Utah State Charter School Board

Small Expansion Procedure

It is the intent of the State Charter School Board (SCSB) to establish processes to meet the duties and obligations that have been placed on it as an authorizer pursuant to §53G-5-101 *et seq*. and to address such other matters that are deemed necessary to promote the purposes of the charter schools that it has authorized.

The Utah State Board of Education (USBE) rule for Charter School Small Expansion Requests can be found in R277-552-6. The procedures of the SCSB are in alignment with this USBE rule.

A charter school authorized by the SCSB may apply for a small expansion by submitting a Small Expansion Application in accordance with the timeline established by the SCSB, which allows the Small Expansion Application to be received for review at either the August or January meeting of the SCSB. SCSB Staff will determine the due date annually and will publish the due date and application on the SCSB's website.

The application shall include:

1. Confirmation that the request meets the small expansion definition found in R277-550 and R277-552, which is that the request:
   (a) Is for 50-100 students;
   (b) Would not necessitate a significant renovation; and
   (c) Is for no more than one additional grade.
2. Explanation from the charter school of justified need, as allowed by R277-552-6(4).
3. Signatures from the school's governing board chair and director, as allowed by R277-552-6(4).

SCSB staff will screen the application to ensure that it meets these application requirements. While all applications that meet the requirements will be reviewed by the SCSB, staff will provide a notation if any of the following conditions exist:

1. A determination by any USBE department of:
   a. Ongoing remediation
   b. Corrective action plan (CAP)
   c. State turnaround
   d. System of support
   e. Comprehensive support and improvement (CSI)
2. A determination by the SCSB of warning or probation status.

Adopted:
Reviewed and Amended:
Proposed Amendments: