Expansion Amendment Checklist

Expansion Amendment Form

Step 1 - All Discretionary Expansion Amendment Requests

Eligibility Requirements	Relevant Code
• In the fourth full school year at the time the requested amendment becomes effective and no later than the first day of March before the school year for which the expansion will be effective	19 TAC §100.1035(c)(5)(C)(i)
• Effective date no later than 36 months after the date of receipt of decision	19 TAC §100.1035(c)(1)(A)
• At least 90 percent of the charter's campuses are rated as academically acceptable	19 TAC§100.1035(c)(5)(C)(ii)
• Satisfactory rating on Charter FIRST	19 TAC §100.1035(c)(5)(C)(iv)
• Has received accredited status	19 TAC §100.1035(c)(5)(C)(ii)
• Has a Tier 1 or Tier 2 rating on CSPF	19 AC §100.1035(c)(5)(C)(vi)
• For a site application, the proposed site must be within 25 miles of the associated campus (Additional of Campus/Site)	19 TAC §100.1035(c)(5)(A)(iii)(II)
• Must have operated one charter school in Texas for a minimum of three consecutive • years (Additional of Campus/Site)	19 TAC §100.1035(c)(5)(A)(iii)(I)

Special Eligibility Requirements for Pre-K	Relevant Code
- Implement a curriculum for a high-quality prekindergarten program that addresses the 2015 Texas Pre-kindergarten Guidelines - Each teacher of record must be certified under the TEC, Chapter 21, Subchapter B, and have one of the specified additional qualifications - Maintain an average ratio in any prekindergarten program class of not less than one certified teacher or teacher's aide for every eleven students	19 TAC §§102.1003(b)(1-10) 19 TAC §§102.1003(d)(1-6) 19 TAC §102.1003(k)

Step 2- All Expansion Amendment Required Submissions

Required Submissions
• Charter Name/CDCN
• Date of submission
• Expansion Requested
• Effective Date
• Independent School Districts affected by expansion
• Rationale for proposed expansion narrative response
• Growth analysis plan
• Signature

• Board Resolution, see below for required criteria:
 	
    o Meeting held in compliance with Texas Open Meeting Act (Reference: Texas Open Meetings Act)
    o Resolution heading contains name of school
    o Board action preceded by "Be it resolved that…"
    o Resolution clearly states action directed by the board
    o Language of resolution mirrors language of the school's amendment request
    o Approval signed electronically or physically by quorum of board members
    o Board members signing the resolution must have been in attendance at the meeting as reflected in the minutes (Reference: Government Code §551.021)
    o Date of resolution matches date of meeting agenda
    o Date of resolution does not predate board's action as indicated in minutes
    o Requested amendment effective date does not predate the board resolution

• Evidence of board consideration agenda and minutes

- Documentation identifying:
    a. A board member's substantial interest in a business entity or in real property that is related to any charter business;

    b. Documentation of a board member's abstentions from voting in cases of potential conflicts of interest;

    c. Documentation, other than Annual Governance Reporting Forms, identifying family members and/or employees and/or contractors of the charter holder or charter school;

    d. Documentation that board members or employees whose criminal history checks deemed them ineligible to serve were removed from service; and

    e. A signed statement attesting that within the last three (3) years there have been no instances of nepotism, conflict.

    See *Step 3*- **Types of Expansion Amendment Requests below for specific elements required.**

Step 3- Types of Discretionary Expansion Amendment

Type of Expansion Amendment	Required Elements
Maximum enrollment §100.1035(c)(5)(A)(i)	Requirements for all Discretionary Expansion Amendment Requests above • Current approved maximum student enrollment • Maximum student enrollment requested
Grade Span Increase §100.1035(c)(5)(A)(ii)	Requirements for all Discretionary Expansion Amendment Requests above • Current approved grade levels • Grade levels requested • Campus(es)/ Sites(es) to serve the proposed grade levels • Grade levels to be served at the new campus/site • Proposed target number of students at the new campus/site • Proposed target number of students to be in tested grades at the new campus/site • Education plan (scope and sequence)

Type of Expansion Amendment	Required Elements
Addition of Campus/Site §100.1035(c)(5)(A)(iii)	Requirements for all Discretionary Expansion Amendment Requests above • State whether the proposed new location will be a campus or site • State that if a site, to which campus number will the new site be assigned • If a campus, indicate whether the campus will be evaluated under standard accountability measures • Indicate whether the proposed location will be a residential facility • Identify the address or area of the proposed location and the associated Independent School district • Grade levels to be served at the proposed campus/site • Target number of students at the new campus/site • Expected target number of students to be in tested grades at the new campus/site • Name of the new campus/site
Addition of Pre-K4 19 TAC §102.1003 (b)(1-10)	Requirements for all Expansion Amendment Requests above

For questions, please reach out to your portfolio coordinator.

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You can also email our amendments mailbox at charteramendments@tea.texas.gov