- | --- |
| **NAME OF PROPOSED GENERATION TWENTY-FIVE CHARTER SCHOOL** | |
|  | |
| **NAME OF SPONSORING ENTITY** | |
|  | |
| **The sponsoring entity is a:** | 501(c)(3) Nonprofit Organization  Governmental Entity  College or University |

1. As **Attachment 1 and 2**, submit Articles of Incorporation for the sponsoring entity and proof of non-profit status and tax-exempt status, as applicable.
2. Does the school intend to contract with a third-party service provider (CMO) to manage the educational program and operations of the school but not hold the charter directly?

|  |  |
| --- | --- |
| Yes\*  No | If yes, identify the CMO: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\* If the answer is yes, the applicant must complete the CMO Addendum.

|  |  |  |  |
| --- | --- | --- | --- |
| **I. PRIMARY CONTACTS** | |  |  |
|  | **Applicant Team**  **Lead** | **Proposed Superintendent** | **Proposed**  **Board Chair** |
| **Name** |  |  |  |
| **Mailing address** |  |  |  |
| **Email address** |  |  |  |
| **Phone number** |  |  |  |

1. As **Attachment 3**, submit the information session registration form to document that at least one governing board member from the sponsoring entity attended the session.

|  |  |
| --- | --- |
| **II. CHARTER SCHOOL INFORMATION** | |
| **Grade level(s) served in Year 1** |  |
| **Number of students served in Year 1** |  |
| **Grade levels served at capacity** |  |
| **Number of students served at capacity** |  |
| **Number of campuses requested** |  |
| **Number of districts within geographic boundary** |  |

***Note***: The information in this table should align with the data in the Targeted Community and Anticipated Student Population section of the application.

|  |  |
| --- | --- |
|  |  |
| **Address of Proposed Administrative Offices *(if different from above):*** | |
|  | |
| **Physical Address of Each Proposed Campus *(please include street address, city, state, zip, and county).* If the specific address is unknown at this time, please provide the county and general location of the proposed campus:** | |
|  | |

|  |  |
| --- | --- |
| **III. GOVERNANCE/LEADERSHIP** | |
| **Number of Board Members** |  |
| **Chairperson of the Governing Board** |  |
| **Chief Executive Officer of the Sponsoring Entity** |  |
| **Superintendent of Proposed Charter School** |  |
| **Board Member Who Attended Applicant Conference** |  |

***Note***: The information in this table should align with the list of board members in the Board Structure and Qualifications section of the application.

**IV. APPLICATION TEAM MEMBERS**

4. For all members of the applicant team, list their names, current position, and position or role in the proposed charter school. (*Add additional rows as needed*.)

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Current Job Title and Employer** | **Position or Role with Proposed Charter School** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

5. Identify any individual(s) or organization(s) that prepared, assisted, and/or provided **professional** advice on the contents of the application herein.

|  |  |
| --- | --- |
| **Name of individual or organization** | **Was this individual/organization paid?** |
|  | Yes  No |
|  | Yes  No |
|  | Yes  No |

**Attachments**

* 1: Articles of Incorporation
* 2: 501(c)(3) determination letter
* 3: Applicant information session documentation

|  |  |  |
| --- | --- | --- |
| **I certify that I have not made material changes, alterations, or edits to this *Responses and Attachments* document, unless expressly authorized in the specific directions provided.**  I certify that I have the authority to submit this application and that all information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocation after award. In accordance with Texas Education Code §12.120, I further certify that no members of the governing body of the sponsoring entity or of the proposed charter school or any officers or employees of the proposed school have been convicted of a misdemeanor involving moral turpitude or of any felony. I understand that incomplete applications will not be considered. As part of the application submission process, I certify that I have read and reviewed the Generation Twenty-Five Open-Enrollment Charter Application Instructions document. | | |
|  |  |  |
| Signature of Chief Executive Officer of Sponsoring Entity *(Blue Ink)* | Date | Printed Name |

# **School Overview**

## **Executive Summary**

Enter narrative response to the prompts in this section of the application.

## **Targeted Community and Anticipated Student Population**

|  |  |
| --- | --- |
| **Optional Priority Point**. Does the applicant propose a campus within the boundaries of the attendance zone of a campus assigned an unacceptable performance rating for the past two years?  By checking yes, applicant must cite clear and specific evidence to support this claim. | Yes    No |

Enter narrative response to the prompts in this section of the application and complete the tables in the geographic boundaries, enrollment projections, and demographic projections subsections.

