 State Charter School Board

 Expansion Application

250 East 500 South, P.O. 144200, Salt Lake City, UT 84042 (801) 538-7720

[www.UtahSCSB.org](http://www.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.”

# Submission

Due **July 1** for the next upcoming school year (e.g. July 1, 2016 for the 2017-2018 school year).

Upload into the Applications Folder in the Documents Section of the Utah Charter Access Point (UCAP) system no later than **5:00 pm MST**.

Expansion requests requiring significant facilities modification and a USBE project number, may be submitted early (November 1) to be heard at the January SCSB meeting.

# Staff Eligibility Review

After receipt, SCSB staff confirms eligibility, to include academic performance and operational compliance. Staff determines whether the existing school meets the SCSB’s Eligibility Criteria and Financial Performance Expectations. The applicant is notified if eligible to expand and whether additional information will need to be submitted. Operational compliance will be confirmed throughout the review period.

# State Charter School Board Consideration

At the August SCSB meeting, board members will consider the Expansion request. Schools will have opportunity to answer questions.

# Application Instructions

The Expansion Application template is a Microsoft Word document with checkboxes and text boxes for the applicant to respond to questions. Prepare your application package using the template, attachments/forms, and submission process approved by the Board. This template is designed to be completed and submitted electronically. Incomplete applications will be returned to the applicant.

**Submit the application package electronically through the UCAP system.**

# Formatting Requirements:

* Only PDF file types will be accepted.
* 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.**
* The application calls for certain official documents to be scanned. 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**

# Applicant Assurances

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

*The Board Chair must sign the following agreement prior to submitting the application package.*

*Should the agreement be signed by someone other than the current Board Chair, the application package will be deemed Administratively Incomplete.*

School Name: \_TYPE SCHOOL NAME HERE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Applicant certifies all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the Expansion Application process or revocation after award.

The Applicant understands that applications must be uploaded into the UCAP system no later than 5 pm MST on 1 July for the next school year and that late/incomplete applications will not be considered.

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

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 follows such.

The Applicant acknowledges that the charter school meets the eligibility requirements listed on the SCSB webpage and that there are no student health, safety, or welfare issues.

The Applicant acknowledges that the prior three years of academic data will be provided to the SCSB for its consideration of the application. Additionally, the academic data of other schools will be considered.

The Applicant acknowledges that prior to inclusion on the agenda, the SCSB recommends charter school governing boards schedule an appointment with SCSB staff to discuss the Expansion Application and provide clarification to any questions.

The Applicant acknowledges the entire Expansion Application must be received by the school district in which the school is located prior to submission the State Charter School Board.

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Name of Board Chair Signature of Board Chair /Date

(please print)

# School Entity Information

Name of School: Click here to enter text.

Name of School Administrator: Click here to enter text.

Local School District: Click here to enter text.

To whom and when this application submitted to the local district: Click here to enter text.

*Below, list the names and positions of all current Board Members (officers, members, directors, partners), 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** |
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**Required Exhibits**:

* Minutes of the board meeting authorizing application for expansion.

**Population and Enrollment**

[ ]  By checking this box, I understand and agree that the enrollment policies must be consistent with state law and Board rule, and that increased enrollment of students cannot begin until the Expansion Application is approved.

Grade Levels to be Served: Click here to enter text.

Projected Maximum Enrollment: Click here to enter text.

Note: When completing the table, be sure to indicate the school year in the box labeled SY. Schools are listed as SY with the two-digit year for the end of the year. For example: SY20 is the 2019-2020 school year. Start with the year you wish to begin the expansion. Please do not leave any boxes blank. If you do not plan to include a grade place a 0 in the box.

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

*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.*

1. Describe the population of the 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.

2. Compare the description in question one (1) to the local school district of the sponsoring school.

3. Describe the market analysis that supports the successful enrollment of the projected student count from the target population. Include current wit list numbers as well as what makes this school unique or needed.

4. Describe the enrollment practices, processes, and policies of the school.

5. Describe the enrollment timeframe that will be implemented and shared with the public.

**Facilities**

Does this expansion of student enrollment require a new facility or a significant structural change to an existing facility?

[ ]  Yes (Complete Section A)

[ ]  No (Skip Section A)

## Section A: Facilities Plan for Expansion

*Attach the following information regarding the new facility or structural change.*

A-1. Attach renderings or describe the facility size and layout suitable for implementing the Educational Plan. If renderings are not available, provide the date when the documents will be submitted to SCSB staff.

A-2. Describe the timeline for completion of the facility by the start date.

A-3. Describe the financing requirements needed for this facility project. As required by statute, submit all contracts to SCSB prior to entering into any facility contracts.

**Educational Plan**

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

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

1. Provide a description of philosophical approach to improving pupil achievement used.

2. Describe the program of instruction used, including methods of instruction and curriculum for the core academic content areas, which supports the school’s philosophy and aligns to Utah Core Standards.

3. Describe how the school provides, as required by state and federal law, special education and related services.

4. If the school serves or intends to expand 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.

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 its goals, describe the governing board’s corrective action plan.

**Required Exhibit**:

* RDA scoring letters and Annual Performance Review letters for Special Education.

**Business Plan**

A school that does not meet all four of the financial indicators on the CSPS Accountability Framework does not meet the SCSB’s expectations and must submit additional information as part of its application.

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

* At least 30 days unrestricted days cash on hand
* Debt to asset ratio of ≤1
* Current ratio of ≥1 with a positive trend
* No material audit findings

[ ]  Yes

[ ]  No

**If answer is no,** in a detailed, yet concise response, address each Financial Performance indicator in which the school did not meet.