 Utah State Charter School Board

 New Charter School Proposal

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 Schools.utah.gov/charterschools

# Introduction

The mission of the Utah State Charter School Board (SCSB) is “to provide for positive student outcomes by authorizing, overseeing, and elevating successful public charter schools through a rigorous approval process, effective oversight, and meaningful collaboration.” The SCSB is seeking charter schools which fulfill its mission. Based on this proposal, selected applicants will be invited to submit a full application.

**Only applicants selected through the proposal round are invited to submit a full application.**

It is important for applicants to understand the requirements of public schools in general and the requirements of applying for and operating a charter school specifically. Utah code outlines these requirements and must be adhered to, unless explicitly exempted. In addition, the Utah Charter Schools Act, a part of code unique to charter schools is contained in [53G-5](https://le.utah.gov/xcode/Title53G/Chapter5/53G-5.html?v=C53G-5_2018012420180124) and [53F-2-7](file:///C%3A%5CUsers%5Cmarie.steffensen%5CDownloads%5C53F-2-7) of the Utah Code. The complete Utah Code is available at [www.le.utah.gov](http://www.le.utah.gov).

Additionally, State Board of Education Administrative Rules that govern public education apply to charter schools as well. State Rules on Public Education can be found on the USBE website at [www.schools.utah.gov](http://www.schools.utah.gov),

Through charter schools, we expect to provide families with educational options of many different models but with one thing in common: quality education. Experience has shown that successful charter schools tend to have a number of common characteristics:

* A clear, focused, results-oriented mission statement that aligns all parts of the application;
* Demonstrated understanding of the population the school is likely to serve;
* An educational program that is likely to be effective for the target population;
* Strong and diverse leadership; and
* Strong financial planning and management.

The State Charter School Board has been tasked with identifying those applicant groups which demonstrate the highest probability of success as a public school. The proposal process allows the SCSB to determine if the proposed plan warrants a full application.

# Proposal Timeframe

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| **Process Stage** | **Deadlines for 2019-20** |
| **Pre-Applicant Orientation** |  |
| Mandatory pre-applicant orientation. | Attend prior to proposal. Various dates from Nov. – May |
| **Proposal Due** |  |
| Complete proposal, electronically and in paper, due to State Charter School Board. | Must be received no later than 5:00 pm on June 25th. |
| **State Charter School Board Presentations** |  |
| All governing board members listed in the proposal must attend at the assigned date and time. | Typically the 2nd Thursday in August |

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| **Pre-Applicant Boot camp** |  |
| All applicant groups submitting a proposal must send at least three governing board members to the pre-applicant boot camp. Failure to attend will result in removal of the proposal for consideration. | Held in August, for those invited to complete a full application by SCSB |

# Proposal Instructions

The New Charter School Proposal template is organized to obtain information efficiently and accurately to aid quality review and decision-making by the Board. The template is a document with text boxes for the applicant to respond to direct questions.

As you complete this proposal, please keep in mind the importance of overall consistency of the package. Prepare your proposal using the template, attachments/forms, and submission process approved by the SCSB. This template is designed to be filled out and submitted **electronically**. Complete the entire proposal package. Incomplete applications will be returned to the applicant. However, extraneous attachments will be removed and not submitted to the State Charter School Board.

1. Submit the proposal package electronically to [Marie.Steffensen@schools.utah.gov](file:///C%3A%5CUsers%5Cmarie.steffensen%5CDownloads%5CMarie.Steffensen%40schools.utah.gov) **and** Jenna.Magnetti@schools.utah.gov.

# Formatting Requirements:

### General

* Times New Roman at 12 point.
* Single spacing with 1” margins.
* Document header on each page must include the school name.
* Text of the application is limited to 10 pages. Anything beyond this will not be considered. (Excluded from the 10-page limit: cover page, required information, and appendices).
* Remove instruction pages 1-5 before submission

### Electronic Submission

* Submit a single PDF file.
* Use the school’s proposed name as the filename.

The State Charter School Board staff may provide technical assistance to the applicant upon request.