### **Geographic Boundaries**

|  |  |  |
| --- | --- | --- |
| State the proposed school’s **attendance boundary** by providing an alphabetical list of the traditional school districts from which the proposed charter school will accept students. If the charter school will accept students from only a portion of a school district or districts, state exactly what the boundary will be. *Do not list the charter schools located within the designated geographic boundary.*  A **primary attendance boundary** is a subset of school districts within the approved attendance boundary. The proposed charter may admit students who reside outside of the primary boundary once all eligible applicants who reside within the primary attendance boundary have submitted a timely application and have been enrolled per 19 Texas Administrative Code §100.1207(f).  If the proposed charter school will have a primary attendance boundary, list all school district(s) that will establish the boundary. **Do not list the charter schools located within the designated geographic boundary.** | | |
| **Attendance Boundary** |  | **Primary Attendance Boundary** (*if applicable*) |
|  |  |  |
|  |  |  |
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|  |  |
| --- | --- |
| **Number of charter school campuses currently operating within the occupied district:** |  |
| **Number of traditional school campuses currently operating within the occupied district:** |  |
| **Number of traditional school districts within ten miles of the proposed location:** |  |

|  |  |  |
| --- | --- | --- |
| **Will a proposed school campus be located in the attendance zone of a campus assigned an unacceptable performance rating under Texas Education Code § 39.054 for the past two school years?** | | Yes  No |
| **School Name(s):** |  | |

### **Enrollment Projections**

|  |  |
| --- | --- |
| 1. Applicant proposes to open only **ONE** campus by Year 5? | Yes  No |
| 2. Applicant proposes to open **MULTIPLE** campuses by Year 5? | Yes  No |

**Enrollment Summary Table:** Complete the following table for the charter school, marking any grades not to be served with an “x”. This table should be aligned with the Financial Plan Workbook.

**Campus 1 location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade Level** | **Projected Number of Students** | | | | |  |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **At capacity** |
| EE3 |  |  |  |  |  |  |
| PK 4 |  |  |  |  |  |  |
| K |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| Total enrollment |  |  |  |  |  |  |
| For the projections below, specify by campus | | | | | | |
| Students per classroom |  |  |  |  |  |  |
| Number of classrooms |  |  |  |  |  |  |

### **Demographic Projections**

Provide the anticipated demographics (as percentages) for the first proposed charter campus as well as current demographics for the Occupied District and two Contiguous Districts.

***NOTE***: The term Occupied District refers to the traditional school district in which the first proposed charter campus will be located. Contiguous District 1 and 2 must be contiguous to the school district in which the first proposed charter campus will be located.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Proposed Charter Campus** | **Occupied District** | **Contiguous District 1** | **Contiguous District 2** |
| **Name** |  |  |  |  |
| **African- American** |  |  |  |  |
| **Hispanic** |  |  |  |  |
| **White** |  |  |  |  |
| **American Indian** |  |  |  |  |
| **Asian** |  |  |  |  |
| **Pacific Islander** |  |  |  |  |
| **Two or More Races** |  |  |  |  |
| **Economically Disadvantaged** |  |  |  |  |
| **English Learners** |  |  |  |  |
| **At-Risk** |  |  |  |  |
| **Gifted/Talented** |  |  |  |  |
| **Special Education** |  |  |  |  |

## **Community Engagement**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 4-6*** *in the response.*

# **School Design**

## **Mission, Vision, and Overview of School Design**

Enter narrative response to the prompts in this section of the application.

If the applicant plans to open new schools/campuses in the future, complete the table to describe plans for growth in the operator’s portfolio. If no growth is planned, indicate that the table is not applicable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposed authorizer** | **Proposed**  **school name** | **City** | **State** | **Grades served** | **Projected Open Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## **Portfolio Performance**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 7-8*** *in the response.*

In Table 1 providedescriptive and demographic data for all schools in the operator’s portfolio.

**Table 1.** Descriptive and demographic data for all schools in the operator’s portfolio.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Author-izer** | **School name** | **City** | **State** | **Open Date** | **Grades served** | **% Low-income** | **%**  **Af-Am** | **% Hispanic** | **% ELs** | **% SWD** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

In Table 2, provideperformance data for all schools in the operator’s portfolio for the past three years. The format of the table may be modified to reflect the state’s accountability system, but performance results should be disaggregated for the school’s low-income students (FRL), African-American/Black students, Hispanic/Latinx students, English learners (ELs), and students with disabilities (SWD). The statewide average for all students should also be provided.

