



# Texas Education Agency

## Generation 26 Application Contingencies

Sponsoring Entity: **Essence Prep, Inc.**

Proposed School Name: **Essence Preparatory Charter School**

On June 1, 2021, **Essence Prep, Inc.** was proposed for charter award to operate **Essence Preparatory Charter School**. The charter, to be located in **San Antonio**, will operate **1 Campus**, serving **Kindergarten through Grade Eight [8]** with a **maximum of 1080 students** at capacity.

The following contingencies identified by various divisions within the Texas Education Agency and members of the State Board of Education during the internal review and interview processes must be satisfactorily addressed within **two months** of this notification as stated in Texas Administrative Code §100.1002(m). You are encouraged to submit your responses as early as possible. Once all submitted responses are approved, a *Contract for Open-Enrollment Charter School* can be executed, and your start-up activities may begin.

**Directions:** The responses you submit to address each of the contingencies below will be inserted into the original paper and electronic versions of the Generation Twenty-Six application submitted by your entity. Please make sure that each response indicates the corresponding page number and/or title (for example: Admission and Enrollment Policy) to insert into the original document. The responses will be marked **Submitted During Contingency Process** and will be placed after the original pages. Each response should be separate page(s) to allow for easy insertion; do not combine into 1 PDF. Send as separate, editable PDFs. Please mark the response with the original page number that is to be replaced. If a response is longer than the original pages or is an addition to the original application pages, use the following configuration as an example: page 151, 151a, 151b, 151c....

Upload all contingency responses to <https://tea.sharefile.com/d-sc51ba68a60ca4f2a989873310c465576>.

### GENERAL CONTINGENCIES

Submit a statement of assurance that the school design and curricular materials are aligned with the Texas Essential Knowledge and Skills (TEKS) and Texas Education Code including all clauses of HB 3979 and any subsequent related legislation.

Develop and submit a statement to be published on the charter school's website that defines what the phrase anti-racist means and does not mean to the organization that includes the answer presented during applicant testimony at the June SBOE meeting along with examples of what they will and will not include in their curriculum in order to follow Texas Education Code.

Remove references from website of any statements, authors, or written works in violation of Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87<sup>th</sup> Legislative Session.

SPECIFIC APPLICATION-RELATED CONTINGENCIES		
Paper Page	Section	Revision Needed
28	School Design- <i>Mission, Vision, and Overview</i>	Remove reference from application of any statements, authors, or written works in violation of Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
29	School Design- <i>Mission, Vision, and Overview</i>	Clarification of “public policy driven approach to school” that aligns to Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
29		Provide additional clarification of the plan for teaching students to be advocates for public policy change and an assurance that it will align with Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
30		Clarification of “public policy advocacy program” that aligns to Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
30	School Design- <i>Mission, Vision, and Overview</i>	Clarification of definition of “community actions” that aligns to Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
32	School Design- <i>Curriculum and Instruction</i>	Clarification of the public policy and community engagement opportunities section that aligns to Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
89	Talent Management and Development- <i>Professional Development and Evaluation</i>	Provide an assurance that any teacher training is in compliance with Texas Education Code amended by HB 3979 and any subsequent related legislation from the 87 <sup>th</sup> Legislative Session.
97	Talent Management and Development- <i>Transportation</i>	Provide a Transportation Service Agreement [draft form] between Essence Preparatory and Compass Rose Academy.
99	Talent Management and Development- <i>Financial Planning</i>	Submit a fiscal year-end date that reflects June 30.
218	Attachment 8- <i>Discipline Policy</i>	Adopt and provide specific Disciplinary Policy to replace the template form provided in the application.
238	Attachment 11- <i>Code of Ethics</i>	Adopt and provide specific Code of Ethics to replace the template form provided in the application.
238	Attachment 11- <i>Conflict of Interest Policy</i>	Adopt and provide specific Conflict of Interest Policy to replace the template form provided in the application.
238	Attachment 11- <i>Nepotism Policy</i>	Adopt and provide specific Nepotism Policy to replace the template form provided in the application.

