

2018 – 2019

Texas Partnership *Benefits Application*

TEXAS PARTNERSHIP BENEFITS APPLICATION

**Application Instructions**

This document is the application for Texas Partnership School benefits. For more information about Texas Partnership Schools, including a description of different kinds of partnerships, partnership benefits, eligibility requirements, and how TEA will evaluate applications, please download the Texas Partnership Guide from the [Texas Partnerships website](https://www.txpartnerships.org).

TEA will conduct three review cycles. Districts must submit this completed document along with the corresponding attachments by the submission deadline for their desired review cycle, as indicated in Table 1. Districts may submit applications for partnership school benefits to start in either 2018-19, 2019-2020, or 2020-2021. Districts may also apply during different review cycles for different partnership schools.

**Table 1. Review Cycles for Partnership School Benefits**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Districts submit completed applications** | **Application Review** | **TEA notifies district of eligibility** | **Districts submit final modifications** | **Eligible School Types** |
| **Review Cycle 1** | Dec. 13(5 PM) | Dec. 13- Jan. 25 | Jan. 25 | Feb. 7(5 PM) | * Turnaround
* Innovation
 |
| **Review Cycle 2** | Feb. 4(5 PM) | Feb. 4-Mar. 4 | Mar. 4 | Apr. 2(5 PM) | * Turnaround
* Innovation
 |
| **Review Cycle 3** | Apr. 1(5 PM) | Apr. 1-Apr. 30 | Apr. 30 | June 4(5 pm) | * Innovation
 |

**A complete application includes the following documents.**

[ ]  Completed Texas Partnership Application Template (this document)

[ ]  Attachment A: Local Board-Approved Charter Authorizing Policy

[ ]  Attachment B: Local Campus Partner Application (for each partnership school)

[ ]  Attachment C: Partnership Performance Contract (for each partnership school)

**Districts can submit a single application for multiple partnership schools, but must submit separate attachments B and C for each school.**

Please submit the completed application package to TEA using the following steps:

* Save this Partnership Application template as a PDF document titled with district name and document type (e.g. *DistrictName-Partnership Application*), and
* Please save required attachments as PDF documents. See application instructions for file naming convention.
* Email all files to dssi@tea.texas.gov with the subject line as follows - [*Partnership School Application Package\_Insert District Name*].

**Specifications**

* Applicants **must** submit proposals electronically and use the template provided.
* Only responses placed within the text boxes provided will be considered for evaluation activities. All elements of the proposal must be presented in 11-point font and single-spaced.
* *Application responses, including the existing questions and content,* ***must not exceed 30 pages****. This does not include any required attachments.*
* All required documents should be uploaded in the file format specified.
* Late or incorrectly formatted submissions will not be accepted.

**Partnership Overview**

|  |  |
| --- | --- |
| District  | Click or tap here to enter text. |
| Superintendent  | Click or tap here to enter text. |
| Superintendent Email/Phone Number | Click or tap here to enter text. |
| Secondary District Contact | Click or tap here to enter text. |
| Secondary Contact Email/Phone Number | Click or tap here to enter text. |
| Submission Date | Click or tap here to enter text. |
| Review Cycle (2018-19 academic year) | [ ]  Review Cycle 1 *(by December 13)*[ ]  Review Cycle 2 *(by February 4)*[ ]  Review Cycle 3 *(by April 1)* |

|  |
| --- |
| Provide the following information for each proposed partnership school included in this application.  |
| Name of Proposed District School  | County/District Campus Number *(leave blank if a “new” school)* | Partnership School Type *(Turnaround, Innovation)* | Name of Proposed Partner Organization | Partner Type*(New or Existing)* | Academic Year for Partnership Start*(2018-19,2019-20 or 2020-21)* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Charter Authorizing Policies and Practices**

Districts seeking approval for partnership benefits must provide evidence of high-quality district charter authorizing policies and practices. Districts must submit their local, board-approved partnership authorizing policy as attachment A to this application. Districts must also respond to the questions below.

