

AMENDMENT REQUEST

Utah State Charter School Board

Charter schools are public schools governed by independent boards and held accountable to a legally binding written contractual agreement with their chartering entity. The Utah State Charter School Board (SCSB) is a statutory chartering entity charged with authorizing, monitoring, evaluating, and holding accountable charter schools to compliance with federal and state laws, rules, and regulations, and their contractual agreement. If a time comes when a charter school governing board requires a change to its charter, then the contractual agreement may be modified by mutual agreement of the chartering entity and the governing body of the school.

Amendment requests, including all required attachments and supporting documentation, are due electronically no later than three weeks prior to the upcoming State Charter School Board meeting. A schedule of State Charter School Board meetings can be found at <http://schools.utah.gov/charterschools/State-Charter-School-Board.aspx>. Incomplete requests will not be considered.

Prior to inclusion on the agenda, the State Charter School Board recommends charter school governing boards schedule an appointment with Charter School Section staff to discuss the request and provide clarification to any staff questions. Appointments can be scheduled by emailing marlies.burns@schools.utah.gov

1. Charter School American Preparatory Academy
Website www.americanprep.org
Board Chair Bradley Findlay Email bradley.findlay@med.ge.com
School Administrator Carolyn Sharette Email csharette@apamail.org

2. The charter school is located in which school district? Canyons and Granite School Districts

3. Name(s) and title(s) of district personnel to whom you provided a copy of your entire amendment request, as well as the date of contact.

Submitted to Dr. Jim Briscoe, Superintendent (person) who works at Canyons School District on 10/29/14 (date).

Submitted to Dr. Martin W. Bates, Superintendent (person) who works at Granite School District on 10/30/14 (date).

Submitted to Rick Nielson, Superintendent (person) who works at Nebo School District on 10/31/14 (date).

4. Duly elected or appointed governing board members of the school, with titles.

Bradley Findlay, chair
Clay Hatch
Stacy McNeill

Jason Mecham
Chris Diener

5. School mission and purpose(s) (limited to one page):

American Preparatory Academy's Mission and Purpose

Student academic achievement is the primary goal of American Preparatory Academy. We believe that only when students master fundamentals and are fluent in the basic foundational knowledge of the major disciplines can they move on to effectively express their knowledge and master higher-level skills.

Therefore, the foundation of our instruction focuses on mastery of fundamentals. We define mastery as the ability to demonstrate knowledge and skills repeatedly and accurately. This requires repeated instruction in the subject matter, increasing degree of challenge and considerable practice. As our students master the fundamentals, our instruction focuses on sequential building of conceptual knowledge and promoting independent expression of knowledge. APA students demonstrate individual internalization of conceptual knowledge through extensive written work and verbal presentation. This focus on repetitive, sequential knowledge acquisition, combined with extensive expression of understanding, prepare APA students for advanced study at high school and collegiate levels.

These levels of instruction and knowledge attainment follow the classical education model of the Trivium – grammar, logic and rhetoric. American Preparatory Academy respects this well-founded, proven educational model and uses it in selecting and implementing the school's curriculum.

In order to establish an excellent institution and a loving, positive atmosphere at American Prep, we must build a foundation of virtuous character in our students and ourselves. We also believe that mental training goes hand-in-hand with the formation of a good character. We have firmly planted these ideals into our institution through a district-wide "Builders" theme and Ambassadors Program. All staff, parents, and students work together to "build" our great school on these four principles: Expectations, Effort, Enthusiasm, and Excellence.

6. Requested amendment to charter (check all that apply). Provide requested details and supporting documentation in Attachment 1. If the request requires a budget, include it as Attachment 2. If the governing board has developed a corrective action plan, include it as Attachment 3.

Requires Utah State Board of Education (USBE) Approval (2 months)

_____ **Change to school mission or purpose(s).** Include a redline version showing new additions and ~~removed language~~ in school mission and/or purpose(s). Describe the process the governing board followed when making this decision, as well as why a change to mission and/or purpose(s) is necessary for the governing board to meet the terms and conditions in its contractual agreement.

_____ **Waiver from Board Rule** _____ (include rule number and title). Describe why the waiver is necessary to meet the mission of the school and help the governing board meet the terms and conditions in its contractual agreement.