**Table 2.** Performance data for all schools in the operator’s portfolio.

|  | **2019 overall grade** | **2019**  **Students meeting/**  **exceeding state standards** | **2018**  **overall grade** | **2018**  **Students meeting/**  **exceeding state standards** | **2017 overall grade** | **2017**  **Students meeting/**  **exceeding state standards** |
| --- | --- | --- | --- | --- | --- | --- |
| **School name** |  | * All students   (state): %   * All students (school):% * FRL: % * Af-Am: % * Hispanic:% * ELs: % * SWD: % |  | * All students   (state): %   * All students (school): % * FRL: % * Af-Am: % * Hispanic: % * ELs: % * SWD: % |  | * All students   (state): %   * All students (school): % * FRL: % * Af-Am: % * Hispanic: % * ELs: % * SWD: % |
| **School name** |  |  |  |  |  |  |

## **Curriculum and Instruction**

Enter narrative response to the prompts in this section of the application.

## **Strategies for Assessment of Learning and Data-Driven Instruction**

Enter narrative response to the prompts in this section of the application.

## **Supports for Special Populations**

Enter narrative response to the prompts in this section of the application.

## **School Culture and Safety**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 9*** *in the response.*

## **Promotion and Graduation Requirements**

Enter narrative response to the prompts in this section of the application.

## **Family and Community Engagement**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 10*** *in the response.*

# **Leadership and Governance**

## **Board Structure and Qualifications**

Enter narrative response to the prompts in this section of the application*. Reference* ***Attachments 11-15*** *in the response.*

|  |  |  |
| --- | --- | --- |
| **Proposed board member** | **Area of expertise** | **Brief description of experience in this area** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

## **Proposed Superintendent Qualifications**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 16-17*** *in the response.*

## **Proposed Instructional Leadership Team**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 18-20*** *in the response.*

## **Proposed Financial and Operations Leadership Teams**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 21-22*** *in the response.*

## **Performance Management**

Enter narrative response to the prompts in this section of the application.

# **Talent Management and Development**

## **Talent Management**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 23-24*** *in the response.*

## **Professional Development and Evaluation**

Enter narrative response to the prompts in this section of the application*. Reference* ***Attachment 25*** *in the response.*

## **Retention**

Enter narrative response to the prompts in this section of the application.

# **Operational and Financial Plans**

## **School Calendar and Schedule**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 26-27*** *in the response.*

## **Student Recruitment and Enrollment**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 28*** *in the response.*

## **Facility Acquisition**

|  |  |
| --- | --- |
| 1. Has the applicant identified a specific location for at least one campus in Year 1? | Yes    No |

**IF the response to the question above was “no,” skip to the next section, “Facility Not Identified.”**

### **Facility Identified**

1. Ifthe response to the question above was “yes,” enter the physical address of the identified campus facility to be used during Year 1 in the box below.

|  |  |
| --- | --- |
| **Physical Address of Facility:** |  |

|  |
| --- |
| 2. Does the applicant currently own the property, plan to purchase it, or plan to lease it? |
| Currently Own  Purchase  Lease |

|  |  |
| --- | --- |
| 3. Has the building been issued a certificate of occupancy for educational use? | Yes  No |

Enter narrative response to the prompts in this section of the application (if applicable). *Reference* ***Attachments 29-30*** *in the response.*

### **Facility Not Identified**

|  |
| --- |
| 1. Does the applicant intend to lease or purchase a property? |
| Lease  Purchase |

Enter narrative response to the prompts in this section of the application (if applicable).

## **Transportation**

Enter narrative response to the prompts in this section of the application.

## **Start-up Plan**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 31*** *in the response.*

## **Financial Planning**

|  |
| --- |
| 1. Identify the fiscal year for the **sponsoring entity**. |
| July 1-June 30  September 1-August 31 |
| 2. Identify the fiscal year for the proposed **charter school**. |
| July 1-June 30  September 1-August 31 |

Enter narrative response to the prompts in this section of the application*. Reference* ***Attachments 32-38*** *in the response.*

# **Optional Bonus Points**

## **Proven Superior Performance**

This section is optional. Applicant scores will not be negatively impacted by a failure to complete this section. Applicants may respond to some (or all) prompts.

