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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 |  |
| 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 |  |
| AttachmentsAttachmentsAttachments | 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: Sample Course Scope and Sequence  |  |
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| Attachment 10: Bylaws |  |
| Attachment 11: Code of Ethics and Conflict of Interest Policy |  |
| Attachment 12: Board Member Résumés and Biographical Affidavits |  |
| Attachment 13: Organizational Charts for Year 1 and Full Capacity |  |
| Attachment 14: Tool(s)/Process to Evaluate Superintendent |  |
| Attachment 15: Résumé and Qualifications for Proposed Superintendent OR |  |
| Attachment 16: Job Description or Qualifications for Superintendent |  |
| Attachment 17: Résumé(s) and Qualifications for Proposed Instructional Leadership Team  |  |
| Attachment 18: Job Descriptions or Qualifications for School’s Instructional Leadership Team |  |
| Attachment 19: Tool(s)/Process to Evaluate Members of the School’s Instructional Leadership Team |  |
| Attachment 20: Résumé(s) and/or Qualifications for Proposed Financial Team |  |
| Attachment 21: Résumé(s) and/or Qualifications for Proposed Operations Team |  |
| Attachment 22: Staffing Chart |  |
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| Attachment 24: Teacher Evaluation Tool(s) |  |
| Attachment 25: Proposed School Calendar (Annual) |  |
| Attachment 26: Proposed School Schedule for Day and Week: Teacher and Student Versions |  |
| Attachment 27: Proposed Admissions and Enrollment Policy |  |
| Attachment 28: Certificate of Occupancy for Facility |  |
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| Attachment 33: Evidence of Other Financial Support |  |
| Attachment 34: Audit Report |  |
| Attachment 35: Credit Report |  |
| Attachment 36: IRS Form 990, Form 990-N, or Form 990-EZ |  |
| Attachment 37: Plan for Insurance Coverage |  |
| Special Assurances | Special Assurances |  |
| CMO Addendum | CMO Addendum (if applicable) |  |

# **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?

|  |  |
| --- | --- |
| 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 the proposed school 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 (not each campus), marking any grades not to be served with an “x”. This table should be aligned with the Financial Plan Workbook.

|  |  |
| --- | --- |
| **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.

## **Curriculum and Instruction**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 7*** *in the response.*

## **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 8*** *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 9*** *in the response.*

# **Leadership and Governance**

## **Board Structure and Qualifications**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 10-14*** *in the response.*

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

## **Proposed Superintendent Qualifications**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 15-16*** *in the response.*

## **Proposed Instructional Leadership Team**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachments 17-19*** *in the response.*

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

Enter narrative response to the prompts in this section of the application*. Reference* ***Attachments 20-21*** *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 22-23*** *in the response.*

## **Professional Development and Evaluation**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 24*** *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 25-26*** *in the response.*

## **Student Recruitment and Enrollment**

Enter narrative response to the prompts in this section of the application. *Reference* ***Attachment 27*** *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 28-29*** *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 30*** *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 31-37*** *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**

|  |  |
| --- | --- |
|  |  |

## **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](https://tea.texas.gov/Texas_Schools/Texas_Schools_-_Charter_Schools/Charter_Schools_-_Subchapter_D_Charters) 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**

|  |  |
| --- | --- |
|  |  |

## **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* *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: Sample Course Scope and Sequence**

Provide a sample scope and sequence for one course in a core content area that will be taught during the school’s first year.

## **Attachment 8: Proposed Discipline Policy**

Provide the school’s proposed discipline policy.

## **Attachment 9: 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 10: Bylaws**

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

## **Attachment 11: 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 12: 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](https://tea.texas.gov/Texas_Schools/Texas_Schools_-_Charter_Schools/Charter_Schools_-_Subchapter_D_Charters) 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 13: Organizational Charts for Year 1 and Full Capacity**

Submit two organizational charts that show the school’s governance, management, and staffing structures: (1) one organizational chart will represent the school’s structure during Year 1; and (2) the second chart will represent the school’s structure at full capacity. If the organizational structure is not projected to change during the 5-year initial contract period, include a statement to indicate that the same organizational chart will apply in Year 1 and at full capacity.

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 22 and have a corresponding Supplemental Human Resources Information Form submitted in Attachment 23.

## **Attachment 14: Superintendent Evaluation Tool(s)**

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

## **Attachment 15: Résumé and Qualifications for Proposed Superintendent**

Complete **either** Attachment 15 or Attachment 16 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 16: Job Description or Qualifications for Superintendent**

Complete **either** Attachment 15 or Attachment 16 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: 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 18 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 18.

## **Attachment 18: 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 23). 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 23.

## **Attachment 19: Leadership Evaluation Tool(s)**

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

## **Attachment 20: 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 23). 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 23.

## **Attachment 21: 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 23). 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 23.

## **Attachment 22: 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 13 and the Supplemental Human Resources Information Forms submitted in Attachment 23.

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 23 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 23: Supplemental Human Resources Information Forms**

Using the template provided on the [Subchapter D](https://tea.texas.gov/Texas_Schools/Texas_Schools_-_Charter_Schools/Charter_Schools_-_Subchapter_D_Charters) 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 22).

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 13 and on the staffing chart submitted in Attachment 22.

## **Attachment 24: Teacher Evaluation Tool(s)**

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

## **Attachment 25: 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 26: Proposed School Schedules**

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

## **Attachment 27: 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 28: Certificate of Occupancy for Facility**

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

## **Attachment 29: 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 30: Detailed Start-up Plan**

Provide a detailed start-up plan for Year 0 (September 2020-August 2021).

## **Attachment 31: Financial Plan Workbook**

Using the template provided on the [Subchapter D](https://tea.texas.gov/Texas_Schools/Texas_Schools_-_Charter_Schools/Charter_Schools_-_Subchapter_D_Charters) 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 32: 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 33: 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 34: Audit Report**

Provide a copy of the sponsoring entity’s most recent audit report. Use the format provided in the most recent version of the Financial Accountability System Resource Guide, Special Supplement-Charter Schools (Module 2) found at, <http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial__Accountability_System_Resource_Guide/>.

Audit reports are not required for organizations that are less than one year old or for established organizations with no financial activity to date. If an audit report is not available, provide an unaudited financial report that includes from inception to date, the following:

* Statement of financial position
* Statement of activity
* Cash flow statement

## **Attachment 35: Credit Report**

Provide a copy of the sponsoring entity’s credit report dated within the last six months. If the entity was incorporated prior to January 1, 2018, but has no credit history, a response from one of the credit rating bureaus (Equifax, Experian, TransUnion) must be attached indicating the entity has no credit history.

If the sponsoring entity was incorporated after January 1, 2018, a credit report is not required. Instead, the applicant shall provide a statement on this attachment attesting, “No documents are being provided because the sponsoring entity was incorporated after January 1, 2018.”

## **Attachment 36: 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 37: 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.