

LAKE MOUNTAIN SCHOOL DISTRICT

NEW CHARTER SCHOOL APPLICATION

Table of Contents

New Charter School Application Introduction	2
STEP 1: Charter School Proposal	4
STEP 2: Proposal Interview (Invited)	7
STEP 3: Full Application (Invited)	8
STEP 4: Capacity Interview – Application Strengths and Needs Meeting (Invited)	21
STEP 5: Charter Authorization Decision	22
STEP 6: Charter Agreement Review and Signatures	23
APPENDIX A - Article of Incorporation	24
APPENDIX B – Governing Board Bylaws	24
APPENDIX C – Minutes from Governing Board Meetings	24
APPENDIX D –Board Members Background Information Sheets	24
APPENDIX E – Executed Contracts or MOUs (if applicable)	25
APPENDIX F – List of Waiver Requests (if applicable)	26
APPENDIX G – Start Up Implementation Grant Application (if applicable)	26
APPENDIX H – Conversion to Charter Status (if applicable)	27

LAKE MOUNTAIN SCHOOL DISTRICT

NEW CHARTER SCHOOL APPLICATION

INTRODUCTION

The Lake Mountain Board of Education, in alignment with Utah Code 53G-5-205, will accept applications for charter school authorization, based on completion and approval of all required tasks and requirements. The rigorous authorizing system is consistent with Utah Code and Utah State Board of Education (USBE) Administrative Rules. The goal is to produce increased learning proficiency in K-12 students through innovative charter schools which focus on attaining the highest levels of student learning.

Lake Mountain Board of Education is willing to engage in the application process for new charter schools that meet the following criteria:

- Charter School within the Lake Mountain School District Boundaries

The six required steps in the approval process are:

Step 1 - Proposal - Paper Review*

Step 2 - Proposal Interview (Invited)

Step 3 - Full Application Review (invited)

Step 4 - Capacity Interview – Application Strengths and Needs Meeting (Invited)

Step 5 - Charter Authorization Decision

Step 6 - Charter Agreement Signed

**Applicants are also required to participate in a new school orientation before submitting proposal.*

It is important that all charter school applicants have a clear understanding of the intent of charter schools in Utah, as indicated in Utah state law (53G-5-104). The purposes listed in the law are:

- (1) continue to improve student learning;
- (2) encourage the use of different and innovative teaching methods;
- (3) create new professional opportunities for educators that will allow them to actively participate in designing and implementing the learning program at the school;
- (4) increase choice of learning opportunities for students;
- (5) establish new models of public schools and a new form of accountability for schools that emphasizes the measurement of learning outcomes and the creation of innovative measurement tools;
- (6) provide opportunities for greater parental involvement in management decisions at the school level; and

(7) expand public school choice in areas where schools have been identified for school improvement, corrective action, or restructuring.

All proposed charter schools must align with one or more of these state purposes.

Additionally, charter schools must comply with all Utah Law and USBE Administrative rules related to charter schools, unless formally exempted. The Utah Charter Schools Act is contained in sections [53G-5](#) and [53F-2-7](#) of the Utah Code.

Public Education is governed by State Board of Education through USBE Administrative Rules. These regulations apply to all public education, including charter schools. The administrative rules relating to public education can be found at <https://schools.utah.gov/administrativerules> with specific rules relating to charter schools found in **R277-472, R277-480, R277-494, and R277-550 through R277-555.**

Charter schools must also comply with any Federal laws related to education.

****All individuals and groups preparing a proposal must sign that they have carefully reviewed the Utah Code and USBE Administrative Rules associated with charter schools.***

LAKE MOUNTAIN SCHOOL DISTRICT

STEP 1: Charter School Proposal

The purpose of this document is to help you to develop a proposal for receiving authorization to start a new charter school in the State of Utah. Proposal development is the first stage of a multi-step process that will be described below. When completed, your proposal will be reviewed by Lake Mountain Board of Education (or an advisory committee designated by Lake Mountain of Education). This review will result in an evaluation of the overall merit of your proposal and determine if it warrants an invitation for you to proceed to the next stage of charter authorization. This document is organized to support you in developing an appropriate proposal.

The Lake Mountain will accept proposals from charter schools which:

- will be located in the Lake Mountain School District Boundaries.

The role of authorizer for Lake Mountain School District will be one of support and oversight. To accomplish this, any authorized school must be located within the Lake Mountain School District Boundaries.

Ensuring optimal fit for both the authorizer and the school is very important to produce desired learning outcomes in students. We have designed this initial proposal step to allow for alignment assessment prior to completing the extensive work required in the full application process.