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 39*** *in the response.*

# **Attachments**

## **Attachment 1: Articles of Incorporation**

Provide the original Articles of Incorporation filed with the Texas Secretary of State, or the state of incorporation (and any restated Articles of Incorporation and Articles of Amendment). If the sponsoring entity was incorporated after January 1, 2006, submit the Certificate of Formation and the Certificate of Filing in place of the Articles of Incorporation. All forms submitted to the state must be dated prior to **January 21, 2020.**

**Texas Certificate of Filing Texas Certificate of Formation**

|  |  |
| --- | --- |
| Texas Certificate of Filing Example | Non-Profit Corporation Certificate of Formation |

## **Attachment 2: 501(c)(3) Determination Letter**

Provide the 501(c)(3) Determination Letter issued by the Internal Revenue Service (IRS) or evidence of filing for tax exempt status with the IRS.

If the applicant does not have the 501(c)(3) Determination Letter at the time of application submission, at a minimum, provide documentation to demonstrate that an IRS Form 1023 was submitted by **January 21, 2020.**

***Note***: Applicants submitting proof of filing with the IRS must provide to the TEA the 501(c)(3) Determination Letter issued by the IRS granting the entity nonprofit status, no later than **May 15, 2020**, in order to be deemed an eligible entity and scheduled for an applicant capacity interview. Failure to submit the Determination Letter will result in the applicant being removed from the application process without the opportunity to interview.

## **Attachment 3: Applicant Information Session Documentation**

Provide the *Proof of Attendance* documentation the applicant received at the conclusion of the Applicant Information Session attended in October or November 2019. Applicants who attended both sessions need only submit one document.

The Texas Education Agency (TEA) hosted identical Applicant Information Sessions on October 18, 2019 and November 1, 2019. Applicants were required to attend one of those sessions. Each session provided details about: (1) applying for (and holding) a charter in the state of Texas; (2) the contents of the Request for Application documents; and (3) application preparation and submission requirements for both electronic and hard copy versions of the application documents.

For an application to be deemed complete, at least one member of the governing board of the sponsoring entity requesting the charter **must** have attended one of the sessions and signed the *Proof of Attendance* document. The individual(s) with primary responsibility for preparing and submitting the application should also attend one of these required information sessions.

## **Attachment 4: Evidence of Community Demand**

Provide the following:

* ***Evidence of support***. Provide documentation of any of the following outreach strategies and related results: (1) advertising content; (2) community outreach surveys; (3) social media campaigns; and (4) any additional documentation that demonstrates community demand for the proposed charter school.
* ***Meeting Agenda***. The formal agenda that was followed during each public meeting.
* ***Public meeting protocol***. This is the script or list of questions that were prepared and presented at the public meeting. Do **NOT** provide petitions, meeting sign-in sheets, or other materials that violate the public disclosure policy.
* ***Letter(s) of support***. Provide (if any) non-financial letters of support from individuals, organizations, officials, etc.

## **Attachment 5: Certified Mail Receipt Cards**

Provide certified mail return receipt cards (green cards) showing the dates the Statement of Impact forms and Application Coversheets were received by:

* **Each Superintendent and President of the Board of Trustees** of each traditional school district from which the proposed charter school intends to draw students;
* **Each member of the Texas Legislature** who represents the geographic area(s) to be served by the proposed charter school; and
* **Each Texas State Board of Education member** who represents the geographic area(s) to be served by the proposed charter school.

In the absence of signed certified mail return receipt cards (green cards), the certified mail receipt (white and green slip) showing each school district, fees paid, and the date mailed will be accepted.

Mailing address **must** include the name of the school district to which the information was sent.

**Arrange certified mail receipts in alphabetical order by district. Limit six receipts per page.**

Statement of Impact Forms are available on the [Subchapter D Experienced Operator](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-subchapter-d-charter-experienced) application page. The Statement of Impact Form is the formal opportunity for superintendents of traditional districts to document any impact the proposed charter school might have. While applicants are required to distribute these documents, they are not responsible for ensuring that superintendents return the Statement of Impact Forms to the TEA.

**Certified Mail Return Receipt Card Certified Mail Receipt**

|  |  |
| --- | --- |
| Certified Mail Return Receipt Card | Certified Mail Receipt |

## **Attachment 6: Published Notice(s) of Public Meetings**

At a minimum, applicants must hold one public meeting within the charter school’s proposed geographic boundary to discuss the application for the proposed Generation 25 open-enrollment charter school.

