

Form - Application/Cover Sheet

UTAH STATE BOARD OF EDUCATION

Waiver of Administrative Rule

UAC R277-121 allows an LEA to request a waiver from a Board rule. This cover sheet should be used as a checklist in preparation of necessary materials and supporting documents.

1. LEA: **Cambridge Preparatory Academy**
2. SCHOOL(S): **Cambridge Preparatory Academy**
3. RULE REQUESTING TO BE WAIVED: **r277-552, -2, and -3**
4. REASONING/JUSTIFICATION FOR REQUESTED WAIVER:

CPA is a newly approved charter school, authorized by the State Charter School Board on January 8, 2026, with a unanimous vote of 7-0. Further, on January 15, 2026, the Board of Directors submitted a formal request to the SCSB to waive necessary provisions to r277-552, to allow CPA to open a year early, thus August of 2026. This waiver request was heard by the SCSB on February 12 and received a unanimous 7-0 vote in support.

Specifically, CPA is seeking waiver to three rules found within r277-552, as cited above. These Rules pertain to the requirement of the SCSB to notify the State Board of a new charter prior to October 1 of the full year prior to opening. This waiver request would address the opening timeline, as well, receiving start-up funds.

In addition to seeking a waiver to open a year early, and to receive start-up funds corresponding with an early opening, CPA is seeking this waiver to go to the full State Board, main agenda.

Respectfully, Cambridge Preparatory Academy has been engaged in opening a charter school for a period of more than five years. The Board is very mature, highly committed and prepared to open August of 2026. The typical concerns with allowing a charter school to open early include leadership, staffing, students, curriculum and facilities. CPA has worked bolding to address each of these areas.

Currently, the CPA board of directors, working with their chosen EMO has identified numerous candidates for school leaders, as well as a large pool of teacher applicants. The challenge is that without approval to open August of 2026, they are not comfortable finalizing hiring without a certain date of opening. Granted a waiver they can immediately move into final interviews and hiring.

The CPA Board of Directors has been engaged in an aggressive marketing campaign for the target community since the end of July 2025. This includes social media presence as well as no less than seven open houses. Currently almost 600 families are on an interest list with over 1,100 possible students. As soon as a waiver to open August 2026 is approved, we can aggressively move to registration. An enrollment cap of 450 students, grades K-8 has been set. Successfully

registering 35% of these students' places CPA at near capacity, and it remains effective in March. Meaning we have five additional months to continue marketing towards full enrollment. We are very prepared to open August of 2026.

Working with our selected EMO, we have access to a highly mature, proven curriculum, and all related supports. This curriculum is consistent with the vision and model that was approved by the SCSB and allows CPA to move right into teachers preparing classrooms. This includes all aspects of the "curriculum" to include MTSS, use of data, and professional development.

Finally, one of the most significant challenges for any new charter school is that of facilities. We are waiting for approval of our waiver request to open August 2026 to know if we will sign an agreement for August of 2026, or August of 2027. The point is that we have a building that was previously occupied by a charter school. It meets all the needs of CPA, and fits within our budget. We simply need this waiver request to move forward with the selected facility for August of 2026, not 2027.

Additionally, we are requesting that this waiver be placed on the March 12, 2026, State Board main agenda. We realize that the normal process is to be heard within Law & Licensing on March 13, with the recommendation heard on the State Board main agenda at the April meeting. We simply do not want to lose an additional month of engagement. We are very respectful of the process and by seeking the main agenda on March 12, 2026, CPA will have an additional month of time towards opening.

5. CHOOSE ONE:

- THIS IS A NEW WAIVER
- THIS IS A REQUEST TO RENEW AN EXISTING WAIVER
- DATE WAIVER WAS FIRST GRANTED _____

6. ATTACH DATA TO SUPPORT THE REQUEST WHICH SHOULD INCLUDE: **Not Applicable**

- STUDENT ACHIEVEMENT DATA
- COMMUNITY, STAFF, OR STUDENT SURVEY DATA
- STUDENT ENROLLMENT DATA
- FOR RENEWALS: DOCUMENTATION THAT OUTLINES HOW THE WAIVER WAS UTILIZED

7. ATTACH VERIFICATION OF THE FOLLOWING (AS APPLICABLE TO THE TYPE OF LEA)

- LEA GOVERNING BOARD VOTE APPROVING REQUEST FOR WAIVER IN OPEN MEETING

- RECOMMENDATION FROM THE BOARD OF THE SCHOOL'S AUTHORIZER (CHARTER SCHOOLS)

8. ATTACH PROOF / CERTIFICATION OF COMPLIANCE WITH THE FOLLOWING:

Under R277-121-2(6) You must hold at least two open and public meetings, held separately from regular board meetings, to engage with stakeholders regarding the waiver request. At least one of the meetings shall be held BEFORE a vote is taken to apply for the waiver, during which the LEA or public school shall: (A) explain the rationale for seeking the waiver; and (B) listen to stakeholder concerns; and (ii) At least one of the meetings shall be held after the decision to apply for the waiver but before the submission of the application, during which the LEA or public school shall: (A) explain the waiver process; and (B) describe plans to address stakeholder concerns.