The approval process consists of 6 steps:

Step 1 - Proposal - Paper Review

**Applicants are required to participate in a new school orientation before submitting proposal.*

Step 2 - Proposal Interview (Invited)

Step 3 - Full Application Review (invited)

Step 4 - Capacity Interview – Application Strengths and Needs Meeting (invited)

Step 5 - Charter Application Approved

Step 6 - Charter Agreement Signed

PROPOSAL DEVELOPMENT

All proposing groups must participate in a new school orientation before submitting a proposal. It is recommended that they attend an orientation before creating their proposal. The Lake Mountain Board of Education (or designated readers authorized through the Lake Mountain Board of Education) will be looking for a clear, articulate, coherent, and consistent description of your proposal, which MUST include the following:

1. Background information
 - Name of proposed charter school
 - Name of person or persons applying
 - Authorized agent
 - Full mailing address, phone number, email address of authorized agent
 - Proposed location, including school district
 - Include if school is virtual or in-person
2. Proposed Board members
 - Name, position, and expertise (education, legal, financial) of each proposed board member
 - Previous charter school affiliations of each board member
3. Learning Mission
 - State and describe the proposed school's learning mission
 - Describe the educational need met by the school's mission
 - Describe the academic learning goals of the proposed school
 - Describe additional goals of the school
 - Describe the legislative purpose of the school outlined in UCA 53G-5-104
4. Program of Instruction
 - Describe the research and evidence to support your proposed instructional program
 - Describe the educational philosophy that will support student learning
 - Describe how the student learning goals may be accomplished through this program of instruction
 - Describe how the Utah Core Standards will be taught and how proficiency will be achieved
 - Describe how students with disabilities, English language learners, advanced learners, and students with other educational disadvantages will be served
 - Describe how graduation requirements will be met (9th-12th)
5. Market Analysis
 - Describe the characteristics of an appropriate site
 - Describe how this site will support your overall proposal, including the purpose, mission, and goals of your school
 - Describe process to secure site or locate site, if not identified
 - Describe why the proposed school and educational program is needed in that location
 - Describe any risks, barriers, or regulations that may impact the proposed school's success.
6. Enrollment Model
 - Grade levels served
 - Grade level alignment with district and surrounding districts
 - Target opening school year
7. Funding Plan
 - Describe funding plan for the proposed school; include projections for revenue and expenditures

8. Governance and Operational Structure
 - Describe the proposed operational infrastructure, elements, and process to support student learning
9. Proposed time frame for benchmarks and opening
10. Waivers requested (If applicable)
 - Include rule numbers and titles
11. Signature of Board members and Authorized Agent
 - Assurance all information in the proposal is complete and accurate
 - Code of Ethics Statement
 - Confirmation Utah Law and Rules related to Charter Schools have been read and understood

LAKE MOUNTAIN SCHOOL DISTRICT

STEP 2: Proposal Interview (Invited)

Lake Mountain Board of Education invites you to participate in an interview to discuss your Charter School proposal. If there have been any changes to what you proposed in Step 1, please send a description of those changes to the Board of Education before completing this step.

The proposal interview has multiple purposes. First, it allows the Lake Mountain Board of Education to obtain additional information about your full board and your proposal that is difficult to ascertain from your written proposal and clarify any unclear areas in the proposal. Second, because a close professional relationship between our authorized charter schools and the Lake Mountain Board of Education and staff is vital, we feel it is important to invite you into a face-to-face interview where we can get to know each other. Our capacity to work together is vital. And third, we recognize that some of the most effective learning is socially constructed, and because we may ultimately unite as a learning organization (i.e., charter school authorizer and charter school leadership) getting to know each other and estimating our capacity to jointly form a learning organization is needed.

We want this to be a positive experience, so we ask that you prepare for the following:

- Full Board interviews (30 minutes, approximately)
 - All board members and/or consultants are asked to participate
- Proposal review (30 minutes, approximately)
 - Questions from the Lake Mountain Board of Education/Staff to Applicants
 - Questions from the Applicant to the Board/Staff
- Final Summary Statement from Applicant Group (15 minutes, approximately)
 - One Spokesperson
 - Any final message in support of approval of your proposal.

