 State Charter School Board

 Satellite Application

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UtahSCSB.org

The vision of the Utah State Charter School Board (SCSB) is that “every student has access to an excellent education that meets their unique leaning needs.”

The Satellite Application is based on the premise that the new school will reflect the existing corporate and governance structure, and financial and operational processes that have been successfully demonstrated at the existing school, but will differ in educational program and/or grades served.

|  |  |
| --- | --- |
| **Process Stage** | **Deadlines** |
| **Satellite Application Submission** |  |
| Submit the Satellite Application two years prior to opening (e.g., Nov. 1, 2016 to open Fall 2018). | Must be received no later than Nov. 1. |
| **SCSB Staff Eligibility Review**  |  |
| After November 1, SCSB staff confirms eligibility, to include academic performance and operational compliance. SCSB staff determines whether the existing school meets the SCSB’s Eligibility Criteria and Financial Performance Expectations. The applicant is notified within the timeframe whether additional information will need to be submitted. Operational compliance will be confirmed throughout the review period. | By the last business day in November. |
| **State Charter School Board Consideration** |  |
| At the January SCSB meeting, members will consider the satellite request. Schools will have opportunity to answer questions. SCSB staff will notify the school of the SCSB decision within five business days following the vote. | January meeting |

# Instructions

The Satellite Application template is a Microsoft Word document with checkboxes and text boxes for the applicant to respond to questions. As you complete this application, please keep in mind the importance of overall consistency. Prepare your application package following the process approved by the SCSB. This template is designed to be filled out and submitted **electronically**.Incomplete applications will be returned to the applicant. Submit the application package electronically to marie.steffensen@schools.utah.gov .

# Formatting Requirements:

* Only the following file types will be accepted: .pdf, .doc, .docx, .xls, .xlsx.
* Create a three letter abbreviation for your school to use in place of your school’s name at the beginning of each filename (e.g. ECS for Excelling Charter School).
* Fonts must be no less than **11 point.**
* Scanned documents must be no less than 100% of the original size, except for building floor plans or maps.

**DELETE THIS INSTRUCTION PAGE WHEN SUBMITTING THE APPLICATION**

# 1. Assurances Agreement

*Print this sheet, complete and sign the spaces at the bottom, scan, and attach to the electronic application.*

*The following statements MUST BE READ and VOTED on in an OPEN and PUBLIC MEEING PRIOR TO SUBMISSION. The Board Chair of the eligible sponsoring school will sign as “The Applicant” on behalf of the entire governing board after a majority vote is taken and recorded in the minutes. Should the agreement be signed by someone other than the current Board Chair, the application package will be deemed Incomplete.*

Name of Sponsoring School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Applicant certifies all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the satellite process or revocation after award. The governing board agrees to fully cooperate with audits and monitoring associated with the review of this application.

The Applicant acknowledges the entire Satellite Application must be received by the school district in which the new entity will be located prior to submission the State Charter School Board.

The Applicant acknowledges that all information presented in the application package, if approved, may become part of the charter and can be used for accountability purposes throughout the term of the charter.

The Applicant acknowledges that if approved to operate a satellite charter school, the Applicant must execute the charter amendment, specific to the satellite school, within six months of the date of approval of the satellite by the State Charter School Board.

The Applicant acknowledges that the charter school governing board is subject to all Utah statutes regarding charter schools as well as all relevant federal, state and local laws, and requirements, and should follow such.

The Applicant acknowledges that if receiving School LAND Trust funds, the school shall have a charter trust land council and satisfy all requirements for trust land councils consistent with R277-477.

The Applicant acknowledges that the governing board will submit any lease, lease-purchase agreement, or other contract or agreement relating to the new entities’ school facilities or financing of the facilities to SCSB for review and advice prior to entering into the lease, agreement, or contract.

The Applicant acknowledges that a physical site for the new entity must be secured and under contract or appropriate permits obtained and ground breaking occurs no later than January 1 of the year the new entity is scheduled to open.

The Applicant certifies that no later than 15 days after securing a building site, the governing board shall notify the local school district of the exact school location.