This meeting must take place no earlier than **18 months** before the charter application submission date. Consequently, any public meetings that were held before **July 21, 2018** are not eligible for consideration.

Anyone may attend and participate in the public meeting.

**ATTENTION**: All submitted notices must be dated prior to **January 21, 2020**.

Provide a scanned/photocopy of the official public notice/advertisement that was printed in the newspaper. The copy of the notice that is provided in this application **must** include the name of the publication and the publication date. Each public notice must include:

* Name of the proposed school/campus;
* Name of the sponsoring entity;
* Date, time, and place of public meeting; and
* Names of all board members from the sponsoring entity.

All public notices/advertisements must be published in a newspaper of general distribution within the geographic boundary of the proposed charter school. Any public notice in newspaper(s) with limited circulation (*Greensheet, Dallas Observer, Austin Chronicle,* etc.) will be ineligible for consideration.

All public notices/advertisements must be published in a newspaper that is distributed in print format. Newspapers available only in digital format are not acceptable.

**ADDITIONAL REQUIREMENT**: Applicants must notify, via their government email, all members of the [Texas State Board of Education](https://tea.texas.gov/About_TEA/Leadership/State_Board_of_Education/SBOE_Board_Members/SBOE_Members) (SBOE) and the [Texas state legislature](https://www.texastribune.org/directory/#state) who represent the geographic area to be served by the proposed school. *Applicants must include* [*charterapplication@tea.texas.gov*](mailto:charterapplication@tea.texas.gov) *in the CC line of the email*. Each email must include:

* Name of the proposed school/campus;
* Name of the sponsoring entity;
* Date, time, and place of public meeting; and
* Names of all board members from the sponsoring entity.

## **Attachment 7: Authorizer Assessments**

For each of the sponsoring entity’s authorizers, provide a copy of each authorizer’s most recent assessment of the operator’s performance—such as an annual performance framework report or renewal report.

## **Attachment 8: Current or Past Litigation**

Identify—by school—current or past litigation, including arbitration proceedings, from the last three years that have involved the operator or any charter schools it operates. If applicable, provide: 1) the complaint; 2) any response to the complaint; and 3) the results of the arbitration or litigation.

## **Attachment 9: Proposed Discipline Policy**

Provide the school’s proposed discipline policy.

## **Attachment 10: Evidence of Community Support**

Provide evidence of support from intended community partners such as letters of intent/commitment, memoranda of understanding, and/or contracts.

## **Attachment 11: Bylaws**

Provide the proposed bylaws for the charter school’s governing board or the existing bylaws of the sponsoring entity.

## **Attachment 12: Code of Ethics and Conflict of Interest Policy**

Provide the following:

* Governing board’s proposed Code of Ethics
* Governing board’s proposed Conflict of Interest policy
* Identify any existing relationships that could pose actual or perceived conflicts if the application is approved.
* Outline specific steps the board will take to avoid any actual conflicts and to mitigate perceived conflicts.

## **Attachment 13: Board Members’ Résumés and Biographical Affidavits**

For each member of the proposed school’s governing board, provide a résumé AND a notarized Board Member Biographical Affidavit, a template for which is available on the [Subchapter D Experienced Operator](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-subchapter-d-charter-experienced) application page.

All prompts and response boxes must be completed on the affidavit. If a prompt does not apply to the board member, enter a response of N/A followed by a brief explanation of why the prompt does not apply. Ensure that the anticipated role to be filled at the proposed charter school is identified.

***NOTE*: Substantial repetition among and between affidavit responses will be subject to this application’s Plagiarism Policy, and may be removed from consideration. Applicants must ensure that each board member individually provides her/his own personal response.**

## **Attachment 14: Organizational Charts for Year 1, Year 3, and Year 5**

Submit three organizational charts that show the school’s governance, management, and staffing structures in:

* Year 1 for the network as a whole (including both network management and schools within the network);
* Year 3 for the network as a whole; and
* Year 5 for the network as a whole.

Each organizational chart must clearly delineate the roles and responsibilities of—and lines of authority and reporting among—the governing board, staff, any related bodies (such as advisory bodies or parent/teacher councils), and any external organizations that will play a role in managing the school. The organizational charts must also document clear lines of authority and reporting within the charter school.

All positions listed on the organizational charts must be noted on the Staffing Chart provided in Attachment 23 and have a corresponding Supplemental Human Resources Information Form submitted in Attachment 24.