****Questions from the Board will be provided prior to the interview.***

LAKE MOUNTAIN SCHOOL DISTRICT

STEP 3: Full Application (Invited)

Congratulations on being invited to submit a full application to the Lake Mountain Board of Education. Based on your proposal and interview, we invite you to expand and elaborate on the information provided in the proposal. Also, some additional information will need to be added in this step of the application process. When completed, your application will be reviewed by the Lake Mountain Board of Education and/or a designated review committee. This review will result in an evaluation of the overall merit of your application and provide information for the Lake Mountain Board of Education to determine if it warrants an invitation for you to proceed to the next step of the process and participate in an interview reviewing the strengths and needs of your application. The Capacity Interview - Strengths and Needs Meeting will also be evaluated for merit, and ultimately be used in combination with your application, to determine if your charter school will be approved for authorization.

All information presented in the application package, if approved, will be used to complete the charter agreement and may be used for accountability purposes throughout the term of the charter. Reviewers will be looking for a clear, articulate, coherent, complete, and consistent description of your proposed charter school in your application. Please carefully review and apply the following guidelines:

- Submit a single Word file. Word files allow us to use “track changes” to comment on your proposal.
- Use the proposed school name in your file name.
- Use a Times New Roman 12-point font.
- Use single spacing with 1” margins.
- Use a page number and document header on each page that includes the proposed school name.
- Proposals are limited to 100 pages. (Excluded from the 100-page limit are the cover page, table of contents, required information, appendices, and budget worksheets).

Your application must be organized in the following order:

1. Cover page with
 - a. Proposed charter school name,
 - b. Name of person or persons applying,
 - c. Authorized agent,
 - d. Full mailing address, phone number, email address of authorized agent
2. Table of Contents
3. Signatures Statement
4. Application
 - a. Section 1: Executive Summary

- b. Section 2: Charter School Information
 - c. Section 3: Governance Structure
 - d. Section 4: Business and Operations Plan
 - e. Section 5: Contracts
 - f. Section 6: Learning Mission
 - g. Section 7: Program of Instruction
 - h. Section 8: Enrollment Model
 - i. Section 9: Staffing Plan
 - j. Section 10: Market Analysis
5. Appendices
- a. Appendix A: Articles of Incorporation
 - b. Appendix B: Governing Board Bylaws
 - c. Appendix C: Minutes from Governing Board Meetings
 - d. Appendix D: Board Members Background Information Sheets
 - e. Appendix E: Executed Contract(s), MOUs or other Legal Agreements
 - f. Appendix F: List of Administrative Rules Requested to be Waived
 - g. Appendix G: Start Up Grant Application
 - h. Appendix H: Only applicable for a public school converting to charter status.

SIGNATURES STATEMENT

WE, THE UNDERSIGNED, do hereby certify that, to the best of our knowledge and belief, the data and the information in this application are true and correct. This charter school application is hereby submitted with the full approval and support of the governing body of the proposed charter school.

Name of Authorized Agent

Name of Charter School Board Chair (if different than Authorized Agent)

Signature of Authorized Agent

Signature of Charter School Board Chair (if different than Authorized Agent).

APPLICATION DEVELOPMENT

SECTION 1: EXECUTIVE SUMMARY

This is a summary of the full application. It should be able to stand on its own as a brief explanation of the proposed charter school. Make sure that the content in the executive summary is fully explained by the content contained throughout the rest of the application. Highlight key points of the application. State the school's learning mission and briefly present your overall vision for how the school will operate. Describe the school's overarching educational philosophy and the culture. Describe how your board originated and why it chose to propose this school. This section should be a brief overview of what you propose for your school, but be inclusive enough to cover the main points of your application that support why the proposed school should be approved

SECTION 2: CHARTER SCHOOL INFORMATION

Copy and Paste Proposal Section 1.
Elaborate as needed/wanted.

SECTION 3: GOVERNANCE STRUCTURE

1. Describe the entity that will hold the charter and be responsible during the development of the school (startup) and explain how this board may differ from those who will govern the school (governance).
2. Provide a statement regarding the status of the proposed charter school being organized under Title 16 Chapter 6a, Utah Revised Nonprofit Corporation Act
3. Documentation of entity's legal status, including Articles of Incorporation (include in Appendix A)
 - a. 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 for 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
 - i. Apply for 501 (c)(3) status with the IRS or
 - ii. Take on debt on behalf of the corporation
4. Documentation of Entity Bylaws (Include a copy in Appendix B)
 - a. Bylaws should include at minimum:
 - i. the existence and responsibilities of officers;
 - ii. the size of the board, the process for selection and term of their appointment/election;
 - iii. process for removal of board members;
 - iv. the number of board meetings held annually,
 - v. who may call meetings;
 - vi. and how the board will function.

