

Non- Expansion Amendment Checklist

Step 1- Requirements for All Non-Expansion Amendment Requests

Amendment Request Type	Required Elements	Relevant Code
<u>All Non-Expansion Amendment Requests</u>	<ul style="list-style-type: none"> ○ Date of submission ○ Justification ○ Signature ○ Effective Date ○ Type of Non-Expansion Requested ○ Charter Name/CDCN <hr/> <ul style="list-style-type: none"> ○ Board Resolution, see below for required criteria: <ul style="list-style-type: none"> ○ Meeting held in compliance with Texas Open Meeting Act ○ (Reference: Texas Open Meetings Act) ○ Resolution heading contains name of school ○ Board action preceded by “Be it resolved that...” ○ Resolution clearly states action directed by the board ○ Language of resolution mirrors language of the school’s amendment request ○ Approval signed electronically or physically by quorum of board members ○ Board members signing the resolution must have been in attendance at the meeting as reflected in the minutes (Reference: Government Code §551.021) ○ Date of resolution matches date of meeting agenda ○ Date of resolution does not predate board’s action as indicated in minutes ○ Requested amendment effective date does not predate the board resolution 	19 TAC §100.1033(b)

See Step 2- Types of Non-Expansion Amendment Requests below for specific elements required.

Step 2- Types of Non-Expansion Amendment Requests

Amendment	Specific Eligibility Requirements	Required Elements
Changes to school/campus/charter holder name		See Requirements for all Non-Expansion amendments
Return of charter or closure of campus/site		<ul style="list-style-type: none"> • Clarify the impact of request for any affected students • See Requirements for all Non-Expansion amendments
Changes to charter holder governance		See Requirements for all Non-Expansion amendments
Changes to articles of incorporation		See Requirements for all Non-Expansion amendments
Changes to corporate bylaws		<ul style="list-style-type: none"> • Submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean updated copy • See Requirements for all Non-Expansion amendments
Changes to physical address of campus/site	Relocation address must be within 25 miles of previously-approved location	<ul style="list-style-type: none"> • Describe the impact of request for any affected students • See Requirements for all Non-Expansion amendments
Changes to management company		<ul style="list-style-type: none"> • Proposed management contract • See Requirements for all Non-Expansion amendments

Changes to fiscal year		See Requirements for all Non-Expansion amendments
------------------------	--	---

Changes to admissions policy		<ul style="list-style-type: none"> • Submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean updated copy • See Requirements for all Non-Expansion amendments
Changes to educational program of the school		<ul style="list-style-type: none"> • Submit an original-language copy, a tracked-changes copy clearly indicating desired revisions, and a clean updated copy • See Requirements for all Non-Expansion amendments

For questions, please reach out to your portfolio coordinator.

Mercedes Coleman E-L schools, KIPP, BASIS, SST and SST Discovery 512-463-9407 mercedes.coleman@tea.texas.gov	Jeff Koch A-D schools; Texas College Preparatory Academies, Premier High Schools, NYOS 512-463-9060 Jeffrey.koch@tea.texas.gov
Brittany Glenn M-So schools, Harmony 512-463-9787 Brittany.glenn@tea.texas.gov	Laurie McIntyre Sp-Z schools; Great Hearts Texas, International Leadership of Texas, Uplift Education 512-463-9977 Laurie.mcIntyre@tea.texas.gov

Bruce Marchand Portfolio Manager 512-936-2929 Bruce.marchand@tea.texas.gov

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