**Required:**

* **Attachment A:** Local Charter Authorizing Policy *(as currently adopted by local district school board).*
* **Respond to** questions below and **(if applicable)** submit responses to the Charter Authorization Policies and Practice.

|  |
| --- |
| **Q1. Has TEA approved the district for partnership school benefits in a previous 2018 – 2019 application cycle?** |
| [ ]  Yes  *(Answer Q2)*  | [ ]  No ***(Complete*** *summary of Charter Authorizing Policies and Practices on next page.)* |

|  |
| --- |
| **Q2: If yes to Q1, has the district changed its local charter authorizing policy\* or authorizing practices?** |
| [ ]  Yes*(****Complete*** *summary of Charter Authorizing Policies and Practices on next page.)* | [ ]  No*(****Skip*** *summary of Charter Authorizing Policies and Practices on next page; Proceed to Page 6: Additional Attachments.)* |

*\* Please note that districts proposing a Turnaround School Partnership with a New Partner are required to adopt TEA’s Local Partnership Authorizing Policy.*

**Summary of Charter Authorizing Policies and Practices**

Districts that have not received approval for partnership benefits in a previous application cycle, or districts that have since made revisions to their board-adopted charter policy or charter authorizing practices must respond to the following questions about their local authorizing policies and practices.

*Please note that only districts proposing Turnaround or Innovation School Partnerships with a New Partner will undergo an evaluation of responses in this section by TEA. TEA will review responses from districts proposing to partner with an Existing Partner for context only.*

# **Authorizing Mission and Core Vision**

1. Describe the mission and vision of the district’s efforts to authorize new charter campuses and programs.
2. Explain how work to authorize new charter campuses will focus on improving student learning, increasing choice, creating professional opportunities to attract teachers, establishing new forms of accountability, and encouraging innovative learning methods.
3. Explain how the district’s efforts to authorize new charter campuses will support the district’s broader strategy.

Click or tap here to enter text.

# **Commitment and Capacity**

1. Describe the capacity and resources dedicated to the district’s charter authorizing process, including the evaluation, nomination, and ongoing monitoring of district charter campuses.
2. Identify the key members of the district’s leadership team by name and title and describe their individual and collective qualifications for authorizing, monitoring, and evaluating the district charter(s).

Click or tap here to enter text.

# **Application and Review Process**

1. Describe the process for evaluating and awarding proposals submitted under TEC Chapter 12, Subchapter C. This should include a description of eligibility requirements, application materials, and review protocols utilized in the process.
2. Describe the process undertaken to provide opportunities for the public to learn about potential charter applications prior to approval decisions by the local board.
3. Describe the process for communicating application evaluation criteria and approval/denial decisions, including the basis for such decisions, to charter applicants.

Click or tap here to enter text.

# **Oversight and Evaluation**

1. Describe the relationship and key responsibilities between the school district board of trustees, the district administration, and the charter holder/operating partner.
2. Describe the areas of autonomy and flexibility provided to charter campuses in the district. Specifically, identify district policies that will be identified in the performance contract as being applicable to the charter campus for which the campus could otherwise be exempt under TEC, Chapter 12, Subchapter C.
3. Describe the district’s process for routinely monitoring accountability and compliance, as defined in the charter contract. Include the frequency and timeline for all monitoring activities,
4. Outline any district data collection requirements, including a reporting schedule, site-visits, mandated assessments, and any required student-management system.

## **Click or tap here to enter text.**

# **Revocation and Renewal**

1. Describe the charter terms and evidence required for renewal of a charter agreement.
2. Describe the criteria and a specific timeline for non-renewal of a charter agreement.
3. Describe the process for establishment of a closure protocol to be used in the event of non-renewal of a charter agreement.
4. Describe the criteria for revocation of a charter agreement.
5. Describe the procedure and a specific timeline for revocation of a charter agreement.

Click or tap here to enter text.

**Additional Attachments**

Districts must submit two documents for **each partnership school** under consideration for Partnership School benefits, including:

* **Attachment B: Local Campus Partner Application –** application partner organization submitted to operate the partnership school.
* **Attachment C: Partnership Performance Contract** – board-approved contract between school district and partner organization to operate the partnership school.