# Proposal Sequence

1. Cover page with proposed charter school name.

2. Required information sheet. Provide a complete mailing address for the authorized agent, not just the street address.

3. Application

Section 1: Key Elements

Section 2: Program of Instruction

Section 3: Market Analysis

4. Appendix A: Background Information Sheets

5. Appendix B: Articles of Incorporation

6. Appendix C: Governing board Bylaws

6. Appendix D: Minutes from governing board meetings

# Final Checklist

* Have you checked for grammatical errors and spelling mistakes?
* Have you stated things concisely and without redundancy?
* Have people not involved in writing the proposal been used to make sure that the document is clear and understandable?
* Have you added a document header that states the school’s name?
* Have you used a 12 point Times New Roman font in your document?
* Have you used 1 inch margins?
* Have you refrained from including the application instructions (pages 1-4 and in each section)?
* Have you refrained from using attachments unless requested in the application?
* Does the cover page contain the proposed charter school name?
* Does the proposal follow the correct sequence?
* When saving to pdf format, did you ensure all pictures, tables, and formatting translated well?
* Have you prepared an electronic copy to be emailed to [Marie.Steffensen@schools.utah.gov](file:///%5C%5Cusoe%5CCharterSchools%24%5CMarie%5CInfo%20for%20Website%5CMarie.Steffensen%40schools.utah.gov) and Jenna.Magnetti@schools.utah.gov?
* Did you save the file as the proposed school’s name?
* Did you limit the text of the application (sections 1-3) to 10 pages?

# Required Information Instructions

### Applicant Instructions

*On the final proposal, include a header listing the school’s name. The required information sheet must immediately follow a cover page stating the school’s name. Complete all the required fields. Delete these instructions.*

Notes for Each Item:

1. The name of the proposed charter school is how the school will be known and listed.
2. The name of the applicant should be a Utah non-profit.
3. The authorized agent is authorized to be the primary point of contact for this application. This is who State Charter School Board staff will contact regarding the application.

4-6. This should be the best contact information for the authorized agent.

7. This should be the local school district for which the school intends to reside. If digital, list Statewide.

1. The year is the school year. For example, 2020-21.
2. Enter grades served and check with the resident district of typical grade configurations and mark if your requested grade range matches.
3. Request enrollment for only the first three years of operation. Additional enrollments may be requested for beyond year three via amendment to the charter agreement after demonstrating success and meeting performance standards.
4. If you are seeking special treatment under UCA §[53G-5-301](https://le.utah.gov/xcode/Title53G/Chapter5/53G-5-S301.html?v=C53G-5-S301_2018012420180124) you must demonstrate that you meet the criteria listed in that statute in the Executive Summary in the Application.
5. If you are seeking special priority consideration under UCA §[53G-6-504](https://le.utah.gov/xcode/Title53G/Chapter6/53G-6-S504.html?v=C53G-6-S504_2018012420180124#53G-6-504(7)(b)) you must demonstrate that you meet the criteria listed in that statute in the Executive Summary in the Application.
6. If a waiver is requested, you must demonstrate a compelling need I the Executive Summary and Program of Instruction sections. Typically, schools are not granted waivers without strong reason.

# Required Information

## Charter School Information

1. Name of Proposed Charter School: Click or tap here to enter text.

2. Name of Applicant: Click here to enter text.

3. Authorized Agent: Click here to enter text.

4. Mailing Address: Click here to enter text.

5. Phone Number: Click here to enter text.

6. Email Address: Click here to enter text.

7. New School Location and Location’s School District(s): Click here to enter text.

## Governance Structure

*In this section provide information regarding the governance structure.* *The governing body of a charter school is responsible for the policy decisions of the school*

*Below, list the names and positions of all Board Members (officers, members, directors) of the school, and their positions. List their area of expertise (education, legal, finance, parent) and any other charters in which they have ever had affiliations. Add rows as necessary.*

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| **Name** | **Position** | **Area of Expertise** | **Any Charter Affiliations** |
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## Enrollment

8. Year School will start: Click here to enter text.

9. Grades Served: Click here to enter text.

Does the proposed grade configuration match the resident district grade configuration?

[ ]  Yes

[ ]  No: *Describe the difference.*

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| 10. | **10. 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**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Waivers

11. Is this proposal seeking special treatment under UCA §53G-5-301?

[ ] Yes: *Provide a justification.*

[ ]  No

12. Is this proposal seeking priority consideration under UCA §53G-5-504?

[ ]  Yes: *Provide a justification.*

[ ]  No

*A charter school may apply to the State Board of Education for a waiver of any rule that inhibits or hinders the school from accomplishing its mission or educational goals set out in its charter.*

13. List any waiver requests here (i.e., Rule numbers and titles).

## Signatures

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| WE, THE UNDERSIGNED, do hereby certify that, to the best of our knowledge and belief, the data in this proposal are true and correct. Therefore, this proposal for charter school status and funding is hereby submitted with the full approval and support of the governing body of the proposed charter school. |
| Name of Authorized Agent  |
| Signature of Authorized Agent |
| Name of Charter School Board Chair (if different than Authorized Agent)  |
| Signature of Charter School Board Chair (if different than Authorized Agent) |

# 1. Key Elements

**Applicant Instructions**

*All approved charter schools will sign a charter agreement that is a contract between them and their authorizer. This agreement will not include every detail expressed in a charter application. It will instead, include items listed in the Exhibit A, which is to be representative of what is expressed in the rest of the application. Delete these instructions.*

1a. State the proposed school’s mission.