## **Attachment 15: Superintendent Evaluation Tool(s)**

Provide any superintendent evaluation tool(s) that have been developed.

## **Attachment 16: Résumé and Qualifications for Proposed Superintendent**

Complete **either** Attachment 16 or Attachment 17 depending on whether or not the superintendent has been selected.

Write “N/A” on the cover page of the attachment that is not completed.

## **Attachment 17: Job Description or Qualifications for Superintendent**

Complete **either** Attachment 16 or Attachment 17 depending on whether or not the superintendent has been selected.

Write “N/A” on the cover page of the attachment that is not completed.

## **Attachment 18: Résumé(s) and Qualifications for Proposed Instructional Leadership Team**

Provide all résumés and qualifications of the instructional leadership team members who have been selected. Clearly indicate the position that is associated with each résumé. If some of the instructional leadership team members have been selected, but some have not, complete this attachment for those who have been selected and complete Attachment 19 for positions that do not currently have candidates identified.

If none of the instructional leadership team members have been selected, write “N/A” on this Attachment and complete Attachment 19.

## **Attachment 19: Job Descriptions or Qualifications for Instructional Leadership Team**

Provide all job descriptions or qualifications of the instructional leadership team members who have not yet been selected. If some of the instructional leadership team members have been selected, but some have not, complete Attachment 18 for those who have been selected and complete this Attachment for positions without identified candidates.

Supplemental human resources information forms are required for each position on the staffing chart (Attachment 24). If all applicable information related to a specific position’s job description is included on those forms, include a note on this attachment that lists the relevant instructional leadership team position together with a reference to the appropriate page number in Attachment 24.

## **Attachment 20: Leadership Evaluation Tool(s)**

Provide any leadership evaluation tool(s) that have been developed.

## **Attachment 21: Résumé(s) and/or Qualifications for Proposed Financial Team**

If some of the financial team members have been selected, but some have not, include résumés for those who have been selected and job descriptions or qualifications for the financial team members who have not yet been selected.

Supplemental human resources information forms are required for each position on the staffing chart (Attachment 24). If all applicable information related to a specific position’s job description is included on those forms, include a note on this attachment that lists the relevant financial team position together with a reference to the appropriate page number in Attachment 24.

## **Attachment 22: Résumé(s) and/or Qualifications for Proposed Operations Team**

If some of the operations team members have been selected, but some have not, include résumés for those who have been selected and job descriptions or qualifications for the operations team members who have not yet been selected.

Supplemental human resources information forms are required for each position on the staffing chart (Attachment 24). If all applicable information related to a specific position’s job description is included on those forms, include a note on this attachment that lists the relevant operations team position together with a reference to the appropriate page number in Attachment 24.

## **Attachment 23: Staffing Chart**

Using the template provided in the table below, complete the staffing chart for the proposed campus(es). The staffing chart **must** include staffing projections for each year during the initial contract period (Years 1-5) and at capacity.

The staffing chart should align with the organizational charts submitted in Attachment 14 and the Supplemental Human Resources Information Forms submitted in Attachment 24.

The staffing chart should include, but is not limited to, the following positions:

* Superintendent/CEO
* Central office staff, including the chief financial officer and the chief operating officer
* School leaders, including principal(s), assistant principal(s), and other leaders at the campus level
* Teachers (separate rows for each grade level or core subject)
* Teachers (separate row for each special)
* Teachers, ESL/Bilingual
* Teachers, Special Education
* Student support staff (e.g., paraprofessionals, counselors, social workers, etc.)
* Campus operations staff (e.g., clerks, PEIMS coordinator, etc.)

On the staffing chart, all of the categories listed above should be included. Position titles can be modified or added as needed. Every position for which a Supplemental Human Resources Information Form was submitted in Attachment 24 should be listed as a separate row on the staffing chart.

Fill in the total number of full-time equivalent (FTE) staff required for each position in each year. For part-time employees, enter the appropriate percentage of FTE (e.g., an employee who works half days would be 0.5 FTE). Complete only the grade level(s) (elementary, middle, high) that apply to the proposed charter school.