The Applicant acknowledges that if approved to operate a satellite school, the Applicant must open within thirty-six months of approval, or forfeit approval.

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Name of Board Chair Signature of Board Chair /Date

(please print)

# 2. School Entities Information

Name of Sponsoring School (‘sponsoring school’): Click here to enter text.

Name of Satellite School (‘new school’): Click here to enter text.

Purpose and Mission of the Satellite School: Click here to enter text.

Name of School Representative: Click here to enter text.

Contact information for School Representative: Click here to enter text.

Sponsoring School Location School District: Click here to enter text.

Satellite School Location School District: Click here to enter text.

Application was received by Click or tap here to enter text. on Click or tap here to enter text.

**Required Exhibits**:

* List of individuals designated to receive founder status. Clearly indicate the percentage of students enrolled at the school for the past three years under founder preference.

# 3. Governance Structure

*In this section you will be providing information regarding the consistency in the governance structure between the sponsoring school and the satellite school. Answer the following question about the entity that will operate the satellite school by checking the appropriate box and completing any additional information requested.*

[ ]  Yes, the sponsoring school’s Board will govern the new school.

*Below, list the names and positions of all Board Members (officers, members, directors, partners) of the sponsoring school, and their positions. Also list any other current charters in which they act as a corporate principal or charter representative. Add rows as necessary.*

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Current Charter Affiliations** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

[ ]  No, the sponsoring school’s Board will not govern the new school.

* Provide a detailed description of the governance structure for satellite school, including appointed and elected members

*Attach a clear, specific and concise response about the Governing Board’s capacity to manage multiple campuses.*

**Required Exhibits**:

* A copy of current Bylaws/Operating Agreement, as applicable.
* Minutes of the board of the sponsoring school authorizing application for Satellite.

# 4. Education Service Providers

Does the sponsoring school have a relationship with an ESP?

[ ]  Yes (Complete Section A)

[ ]  No (Skip Section A)

## Section A: Education Service Providers

|  |  |
| --- | --- |
| [ ]  | Yes, the contractual relationship the sponsoring school maintains with an ESP will continue with the satellite school. |

What is the name of the ESP? Click here to enter text.

**Required Exhibits**:

* Copy of the service agreement as executed between the sponsoring school and the ESP.

|  |  |
| --- | --- |
| [ ]  | No, the contractual relationship the sponsoring school maintains with an ESP will not continue with the satellite school. |

# 5. Target Population and Enrollment

|  |  |
| --- | --- |
| [ ]  | By checking this box, I understand and agree that the target population of the new school may be different from the target population of the sponsoring school, however those differences must be addressed in responses to the questions below. |
| [ ]  | By checking this box, I understand and agree that the enrollment policies of the new school must be consistent with state law and Board rule, and that enrollment of students cannot begin until the Satellite Application is approved. |

Grades Requested for New School: Click here to enter text.

Projected Maximum Enrollment of New School: Click here to enter text.

|  |  |  |
| --- | --- | --- |
|  | **Grades and Specific Number of Students Served by Grade** | **Max Enrollment** |
| **Year 1** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| **SY**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year 2** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| **SY**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Year 3** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |  |
| **SY**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

New School Calendar Type: Click here to enter text. (Standard, Extended, or Alternative)

If Alternative, describe in ten words or less: Click here to enter text.

Instructional Days: Click here to enter text. Target Start Date: Click here to enter text.

*Attach a clear, specific and concise response about the proposed target population. The expected page length for all five questions is no more than two pages.*

5-1. Describe the population of the sponsoring school that includes a demographic profile listing the percentage of minority students, the percentage of students with disabilities qualifying for special education services, the percentage of economically disadvantaged students, the percentage of English Learners, academic performance of students entering the school, and distance travelled by current students.

5-2. Compare the description in 5-1 to the local school district of the sponsoring school.