Please note that the two meetings described in this section may be held electronically.

[**TIMELINE:** First, the LEA must hold a public meeting to discuss the waiver, explain the rationale, and listen to stakeholder concerns. Then, the LEA Board can vote to approve the request for a waiver in an open meeting. Third, the LEA must hold a second public meeting to explain the waiver process and describe plans to address stakeholder concerns. Finally, the LEA can submit the waiver application to USBE, through the AAG]

NOTE: CPA has voted to approve the waiver in a public meeting, though we have not enrolled families to hold open meetings to present. Once our waiver is approved we will have parents.

9. An LEA or public school applying for a waiver shall submit the waiver or waiver renewal, as described in Subsection R277-121-4(1), for the 4-day school week to the Board by April 10 of the school year prior to the proposed change. It is before April 10 of the year the waiver is planned to go into affect?

Yes

No

Not Applicable

As you already identified, you must receive approval of your Charter Authorizer as well as your school's governing board. The approvals must take place by a vote of each board in an open meeting. You can attach a copy of the meeting minutes or a letter from the governing board leadership/chair. When the request is presented to USBE, the Board members will be especially interested in why you want the waiver, how it impacts students, and your school's overall student achievement. I will provide the required Agreement once you have provided all of the other required information.

When you have collected the required information, please email it to me. I will then request that the matter be placed on the USBE Law and Licensing Committee Agenda. This meeting is held once a month on the day following the USBE monthly meeting. The Committee will review the request, and if approved, it will be placed on the following month's USBE Meeting Agenda for consideration by the full Board.



CAMBRIDGE PREPARATORY ACADEMY

Agenda of a Governing Board Meeting of Cambridge Preparatory Academy

I. Board Meeting **MINUTES** Call to order by Chairman Lockhart at 10:04AM

- a. **Held virtually via Zoom @<https://us02web.zoom.us/j/82703427569>**
- b. **Dial-in: 2532158782,,82703427569#**
(Cut and paste those numbers above into your cell phone, press send)
- c. **Zoom Code: 827 0342 7569**
- d. **Held on Friday, Feb 20, 2026 at 10:00 AM (MST)**

II. ROLL CALL

- a. **Chairman Stan Lockhart, Vice Chair Laura Warburton, Treasurer Richard Holt, Secretary Jared Rhodes, Sally Burningham, Robert Bishop, Denise Bonnett**
Chairman STan Lockhart, Vice Chair Laura Warburton, Secretary Jared Rhodes, Sally Burningham and Denise Bonnett in attendance. Member Rob Bishop joined at 10:07AM
Guests: Matt Throckmorton, Joe Dahle, Sara Scatena, Mitch Schwab, Jordan Way, Cristina Schubert, Tina Letchworth, Michael Way

IV. CONSENT ITEMS

- a. **Approval of February 12, 2026, Board Minutes [LINK](#)**

Motion to approve by Laura Warburton, seconded by Jared Rhodes 5-0-2

V. ACTION ITEMS (Items for Consideration, Discussion, Direction, and Possible Action)

- a. **Discussion, action and timeframe regarding an EMO Proposal** Mitch Schwab explains the RFP submission and the contract for services. He also references the list of services provided by C1, which is reflects the RFP and is included as attachments to the C1 Proposal. The two major changes relative to the prior agreement are enhanced



indemnifications for both CPA and C1, and scaling the fee. Thus, great legal protections for CPA and C1 and slightly lowered fees.

Stan noted that SCSB Member Biesing has raised budget ratios (eg 60% personnel, 20% facility, 20% operations), and Stan wants to make sure that the contract for services keeps CPA within those ratios. Matt explained in some detail how it in fact does, since costs incurred by a stand-alone charter are handled by C1 within the fee, meaning these costs are incurred whether with an EMO or stand-alone, though by working with C1 they get specialization and expertise for almost the same dollar of cost. Jordan Way explains in greater detail how this is the case. It is noted that C1 is the first to contribute dollars to the success of CPA and the last to be paid.