Finally, provide teacher-student ratios in the final row of the table.

| **Positions** | **Staffing Chart** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **At capacity** |
| **Central Office** | | | | | | |
| Superintendent/CEO |  |  |  |  |  |  |
| Chief Financial Officer |  |  |  |  |  |  |
| Chief Operating Officer |  |  |  |  |  |  |
| Other Central Office staff |  |  |  |  |  |  |
| **Total central office FTEs** |  |  |  |  |  |  |
| **Elementary School Campus Staff** | | | | | | |
| School leaders (principal, assistant principal, deans, etc.) |  |  |  |  |  |  |
| Teachers (*create a separate row for each grade or core subject*) |  |  |  |  |  |  |
| Teachers (specials, e.g., art) |  |  |  |  |  |  |
| Teachers, ESL/Bilingual |  |  |  |  |  |  |
| Teachers, Special Education |  |  |  |  |  |  |
| Student support staff (e.g., paraprofessionals, counselors) |  |  |  |  |  |  |
| Campus operations (e.g., PEIMS coordinator, clerk) |  |  |  |  |  |  |
| **Total elementary FTEs** |  |  |  |  |  |  |
| **Middle School Campus Staff** | | | | | | |
| School leaders (principal, assistant principal, deans, etc.) |  |  |  |  |  |  |
| Teachers (separate line for each grade or core subject) |  |  |  |  |  |  |
| Teacher (specials, e.g., art) |  |  |  |  |  |  |
| Teacher, ESL/Bilingual |  |  |  |  |  |  |
| Teacher, Special Education |  |  |  |  |  |  |
| Student support staff (e.g., paraprofessionals, counselors) |  |  |  |  |  |  |
| Campus operations (e.g., PEIMS coordinator, clerk) |  |  |  |  |  |  |
| **Total middle school FTEs** |  |  |  |  |  |  |
| **High School Campus Staff** | | | | | | |
| School leaders (principal, assistant principal, deans, etc.) |  |  |  |  |  |  |
| Teachers (separate line for each grade or core subject) |  |  |  |  |  |  |
| Teacher (specials, e.g., art) |  |  |  |  |  |  |
| Teacher, ESL/Bilingual |  |  |  |  |  |  |
| Teacher, Special Education |  |  |  |  |  |  |
| Student support staff (e.g., paraprofessionals, counselors) |  |  |  |  |  |  |
| Campus operations (e.g., PEIMS coordinator, clerk) |  |  |  |  |  |  |
| **Total high school FTEs** |  |  |  |  |  |  |
| **Total charter school staff** |  |  |  |  |  |  |
| **Teacher-student ratio** |  |  |  |  |  |  |

## **Attachment 24: Supplemental Human Resources Information Forms**

Using the template provided on the [Subchapter D Experienced Operator](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-subchapter-d-charter-experienced) application page. complete a Supplemental Human Resources Information Form for ALL paid positions required to operate the proposed school in year one and at capacity. Supplemental Human Resources Information Forms should be submitted for each position listed on the staffing chart (Attachment 23).

Ensure that the submission includes ALL positions necessary to operate the proposed school during the start-up year, the first year of operations, and at capacity.

All positions represented in this Attachment should also be represented on the organizational chart submitted in Attachment 14 and on the staffing chart submitted in Attachment 23.

## **Attachment 25: Teacher Evaluation Tool(s)**

Provide any teacher evaluation tool(s) that have been developed.

## **Attachment 26: Proposed School Calendar (Annual)**

Provide the proposed calendar for the first year of operation, including the first and last day of school, any planned breaks, and the total number of minutes of instruction.

## **Attachment 27: Proposed School Schedules**

Provide teacher and student versions of proposed school schedules for a sample day and a sample week.

## **Attachment 28: Proposed Admissions and Enrollment Policy**

Provide a draft of an Admissions and Enrollment Policy, which should include the following:

* Brief summary of the application and enrollment processes.
* Non-discrimination statement to be included in the proposed school’s admissions policy that meets the requirements of Texas Education Code §12.111(a)(5).
* Tentative start and end dates for the application window and the enrollment period. See Texas Education Code §12.117.
* Policies and procedures to be followed in conducting a lottery when a grade or class is oversubscribed, including any exemptions from the lottery. Include whether the charter school will exercise the right to exempt from the lottery returning students, the siblings of returning students, and/or the children of the school’s founders and staff (as long as the total number of students allowed constitutes only a small percentage of the total enrollment).
* The approximate date on which a lottery will be conducted, if required.
* Enrollment deadlines and procedures, including an explanation of how the school will receive and process intent to enroll forms.
* Policies and procedures for the admission of students with a documented history of a criminal offense, a juvenile court adjudication, or discipline problems described in Subchapter A, Chapter 37. See Texas Education Code §12.111(a)(5)(A).
* Policies and procedures for student waiting lists, withdrawals, re-enrollment, and transfers.
* Explanation of the purpose of any pre-admission activities for students or parents.