Attachments should be titled and ordered by partnership school/campus name. For example, a district submitting two partnerships for approval would title attachments as follows:

* Campus 1\_Attachment B\_Local Campus Partner Application
* Campus 1\_Attachment C\_Partnership Performance Contract
* Campus 2\_Attachment B\_Local Campus Partner Application
* Campus 2\_Attachment C\_Partnership Performance Contract

**Approval Process for Partnership School Benefits**

Districts must submit this completed partnership application template and attachments A,B,C,D. However, TEA will not evaluate all these documents for all partnership applications. Rather, the review process varies depending on the school- and partner- type (See Table 2).

**Table 2.** **Documents TEA will Evaluate to Determine Eligibility for Partnership School Benefits by School- and Partner- Type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Type of School** | **Turnaround**  | **Innovation**  | **Turnaround**  | **Innovation**  |
|  | **Type of Partner** | **New**  | **New**  | **Existing**  | **Existing**  |
|  | Partnership Application Template | Evaluated\* | Evaluated\* |  |  |
| Local Campus Partner Application (*submitted by partner)* | Evaluated |  |  |  |
| Partnership Performance Contract | Evaluated | Evaluated | Evaluated | Evaluated |

\* TEA will only evaluate the charter authorizing policies and practices section within the application template.

The TEA process for reviewing and approving partnership school benefits is further described in the Texas Partnership Guide. Evaluation forms for each district submission (attachments) are available on the [Texas Partnerships website](http://www.txpartnerships.org/).

**Partnership Assurances Documentation**

The partnership assurances document serves as a commitment from the district superintendent and board of trustees that all proposed partnerships do not present a conflict of interest with the district and that the district has done its due diligence to ensure that each partner is capable of the work it has agreed to perform in the performance contract.

*The Superintendent of the district shall initial each and all assurances within this document to confirm awareness and understanding of responsibilities established herein.*

1. **Governance**

\_\_\_\_\_ \_\_\_\_\_ The district assures that the governing body of each operating partner is not and shall not be comprised of any members of the independent school district's board of trustees, the superintendent, or staff responsible for evaluating the partnership application or overseeing the performance contract.

\_\_\_\_\_ \_\_\_\_\_ The district assures that the majority of the governing body of each partner is not and shall not be comprised of district staff.

\_\_\_\_\_ \_\_\_\_\_ The district assures that no member of the governing body of each partner will be related within the first degree of affinity or consanguinity with any members of the independent school district's board of trustees, the superintendent, or staff responsible for granting the charter or contract to partner to operate or overseeing the performance contract.

\_\_\_\_\_ \_\_\_\_\_ The district assures that all members of the governing body of each operating partner have passed and will continually pass the district's conflict of interest checks.

\_\_\_\_\_ \_\_\_\_\_ The district assures that the district has not appointed a majority of the members of the governing board of each operating partner.

1. **Performance Contract**

\_\_\_\_\_ \_\_\_\_\_ The district assures that the district and each proposed operating partner meet the requirements to contract to partner to operate, as outlined in TAC §97.1075 (relating to Contracting to Partner to Operate a Campus under Texas Education Code, §11.174).

1. **Authorizing Policies and Practices**

\_\_\_\_\_ \_\_\_\_\_ The district assures that the authorized performance contract(s) for “new Texas partners” will have a term of at least three years.

\_\_\_\_\_ \_\_\_\_\_ The district assures that it will not authorize performance contracts to partner to operate a campus that are contingent upon overall campus academic performance ratings or the receipt of additional funding relate to TEC §11.174.

1. **Operating Partner Capacity**

\_\_\_\_\_ \_\_\_\_\_The district assures that each operating partner has the staff capacity, including at least one full-time equivalent employee, necessary to oversee the operation of the campus.

*I, the undersigned, hereby certify that the district has authorized me to provide these assurances as noted by my initials on this and all previous pages.*

Printed Name of District Superintendent

Signature of District Superintendent

Printed Name of President (Board of Trustees)

Signature of President (Board of Trustees)

Date