5-3. Describe the intended target population of the satellite school, demonstrating a clear understanding of the students the school intends to serve including the percentage of students with disabilities qualifying for special education services, the percentage of economically disadvantaged students, the percentage of English Learners, whether the students will be primarily neighborhood or commuter, and current levels of academic performance.

5-4. Compare the description in 5-3 to the local school district of the satellite school, if different than 5-2.

5-4. Describe the market analysis that supports the successful enrollment of the projected student count from the target population. Include what makes this school unique or needed.

5-5. Describe the intended enrollment practices, processes, and policies of the new school.

5-6. Describe the enrollment timeframe that will be implemented by the new school, to be shared with the public.

#  6. Facility Acquisition for New School

*Attach the following information regarding the proposed location of the new school.*

6-1. Identify the proposed municipality of the new school.

6-2. Attach renderings or describe the facility size and layout suitable for implementing the Educational Plan.

6-3. Describe the timeline for acquiring a suitable facility by the start date identified in Section 5.

# 7. Educational Plan

*Attach a clear, specific, and concise response regarding the Educational Plan.* *The expected page length for all questions is approximately two pages.*

|  |  |
| --- | --- |
| [ ]  | By checking this box, I understand and agree that the Educational Plan of the new school must be consistent with and fully aligned to the Utah Core standards. Please describe deviations in the narrative, if applicable.  |

7-1. Provide a description of philosophical approach to improving pupil achievement which will be used at the satellite school? Is this the same as the sponsoring school?

7-2. Describe the program of instruction to be used at the satellite school, including methods of instruction and curriculum for the core academic content areas, which supports this philosophy and aligns to Utah Core Standards. Is this the program of instruction used at the sponsoring school? If not, explain the differences.

7-3. Describe how the satellite school will provide, as required by state and federal law, special education and related services. Is this the same process used at the sponsoring school? If not, explain the differences.

7-4. If the satellite school intends to serve a high school population, identify the graduation requirements for the school that will meet State requirements. Describe the process and criteria for awarding course credit. Are these the same requirements, processes, and criteria as the sponsoring school? If not, explain the differences.

7-5. List the *Contractual Agreement Goals* of the sponsoring school and describe the school’s performance against the goals. Include goals identified in the Charter Fidelity Monitoring Report (if charter agreement signed prior to June 2016) or Exhibit A (if charter agreement was signed in June 2016 or later). If the school is not meeting all of its goals, describe the governing board’s corrective action plan.

**Required Exhibit**:

* Menu of course offerings including course titles and brief descriptions (for schools offering grades 9-12 only).
* RDA scoring letters and EPR letters.
* Executive summaries from UPIPS review for the past three years, if applicable.

# 8. Employee Plan

|  |
| --- |
|[ ]  By checking this box, I understand and agree that the employee policies of the new school should be consistent with state and federal laws, including, but not limited to, background check requirements, qualifications for positions, employee evaluation requirements, and the handling of employing relatives.  |

8-1. Provide summary descriptions of administration, teachers, and other staff to be hired at the new school.

# 9. Business Plan

The **Financial Performance Standard** gauges both near-term financial health and longer term financial sustainability. An existing entity that Does Not the Measures on the CSAF financial performance expectations does not meet the SCSB’s expectations and must submit additional information as part of its application.

*Answer the following questions regarding the financial performance of the sponsoring school by checking the appropriate box and completing any additional information requested.*

Does the financial performance of the sponsoring school meet the SCSB’s financial performance expectations?

[ ]  Yes (Skip Section B)

[ ]  No (Complete Section B)

## Section B: Business Plan for Satellite

*Attach a clear, specific, and concise response regarding budgets and finances.*

**Required Attachments**:

* **Financial Performance Information:** Address each [Financial Performance Metric](https://docs.wixstatic.com/ugd/39fb0b_96c97fc8ba59457ea5c5df6ff35eea54.pdf) measure where the existing entity is not meeting the measure (see page 4 of the Overview).
* **Start-Up Budget**: Provide a budget to cover expenses projected to occur during the start-up period (Until August 1 of the year the school opens).
* **Three Year Operational Budget**: Provide a budget to cover expenses projected to occur during the first three years of operation.
* **Restricted and Unrestricted Funds**: Provide a detailed description of you understanding of restricted and unrestricted funds, and how they are accounted for and used at the school.
* **Assumptions**: For each budget, provide a separate document describing assumptions for each line item, to include disaggregated costs, and basis for determining for those costs. Demonstrate through the assumptions that the amounts listed are viable and adequate for the start-up period and first three years of operation.