5. Approved Minutes from Board meetings where the Articles of Incorporation and By-Laws were approved (Include in Appendix C)
6. Board Members Information
 - a. List of Startup Board Members (Include in Appendix D – Background Sheets)
 - b. Describe any plans for recruitment/selection of additional board members (startup and governance)
 - c. Statement of assurance that applicant shall, within 30 days of authorization, complete a background check on each board member, as required by 53G-5-302.
 - d. Describe how the Board will perform self-evaluation and evaluation of the school management.
 - e. Describe the required Professional Development plan for Governing Board including:
 - i. orientation at beginning of board service,
 - ii. ongoing Professional Development throughout the year on areas such as finance, academics, leadership, compliance with contract, state and federal laws, reporting requirements, human resources, educational law, and any other skill/knowledge that related to their responsibilities as Charter School Board Members
 - f. Include an organizational chart showing relationships between board and school leadership.
7. Additional Guidelines:
 - a. Include language that indicates the Board is aware of and follows Utah’s Open & Public Meetings Act in conducting board and committee business.
 - b. Demonstrate that the operation of the proposed school is consistent with the organization’s overall mission and operation.
 - c. In the case of pre-existing organizations, provide details of the operational relationship and the separation between the pre-existing organization and the governing board.
 - d. Include an organizational chart showing relationships between the governing board and school management, and key employees, ESPs, community organizations, and school groups (e.g., parents, PTO, etc.).
 - e. Demonstrate the governing board’s capacity to:
 - i. oversee the successful development and implementation of the proposed education program,
 - ii. oversee the effective and responsible management of public funds,
 - iii. oversee and be responsible for the school’s compliance with its legal obligations,
 - iv. represent the community well, and
 - v. establish and sustain a quality school.
 - f. Describe the process and frequency the governing board will follow to evaluate whether or not it is meeting the vision, mission, and educational philosophy.

SECTION 4: BUSINESS AND OPERATIONS PLAN

The business plan should provide an understanding of how the applicants intend to develop and manage the school's infrastructure and finances. It should present a clear picture of the school's revenue projections, expenditure requirements, facility needs, and a pre-opening plan. Please complete the following budget worksheet and include it as part of this section:

https://drive.google.com/file/d/0B0WVD1zImQOPYVZISmV4TmdlTDg/view?resourcekey=0-pJBeuTs9-vFnIACfOf_GXg

1. Budget

- a. Provide a cash flow analysis for the preoperational year and first 5 years of operation (FY= July 1– June 30).
- b. Detail the school's estimated revenues and expenditures for the first operational year, including a breakeven analysis.
- c. Include an explanation and discussion of key financial assumptions.
- d. Explain how the fiscal priorities align with and support implementation of the educational program and other key elements in the charter agreement.
- e. If applicable, address the schedule for repayment of any anticipated debt and elaborate on the repayment assumptions and plan.
- f. Discuss the school's contingency plans for cash flow challenges/insufficient student enrollment.
- g. Additional Guidelines:
 - i. Make sure the following are included in your text:
 1. Evidence financial priorities that are consistent with and support goals and key elements for the proposed school
 2. Viable strategies for meeting potential budget and cash flow challenges, particularly for the first three fiscal years
 3. Explanation of how you will ensure that restricted funds are only used for the purposes that they are given (e.g., special education, state funding for Utah students only, and other sources of restricted funds).
 4. Realistic, evidence-based revenue and expenditure assumptions for the first three fiscal years, including any plan to incur and repay debt, for both full enrollment and breakeven enrollment scenarios.
 - ii. Budget must reflect at minimum the required percentage of reserve funds at the end of the fiscal year.

2. Finances

- a. Provide documentation of already acquired funding.
- b. Describe the systems and procedures for managing the school's finances and identify the staff position(s) that will be responsible for financial management. Present evidence the system and procedures adhere to generally accepted accounting practices.
- c. Describe how the school's finances will be managed and who will be responsible for ensuring implementation of FERPA protections of student and financial

records. Your response should address, among other things, the school's plans in the following areas:

- i. Provisions for an annual audit consistent with its LEA status
 - ii. Development and dissemination of an annual financial report
 - iii. Provide required & recommended liability insurance to indemnify the school, its board, staff and teachers against tort claims.
- d. Present evidence that the school will have or has capacity to develop adequate policies and processes for tracking enrollment and attendance, eligibility for free and reduced price lunch, SWD, and ELs enrollment.
 - e. Demonstrate preparation to meet its insurance, annual audit, Audited Financial Report (AFR), and other key financial management obligations.
 - f. Ensure that any grants or federal programs the charter receives are administered according to established guidelines

3. Facilities

Discuss the school's facility needs based on the educational program and anticipated enrollment, as well as whether the governing board plans to lease or build a facility.