_____ **Expansion of student enrollment.** Indicate the number of students in grade K, 1 – 6, 7 – 8, and 9 – 12 being requested. Describe whether or not this expansion of student enrollment will require a new facility or a significant structural change to an existing facility (i.e., requires a USOE facility project number)? If so, provide a detailed facility plan (e.g., floor plans, date when the documents pertaining to the financing of the facility project will be submitted to USOE for advice, date when the necessary pre-construction documents will be submitted to

USOE for a project number, date the facility project will be completed, etc.). Also provide a copy of the projected budget for all years where student growth is planned.

_____ **Expansion of grade levels served, if requested grades will include students in different weighted pupil unit grade level category.** Indicate the new grade levels being requested. Describe whether or not this expansion of grades served will require a new facility or a significant structural change to an existing facility (i.e., requires a USOE facility project number)? If so, provide a detailed facility plan (e.g., floor plans, date when the documents pertaining to the financing of the facility project will be submitted to USOE for advice, date when the necessary pre-construction documents will be submitted to USOE for a project number, date the facility project will be completed, etc.). Also provide a copy of the projected budget for all years where grade level expansion is planned.

New grades requested – check all that apply (duplicate information for all school years that new grades are requested)

SY _____ Grade K: _____ Grades 7 – 8: _____
Grades 1-6: _____ Grades 9-12: _____

_____ **Revolving Loan.** If school is recommended by the Charter School Revolving Account Committee for a loan, then the recommendation requires both SCSB and USBE approval. Loan documentation to the SCSB and USBE will be provided by Charter School Section staff. No additional documentation is required.

Requires State Charter School Board Approval with discussion at meeting (1 month)

_____ **Change to educational program or methods of instruction.** Provide supporting documentation of new, evidence-based choice, as well as anticipated improvement in student performance.

_____ **Relocating to a new school district (operational school) or municipality (planning school).** Operational schools must provide evidence supporting the decision to move, including the projected impact on enrollment. Planning schools must provide a detailed market analysis of newly proposed location, including corresponding capital facility plan and revised budget for the planning year and first three operational years.

X **Matriculation agreement.** Describe the purpose for the matriculation agreement and provide a copy of the school's proposed matriculation agreement signed by all participating charter school(s). **(See Attachment A)**

Requires State Charter School Board Approval via consent calendar (1 month)

_____ **Change to contractual agreement performance measures.** Include a redline version showing new additions and ~~removed language~~ in contractual agreement performance measures and provide supporting documentation for the requested change.

_____ **Postponement of opening year.** Describe the reason for postponing the school's opening year. Provide a copy of the revised budget for the planning year and first three operational years. Include additional supporting documentation as necessary.

_____ **Change to Bylaws specific to number of board members or board member election / appointment process.** Include a redline version showing new additions and ~~removed language~~ in Bylaws.

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Annual Reporting	The Governing Board shall submit such reports as required by state law and the Board (Section 7, p. 4).	Timely reporting of all annual reports as required by state law and the Board.	75% ?	62.5%
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8. Additional information you would like the SCSB to consider:



Governing Board Chair Signature

10-21-2014
Date



Charter School Principal/Director

10-21-2014
Date

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1. Charter School Liberty Academy

Website www.americanprep.org

Board Chair Dee Henderson Email dee.henderson2@gmail.com

School Administrator Carolyn Sharette Email csharette@apamail.org

2. The charter school is located in which school district? Nebo School District

3. Name(s) and title(s) of district personnel to whom you provided a copy of your entire amendment request, as well as the date of contact.

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4. Duly elected or appointed governing board members of the school, with titles.

Dee Henderson, president
David Rumfield, treasurer
Greg Huff, secretary
LeMira Wheelwright, parent coordinator

5. School mission and purpose(s) (limited to one page):

-The mission of Liberty Academy is to develop intellectual rigor through providing relevant, balanced and challenging curriculum and instruction, while cultivating honor and compassion through inquiry and reflection into the ethical and moral values that are the heritage of our free society.

-To provide an educational environment that is small enough to support personalized and individualized instruction.

-To support the role of parents in the education of the children through providing an excellent educational environment and to accommodate siblings to encourage learning within families through our school.

-To be a diverse student body and welcoming students from every ethnic, religious and socio-economic background who seek an optimal educational experience.