*Note: Templates for the Budgets are provided as separate Excel files.*

# 10. Startup and Implementation Grant Application

The purpose of the Start Up and Implementation Grant is to provide financial assistance for planning, program design, and initial implementation of new charter schools, including satellite and replication campuses. A replication or satellite school is authorized to receive a minimum of $137,500 and maximum of $200,000, based on enrollment (see table) and eligible funds, distributed over three years. Funding is based on projected and actual enrollment and paid out in two payments of 50% at the start of the year and again at mid-year.

*The Startup and Implementation Grant is based on UCA §53A-1a-513.5 and USBE Rule R277-470-5.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Base for up to 200 students | Pupil Unit for students 201-599 | Maximum Allocation for 600+ students |
| Startup | $75,000 | Enrollment x $85 | $100,000 |
| Implementation 1 | $50,000 | Enrollment x $42.50 | $75,000 |
| Implementation 2 | $12,500 | Enrollment x $42.50 | $25,000 |
| TOTAL | **$137,500** |  | **$200,000** |

*Complete the Startup and Implementation section if the school wishes to be considered for Startup and Implementation funds. Do not include this section with the application if the school does not wish to be eligible for these grant funds.*

***Grant Assurances***

*Grant funds may only be used for the following:*

* *Post-award planning and design of the educational program;*
* *Research-based professional learning activities for teachers, staff, and board;*
* *Informing the community about the school;*
* *Acquiring necessary equipment and educational materials and supplies;*
* *Acquiring, developing or aligning curriculum, and;*
* *Other initial operational costs, such as:*
	+ *Costs associated with creating and implementing office functions;*
	+ *Costs associated with the installation of computers, data systems, networks, and telephones;*
	+ *Personnel expenses incurred either before or after the school’s opening; and*
	+ *Rental or occupancy costs for the school facility for a reasonable period of time in preparation for the school’s opening.*

*The board understands that:*

* Funding is based on projected authorized enrollment and corrected after the October 1 membership count.
* No funding level is guaranteed.
* If the school’s October 1 enrollment falls below the projected enrollment, then the school may lose all or part of the 50% of remaining allocated funds depending on actual enrollment numbers.
* The school shall participate in monitoring activities, including attendance at mandatory trainings and compliance with statute and rule. Failure to comply may result in a loss of funds.
* A budget report on the expenditure of grant money is due to the SCSB at the end of each year and a final report is due at the end of the 2nd implementation year.
* Should the charter school change to non-charter status within ten years of receiving grant funds, grant funds must be reimbursed to SCSB.

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Board Chair Signature Date

***Budget*** *- List total dollar amount and details of items to be purchased by category.*

As long as the total amount budgeted in each category is the same at the end of the fiscal year, SCSB approval is not needed. However, if the school chooses to increase or decrease a category total, a new budget must be approved by the school’s governing board and by SCSB staff.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Categories | Startup Year | Implementation Year 1 | Implementation Year 2 | Total |
| Salaries (100) | $ | $ | $ | $ |
|  |  |  |
| Benefits (200) | $ | $ | $ | $ |
|  |  |  |
| P & T Services (300) | $ | $ | $ | $ |
|  |  |  |
| Property Services (400) | $ | $ | $ | $ |
|  |  |  |
| Other Services (500) | $ | $ | $ | $ |
|  |  |  |
| Travel (580) | $ | $ | $ | $ |
|  |  |  |
| Supplies and Materials (600) | $ | $ | $ | $ |
|  |  |  |
| Property (700) | $ | $ | $ | $ |
|  |  |  |
| Total | $ | $ | $ | $ |