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1b. State the legislative purpose(s) outlined in UCA 53G-5-104 which this school specifically satisfies.

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1c. Explain how this school will promote the State Charter School Board’s mission and vision.

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1d. List the school’s key elements. The key elements of the Charter School, as set forth in the application, are programs and processes that are defining characteristics and make this school unique.

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1e. Describe the academic goals of this school.

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# 2. Program of Instruction

### Applicant Instructions

*Throughout the answers, cite current research and/or evidence to support your educational program. Delete these instructions.*

2a. Does the school intend to offer any of the following programs:

[ ]  Career education is a focus of the charter school.

[ ]  Distance and/or online education will be offered.

[ ]  A partnership with a four-year college or university to offer early college options will formed.

2b. Briefly present the overall vision for how the school will operate.

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2c. Describe the school’s overarching educational philosophy.

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2d. Provide a description of the intended educational program that includes methods of instruction and either sample curriculum choices or a description of how curriculum will be selected/developed.

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2e. Provide a description of how the Utah Core Standards will be taught and assessed in the school.

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2f. Explain how the school will meet the needs of all students, including special education students, advanced students, students with disabilities, educationally disadvantaged students, and the like.

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 2g. If any grades 9-12 will be served, explain the proposed graduation requirements.

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2h. If any boxes were checked in 2a, please elaborate.

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# 3. Market Analysis

**Applicant Instructions**

*Statements in this section need to be supported by relevant, accurate, and timely data. All data must be appropriately cited. Any letters of support should be included in this section. Delete these instructions.*

3a. State the school’s intended location. Be as specific as possible. If the exact location is unknown, describe the characteristics of the areas the school will be seeking and how the governing board will find and acquire the location.

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3b. Justify why this school’s educational program is needed in the selected location.

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3c. Provide the demographic information for the selected location.

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3d. Explain in detail how the proposed mission, vision, and program of instruction align with the educational needs of the population described in 3c.

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3e. Provide the characteristics of the proposed charter school that sets it apart from other schools in target location.

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# Appendix A: Background Information Sheet

*Provide the following information on each startup board member and any individuals responsible for the day-to-day operation of the school who have already been identified. Complete this form, do not include a resume. This page may be copied as many times as necessary. Delete these instructions.*

Name: Click or tap here to enter text.

Role: Click or tap here to enter text.

**Statement of Intent:** Using as much space as necessary, provide a personal statement regarding your role on the governing board (or as administration), expertise you bring to the board (or administration), and commitment to this application as it has been written.

**Not-for-Profit History:** Using as much space as necessary, provide your nonprofit history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the operation and management of a charter school, nonprofit corporation, governing board experience, and background in group organization.

**Employment History:** Using as much space as necessary, provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as they relate to the development of academic programs, operations of a school or a small business, and background in financial management. Also include any for-profit or financial dealings with charter schools.

**Education History:** Using as much space as necessary, provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

WITH THE SIGNATURE BELOW, PERMISSION IS HEREBY GRANTED TO THE UTAH STATE CHARTER SCHOOL BOARD TO VERIFY ANY INFORMATION PROVIDED. I AFFIRM THAT THE INFORMATION PRESENTED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

 **Applicant’s Signature**

# Appendix B: Articles of Incorporation

Articles of Incorporation must include language stating that neither the charter school authorizer nor the state, including an agency of the state, is liable for the debts or financial obligations of the charter school or persons or entities that operate the charter school. Articles of Incorporation should also include necessary language should the governing board decide to (1) apply for 501(c)(3) status with the IRS or (2) take on debt on behalf of the corporation. However, schools do not need to apply for 501(c)(3), but can incorporate as a Utah nonprofit.

# Appendix C: Governing Board Bylaws

Bylaws are the rules and procedures for how nonprofit corporations operate and are governed. Although there are no set criteria for bylaw content, they typically set forth internal rules and procedures, including such issues as: (1) the existence and responsibilities of officers; (2) the size of the board and the manner and term of their election; (3) removal of board members; (4) how and when board meetings will be held, (5) who may call meetings; (6) how the board will function; and (7) an obligation to act in accordance with the Utah Open and Public Meetings Act. Limited Liability Corporation bylaws typically do not cover the elements required of a public school.

# Appendix D: Minutes from Governing Board meetings

Provide the minutes from the governing board meeting where which the Bylaws and Articles of Incorporation were approved.