**Enrollment deadlines and procedures**. If the proposed school will specialize in the performing arts, discuss whether potential students must demonstrate artistic ability as a requirement for admission to the school. Texas Education Code §12.111(a)(5)(B) permits a charter school specializing in performing arts to have an admissions policy that requires a student to demonstrate artistic ability. In addition, Texas Education Code §12.1171 permits a charter school specializing in one or more of the performing arts to require an applicant to audition for admission to the school.

## **Attachment 29: Certificate of Occupancy for Facility**

If the applicant has a certificate of occupancy for the identified facility, provide a copy.

## **Attachment 30: Evidence that Facility has been Secured**

If the applicant currently owns the facility, has a lease, or has an MOU or other proof of intent to secure a specific facility, provide proof of the commitment.

## **Attachment 31: Detailed Start-up Plan**

Provide a detailed start-up plan for Year Zero (September 2020-August 2021).

## **Attachment 32: Financial Plan Workbook**

Using the template provided on the [Subchapter D Experienced Operator](https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-subchapter-d-charter-experienced) application page, complete the Financial Plan Workbook.

Once complete, applicants are instructed to submit this attachment as follows:

***Hard Copy:*** print a hard copy of **only** the Financial Plan Workbook Summary. This is the RED TAB in the Financial Plan Workbook;

AND

***Electronic Submission:*** The **entire**Financial Plan Workbook, will be submitted electronically as an Excel file.

It is important to budget conservatively and to consider that charter schools often have lower than anticipated attendance rates in the first five years of operation. Therefore, a reasonable planning estimate of $5,920 per student, which accounts for a daily attendance rate of 80%, should be used when planning and developing the budget.

***Note:*** When using a school district as a baseline for supplemental HR forms, make sure the ISD used has the same or close to anticipated average daily attendance (ADA) that the proposed charter school is projecting.

Through a grant application process, federal funds may be available for up to 12 months of post-award planning and up to two years of implementation. However, start-up funds are available for no more than three years. Actual funding depends on the number of eligible charters, the completion of a successful competitive charter grant application, and the continuation of funds from the United States Department of Education. **Start-up funding is NOT to be used for budget purposes and, if awarded, will not be available to the sponsoring entity until the contract for the charter school has been executed, a county-district number has been assigned, and a grant application has been completed and negotiated.**

After these steps are complete, federal funds may only be accessed after a request for reimbursement has been submitted. Generally, federal funds may not be received until after the charter holder has demonstrated that it has incurred an expenditure that represents an allowable cost pursuant to the requirements of the federal award.

## **Attachment 33: Budget Narrative**

Provide a detailed budget narrative**.** Describe the assumptions behind the projections for revenue, staffing levels, and costs that are outlined in the Financial Plan Workbook.

## **Attachment 34: Evidence of Other Financial Support**

Provide evidence of financial support from intended community partners such as:

* Letters of intent/commitment;
* Memoranda of understanding; and/or
* Contracts.

Applicants having no responsive documents to this attachment shall provide a statement on this attachment attesting, “The applicant has no documents in response to this attachment.”

## **Attachment 35: Audit Reports**

Provide copies of the last three years of independent financial audit reports and management letters that were prepared for the sponsoring entity.

## **Attachment 36: Internal Financial Statements**

Provide the sponsoring entity’s most recent internal financial statements, including balance sheets and income statements**.**

## **Attachment 37: IRS Form 990, Form 990-N, or Form 990-EZ**

Provide the sponsoring entity’s most recently filed (IRS) Form 990, Form 990-N, or Form 990-EZ. For an organization less than one year old, or if a Form 990 is not available, provide a statement that explains why a form 990 is not available.

## **Attachment 38: Plan for Insurance Coverage**

Provide a list of the types of insurance coverage the school will secure, including a description of the levels of coverage.

## **Attachment 39: Evidence of Superior Performance and Support**

Provide the following:

* Applicable data, summaries, dashboards, reports etc. that clearly validate all claims made in the completed narrative responses- Proven Superior Performance; and
* Letter(s) of good standing or support from current charter authorizers.