

## Non- Expansion Amendment Checklist

### Step 1- Requirements for All Non-Expansion Amendment Requests

Amendment Request Type	General Required Elements	Relevant Code
<u>All Non-Expansion Amendment Requests</u>	<ul style="list-style-type: none"> <li>• Date of submission</li> <li>• Justification</li> <li>• Signature</li> <li>• Effective Date</li> <li>• Type of Non-Expansion Requested</li> <li>• Charter Name/CDCN</li> <li>• Board Resolution, see below for required criteria: <ul style="list-style-type: none"> <li>○ Meeting held in compliance with Texas Open Meeting Act</li> <li>○ (Reference: <a href="#">Texas Open Meetings Act</a> )</li> <li>○ Resolution heading contains name of school</li> <li>○ Board action preceded by “Be it resolved that...”</li> <li>○ Resolution clearly states action directed by the board</li> <li>○ Language of resolution mirrors language of the school’s amendment request</li> <li>○ Approval signed electronically or physically by quorum of board members</li> <li>○ Board members signing the resolution must have been in attendance at the meeting as reflected in the minutes (Reference: <a href="#">Government Code §551.021</a> )</li> <li>○ Date of resolution matches date of meeting agenda</li> </ul> </li> </ul>	<a href="#">19 TAC §100.1035(b)</a>

Amendment Request Type	General Required Elements	Relevant Code
	<ul style="list-style-type: none"> <li>○ Date of resolution does not predate board's action as indicated in minutes</li> <li>○ Requested amendment effective date does not predate the board resolution</li> </ul> <p><b>See <i>Step 2- Types of Non-Expansion Amendment Requests</i> below for specific elements required.</b></p>	

### [Step 2- Types of Non-Expansion Amendment Requests](#)

Type of Non-Expansion Amendment	Specific Eligibility Requirements	Required Elements
Charter holder name change		First obtain approval for the change with the Texas Secretary of State and the IRS.  General Required Elements
Charter school or campus name change		General Required Elements
Campus grade levels served		General Required Elements
New campus or site start date change		General Required Elements
Fiscal year change		General Required Elements
Close a dormant campus or return a dormant site		General Required Elements
Relocate a campus or site	Relocation address must be within 25 miles of original location	Explain steps taken to reduce impact on affected students

Type of Non-Expansion Amendment	Specific Eligibility Requirements	Required Elements
		<p>Independent School Districts to be affected by the relocation</p> <p>Provide an Education-rated Certificate of Occupancy for the new location</p> <p>General Required Elements</p>
Make the charter school dormant		<p>Explain steps taken to reduce impact on affected students</p> <p>General Required Elements</p>
Close an active campus or return an active site		<p>Explain steps taken to reduce impact on affected students</p>
Close the charter school		<p>Explain steps taken to reduce impact on affected students</p> <p>General Required Elements</p>
Change bylaws or articles of incorporation		<p>Submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean copy incorporating the proposed language</p> <p>General Required Elements</p>

Type of Non-Expansion Amendment	Specific Eligibility Requirements	Required Elements
Enter into or change a management company (CMO) contract		<p>If new, submit proposed management contract; if amending existing contract, submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean copy incorporating the proposed language</p> <p>General Required Elements</p>
Admissions or enrollment policy change		<p>Submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean copy incorporating the proposed language</p> <p>General Required Elements</p>
Curriculum program change		<p>Submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean copy incorporating the proposed language</p> <p>General Required Elements</p>

For questions, please reach out to your portfolio coordinator.

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