Charter Amendment Request Form - MAXIMUM ENROLLMENT INCREASE

Texas Education Agency •Division of Charter School Administration •Phone (512) 463-9575 •Fax (512) 463-9732

_____ _____

Name of Charter School **County-District Number**

Requested effective date: _____ This should be July 1 unless specific circumstances warrant the request of a different date.

Current maximum enrollment _____ Requested maximum enrollment _____

If the amendment is approved, what sites will be impacted by the increase in enrollment? _____

_____

If the amendment is approved, what is the minimum number of instructional hours per day to be provided students at the sites impacted by the increase in enrollment? _____

Maximum Enrollment Expansion Amendment Request Checklist

The following must be submitted **in the order listed below** with an expansion amendment request for an increase in maximum enrollment:

_____1. Charter Amendment Request Form – MAXIMUM ENROLLMENT INCREASE
(If multiple amendment requests are being made, include all request forms together.)

_____2. Charter holder board resolution - A written resolution adopted by the governing body of the charter holder and signed by the members voting in favor of amending the charter must be submitted. A quorum of the members must have voted in favor of amending the charter. Include printed names as well as signatures of the board members. The names should match information on the most recent Annual Governance Reporting Forms submitted to TEA. Otherwise, documentation explaining any differences must be included. The board resolution for a maximum enrollment increase must include a **special board resolution** that includes a statement that the board has considered a business plan containing the following elements:

- a statement discussing the need for an increase in the maximum enrollment;
- a statement discussing the current and projected financial condition of the charter holder and/or the charter school;
- an unaudited statement of financial position for the current fiscal year;
- an unaudited statement of activities for the current fiscal year;
- an unaudited statement of cash flows for the current fiscal year;
- a pro forma budget that includes the costs of operating the charter school, including the implementation of the expansion amendment;
- a statement or schedule that identifies the assumptions used to calculate the charter school's estimated Foundation School Program revenues;
- a statement discussing the use of debt instruments to finance part or all of the charter school's incremental costs;
- a statement discussing the incremental cost of acquiring additional facilities, furniture, and equipment to accommodate the anticipated increase in student enrollment; and
- a statement discussing the incremental cost of additional on site personnel and identifying the additional number of full-time equivalents that will be employed.

The business plan must be submitted to TEA within five business days **if requested**.
(If multiple amendment requests are being made, include all board resolutions together.)

_____3. A list, **in alphabetical order**, of the school districts in the approved geographic boundary that may be impacted should the commissioner approve the amendment request

_____4. Evidence, **in alphabetical order by district**, that impact statements have been sent to each school district that may be affected by the expansion.

_____5. Compliance information as required 19 Texas Administrative Code §100.1035 to include the following:

- Documentation that indentifies a board member's substantial interest in a business entity or in real property that relates to any charter business;
- Documentation board members' abstentions from voting in cases of potential conflicts of interest;
- Documents, other than Annual Governance Reporting Forms, identifying family members within the third degree of consanguinity or affinity who serve as board members and/or employees and/or contractors of the charter holder or charter school; and
- Documentation that board members or employees whose criminal history checks revealed them ineligible to serve were removed from service as is required by Texas Education Code §12.120;

OR

- A signed statement attesting that within the last three years there have been no instances of nepotism, conflicts of interest, or revelations in criminal history checks that deemed any board member or employee ineligible to serve.

As the CEO/superintendent of the charter school, I understand that an expansion amendment is not a right or entitlement and that in determining if a change in the contract for charter is appropriate, the commissioner of education will review and consider specific issues including, but not limited to, charter performance data (e.g., accountability ratings, FIRST ratings, accreditation statuses, and underlying data) and compliance. I also understand that prior to approving an expansion amendment request, staff in the following divisions and program areas will be consulted to determine if any potential problems or concerns exist with the charter holder or charter school: Performance Reporting, Charter School Administration, Child Nutrition, Financial Audits, Grants Administration, Legal Services, PEIMS Data Reporting, Program Monitoring and Interventions, NCLB and IDEA Programs, Student Assessment, Governance and Waivers, General Inquiries, and Complaints.

I further understand that incomplete submissions will not be processed and that there will be a delay in processing submissions that are not submitted in the correct order.

_____ _____ _____

Signature of Charter School CEO/Superintendent Phone Number Email Address

_____ _____

Printed Name of Charter School CEO/Superintendent Date