349	Attachment 13- <i>Organizational Charts</i>	Submit organizational charts that reflect 1 SPED coordinator and 1 SPED teacher.
395	Attachment 22- <i>Staffing Chart</i>	Submit staffing chart that reflects 1 SPED coordinator and 1 SPED teacher.
425	Attachment 27- <i>Admissions and Enrollment Policy</i>	Adopt and provide specific Admission and Enrollment Policy to replace the template form provided in the application. Provide specific dates for application and enrollment windows as well as the lottery.
<b>CHARTER SCHOOL PROGRAM (CSP) STARTUP GRANT CONTINGENCIES</b>		
477	Grant-Related Budget – Statutory Requirement 8	New charter schools are required to budget funds for financial accounting software that is compatible with TEA reporting requirements.  Add this language to this narrative. This expenditure should also be referenced in the budget table found in Statutory Requirement 9.
478	Grant-Related Budget – Statutory Requirement 9 – PAYROLL	Verify that salaries for personnel will be limited to teacher, school leader, and/or specialized instructional support personnel.  <i>Specialized instructional support personnel</i> is defined by the USDE as school counselors, school social workers, and school psychologists; and other qualified professional personnel, such as school nurses, speech language pathologists, and school librarians, involved in providing assessment, diagnosis, counseling, educational, therapeutic, and other necessary services, including related services as that term is defined in section 602 of the Individuals with Disabilities Education Act [20 U.S.C. 1401] as part of a comprehensive program to meet student needs. The PEIMS Coordinator and Office Manager positions do not fall under the definition of specialized instructional support personnel and should be removed from the budget.
478	Grant-Related Budget – Statutory Requirement 9 – PAYROLL	Salaries for teacher, school leader, and specialized instructional support personnel (specialized instructional support personnel can be charter campus-based or new charter management organization staff dedicated to providing instructional supports) are limited during the planning phase and up to the first 30 days of the initial implementation phase, which starts the day the charter school campus begins to serve students, provided that these expenses are associated with <b>initial implementation activities</b> (i.e., as opposed to ongoing operations), such as (a) informing the community about the campus; (b) acquiring necessary equipment and educational materials and supplies; (c) acquiring or developing curriculum materials; (d) teacher and staff recruiting; and (e) other initial operational costs that cannot be met from state or local sources. The same can be said for salaries associated with <b>planning activities</b> , such as refinement of the desired educational results and the

		<p>methods for measuring progress toward achieving those results and professional development of teachers and other staff who will work in the charter school campus, that occur by the 30th day of operation.</p> <p>Verify that funds budgeted for payroll are only for allowable personnel and are broken down by being associated with either <b>planning</b> or <b>implementation activities</b> (or a combination of the two). Most will likely be associated with implementation activities, but funds associated with professional development, for example, would be considered as a planning activity cost.</p> <p>A detailed budget may be required with submission of the discretionary, non-competitive CSP Grant application.</p>
478	Grant-Related Budget – Statutory Requirement 9 – PROFESSIONAL AND CONTRACTED SERVICES	<p>Payroll service would be considered as an implementation activity. Funds budgeted for this purpose should be moved into the IMPLEMENTATION ACTIVITY BUDGET column.</p> <p>CSP funds cannot be used for this purpose beyond the 30th day of operation, at which time payroll service would be considered as an ongoing cost of operating the charter school.</p>
478	Grant-Related Budget – Statutory Requirement 9 – SUPPLIES AND MATERIALS	<p>Funds budgeted for supplies and materials should be moved into the IMPLEMENTATION ACTIVITY BUDGET column. Also, verify that these supplies and materials will be one-time start-up costs associated with opening the charter school.</p> <p>Consumable supplies are not allowable purchases under the CSP Grant.</p>
478	Grant-Related Budget – Statutory Requirement 9 – OTHER OPERATING COSTS	<p>Funds budgeted for advertising should be moved into the IMPLEMENTATION ACTIVITY BUDGET column.</p> <p>CSP funds cannot be used for this purpose beyond the 30th day of operation.</p>
478	Grant-Related Budget – Statutory Requirement 10	<p>There is no reference to the different state and federal program funding that the students of the charter school will generate.</p> <p>Add language that references how funding for these state and federal programs will also help the charter school maintain financial sustainability after the end of the CSP Grant period.</p>
478	Grant-Related Budget – Statutory Requirement 9 – CAPITAL OUTLAY	<p>Total Planning Costs and Total Implementation Costs need to be recalculated accordingly.</p>