-To provide multiple learning opportunities for students with varying levels of interests and expertise.

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Requires State Charter School Board Approval with discussion at meeting (1 month)

_____ **Change to educational program or methods of instruction.** Provide supporting documentation of new, evidence-based choice, as well as anticipated improvement in student performance

- Attachment 1A: Proposed Changes to Liberty Academy's 2006 Approved Charter

_____ **Relocating to a new school district (operational school) or municipality (planning school).** Operational schools must provide evidence supporting the decision to move, including the projected impact on enrollment. Planning schools must provide a detailed market analysis of newly proposed location, including corresponding capital facility plan and revised budget for the planning year and first three operational years.

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Requires State Charter School Board Approval via consent calendar (1 month)

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- Attachment 1B: Proposed Changes to Liberty Academy's Effectiveness Goals

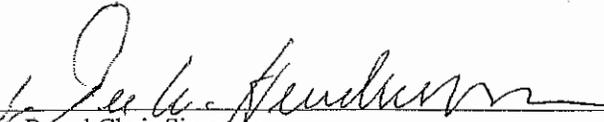
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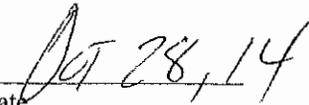
Requires Executive Director approval (up to 1 month)

State Charter School Board
Amendment Request

8. Additional information you would like the SCSB to consider



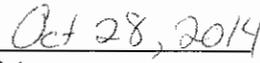
Governing Board Chair Signature



Date



Charter School Principal/Director



Date

Attachment A: Matriculation Agreement

THIS Agreement is entered to between American Preparatory Academy and Liberty Academy on the 21st day of October, 2014 and was approved by the State Charter School Board on the _____ day of _____, 2014.

1. **PURPOSE** This Agreement creates the structure for Liberty Academy students to matriculate into American Preparatory Academy's student body, and also for American Preparatory Academy students to matriculate into Liberty Academy's student body. Both schools have similar charters, instructional methods and curricula. Liberty Academy and the American Preparatory Academy schools are managed by American Preparatory Schools, have like-minded families, similarly trained teachers, high expectations, rigorous academics, and common behavior models.

EFFECTIVE DATE AND TERM. This Agreement becomes effective immediately after it has been approved by both schools' Governing Boards and the Utah State Charter School Board. This agreement will apply to the students attending in the 2014-15 school year and will continue until either or both parties reconsider. Mutually agreed upon changes will not be presented to the State Charter School Board unless or until requested by either party. Governing Boards may independently revoke the matriculation agreement from September to December, effective the following school year.

COMPLIANCE WITH LAW. The parties comply with the requirements of state and federal law and regulations relating to this Agreement.

MATRICULATION. Beginning at the date of approval by the State Charter School Board, Liberty Academy and American Preparatory Academy will allow students to enroll for the next school year. Once enrolled, a student need not enter the lottery to attend Liberty Academy or American Preparatory Academy for the following year.

A. During the enrollment period, priority will be given to currently enrolled students, students of staff members, students of school founders, and siblings of current students as allowed under statute and according to current enrollment priorities in the respective charters. Students matriculating between American Preparatory Academy campuses and between American Preparatory Academy and Liberty campuses will receive the next priority.

B. Students wishing to matriculate must meet the following criteria:

- i. Have attended an American Preparatory or Liberty Academy charter school at least one full year.
- ii. Maintained grades at or above a "C" in all core classes.
- iii. Met IEP goals (if applicable).
- iv. Be recommended by at least one current teacher and one administrator.
- v. Have fewer than 8 tardies during any quarter and fewer than 9 absences during the year preceding the matriculation request.

2. **COOPERATION.** The parties to this agreement shall cooperate with one another in good faith to fulfill the terms of this agreement.

3. **ENTIRE AGREEMENT.** This agreement represents the entire understanding and agreement of the parties. Reasonable administrative timelines and procedures will be mutually decided by directors of both parties.

4. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

DATED this 21 day of October, 2014

LIBERTY ACADEMY


By: Dee Hendricks, Chair
Liberty Governing Board

-and-

AMERICAN PREPARATORY ACADEMY


By: Bradley Findlay, Chair
Utah Charter Academies Governing Board