Stan then asked regarding legal insurance. Mitch explains that he has spoke with Rodney Richins, who is over fiscal matters for C1, and they are already working on a Board & Officers insurance policy for CPA Board members. Matt explained how the CPA is protected three ways: IRS Code, Utah NonProfit statute, and then this insurance policy. No further questions were asked.

Motion to accept C1 Proposal by Laura Warburton, seconded by Denise Bonnett. 6-0-1.

Motion to approve C1 Contract by Laura Warburton, seconded by Sally Burningham. 6-0-1

- b. Discussion and review of draft policies** [LINK](#) Matt and Tina explain the process of reviewing policies. For the CSP grant ‘draft policies’ are required, thus they are not required to be approved. The SCSB has a timeline of activities, and we must have policies approved by May. This means we will schedule a read-through to answer questions, edits. Etc. No motion is required today.
- c. Certificate of Corporation** [LINK](#) and CIPA Mitch Schwab explains that the Cert of Corporation is required to open a bank account and begin financial activities relative to opening. Stan asked about fraud prevention and policies to ensure proper management of all funds. We want to ensure we are following Best Practices. Jordan Way explained that C1 has a full set of policies that are well vetted and follow best practices. Matt noted that once there is money actually engaged, the Board will begin receiving monthly updates on all finances. This will be a new section to the Board agenda. **Motion** to approve by Laura Warburton, seconded by Denise Bonnett. 6-0-1.
CIPA was presented by Joe Dahle. This policy is required by the Federal E-Rate program, which is money used to provide internet technology for public schools. In short, the policy ensures that CPA will protect students as they use the internet. This includes from bullying, hacking and inappropriate use. **Motion** to approve CIPA Policy by Laura Warburton, seconded by Denise Bonnett. 6-0-1
- d. Submission of Waiver to State School Board** Matt explains that he spoke with Deputy State Superintendent Scott Jones regarding a waiver. The bigger question of the waiver was being able to have it voted on at the March meeting of the State Board of Education,



not requiring two meetings, which would see CPA scheduled with the Law & Licensing Committee in March, and the full State Board in April. Matt explained how prepared CPA is to open and they want to avoid a month delay. He further explained what is required to submit the waiver, and that Superintendent Jones would discuss getting CPA on the March Agenda for the full Board, to expedite the process. Matt explained the actual process, showing the CPA the waiver request, as well the letter of support for the waiver request signed by SCSB Chair Stephanie Spiecher. **Motion** to approve seeking a waiver before the State Board to open August 2026 by Denise Bonnett, seconded by Laura Warburton. 6-0-1

- e. **Review of CSP Grant Progress (Jared) - Budget review** Jared walked the CPA Board through the CSP budget and grant. He was supported by Tina Letchworth in explaining details, to include some final adjustments to the budget to reflect possible allowed facility related expenses. The Board discussed allowable expenses. A **motion** was made to accept the CSP Grant application as presented by Project Manager and Board member Jared Rhodes, granting him authority to make any final edits required of submission. Seconded by Laura Warburton. 6-0-1.

The CSP Grant is due March 4. The UAPCS staff, led by Shannon Greer have kindly offered to read the grant and make recommendations prior to submission. Cristina Schubert plans to have a reviewable document by Sunday for Shannon to review.

Matt explains that Mitch Schwab will send out signatures for the EMO Service Contract.

VII. **ADJOURNMENT (No motion or vote required.)** by Chairman Lockhart at 10:47AM

Next regular meeting March 3



Chair Stephanie Speicher
Utah State Charter School Board
10008 South Creek Run Way
Sandy, UT 84070
February 13, 2026

Chair Matt Hymas
Utah State Board of Education
250 E. 500 S.
Salt Lake City, UT 84111

Dear Members of the Utah State Board of Education,

On February 12, 2026, the State Charter School Board (SCSB) reviewed a request from Cambridge Preparatory Academy (CPA) seeking a waiver from the requirements of Utah Administrative Rule R277-552, *Charter School Timelines and Approval Processes*.

CPA was initially approved at the January 8, 2026, meeting of the SCSB to commence operations in the 2027–2028 school year (FY28), with an anticipated opening in August 2027. The school has since requested a waiver to revise its approved opening timeline to the 2026–2027 school year (FY27), with an opening in August 2026. While this request reflects a notably accelerated timeline, CPA has demonstrated confidence in its readiness and its capacity to address the challenges associated with an expedited opening.

Upon consideration of the information presented, the SCSB respectfully submits its recommendation that the Utah State Board of Education approve the requested waiver, thereby authorizing CPA to advance its approved opening timeline by one year and commence operations in the fall of 2026. This recommendation was approved by a unanimous vote of the SCSB.

We appreciate your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephanie Speicher". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Stephanie Speicher