- a. If the applicants have identified a facility, indicate the location (cross streets, city, and zip code) and provide a floor plan and a description including the number and size of the classrooms, common areas, administrative areas, recreational space, any community facilities, and any residential facilities.
 - i. Explain how the facility will meet the needs of students and provide an assurance that it will be accessible to students with physical disabilities and meets ADA requirements for students, parents, and community members.
 - ii. To the extent that the school has discussed or established specific lease or purchase terms, include discussion of the proposed terms and any draft agreements.
 - iii. To the extent that the facility will require renovation or "build out," describe those plans including anticipated timing and cost.
- b. If a facility has not been selected, specify potential locations that are under consideration and discuss the process and time line for selecting, acquiring, renovating (if appropriate), and taking occupancy of a suitable facility.
- c. Demonstrate that the school's plan for acquisition of a facility is financially viable.
 - i. Provide evidence of your understanding that an adjusted debt burden ratio of under 30% on either a lease agreement or property purchase is required. The "Lease Adjusted Debt Ratio" is defined as:
 "A school's cumulative annual debt service payments, inclusive of cumulative annual lease payments, divided by the school's unrestricted annual operating revenue."

4. Preopening Plan

- a. Provide a pre-opening plan that documents key tasks to be completed between approval of the application and the opening of the school. Include:

- i. a schedule for initiation, development, and completion of tasks,
 - ii. identify primary responsibility by individual or position for each task, and
 - iii. document anticipated resource needs.
 - b. Key tasks should include implementation of:
 - i. applicable federal and state legal requirements for public schools,
 - ii. required policies,
 - iii. student data systems,
 - iv. student data privacy,
 - v. reporting, and
 - vi. financial management.
 - c. Provide evidence that school leaders and board members have read the USBE Administrative Rules on Special Education and prepared/adopted a school specific copy of the rules before the opening of the school.
 - i. Note that school specific copies must meet the threshold requirements of IDEA law, but may, where desired, provide supports to students beyond these requirements.
 - ii. Also, the school specific copy must be reviewed and approved by USBE staff before the opening of the school.
 - iii. Evidence of this approval must be provided to Lake Mountain.
 - d. Describe the steps you will take to receive state start-up funds as noted in R277-552-3 (1-4).
 - e. Additional Information
 - i. Your responses must describe how you will evidence completion of tasks and evidence implementation of legal requirements and policies to your authorizer, and on a realistic schedule for implementation prior to school opening.
 - ii. Applicants are to provide explicit evidence that school leaders and all board members have read all relevant federal and state legal codes for education.
 - iii. Plan must include a description of how all applicable codes will be implemented in the proposed school prior to school opening.
 - iv. Plan must provide evidence of access and a realistic plan for effective use of monitoring systems designed to comply with state and federal laws
5. Closure Plan
- a. Provide a closure plan that documents key tasks to be completed should the school's charter be terminated by Lake Mountain Board of Education or the Utah State Board of Education or voluntarily surrendered by the school. (See Utah Code [Section 53G-5-504](#) for list of key tasks and process for school closure)
 - b. Also include in the plan:
 - i. Explain how you will actively and intentionally identify date-based closing activities that are either missed or are late.

- ii. Explain plan for ensuring secure archiving and maintenance of required records (e.g., student files, attendance records, transcripts, employment records, inventory of assets, etc.). Plan should include appointing an individual to be responsible for records. (Records for assets should follow Utah Code section 53G-5-403 and Federal Regulation 34CCFR 80.32)
- iii. Describe the support provided to the student and family when choosing a new school and registering for classes.
- iv. Fully describe any support that will be offered to employees through the school's closure.
- v. Detail the plan for continued submission of required reports (e.g., audit, grant reports, end-of-year report, etc.). Plan should include appointing an individual to be responsible for reports.
- c. Additional Information:
 - i. Closure fund reserves should be reflected and clearly labeled in the budget, and should be explained in the detailed business plan.

SECTION 5: CONTRACTS

1. Applicants must provide an explanation of the general process by which contracts/MOU's/or other legal agreements (excluding contracts with Lake Mountain School District) will be selected and approved,
 - a. How will you show due diligence in the selection/approval of any contract/MOU/legal agreement? (i.e., required bidding process, oversight by third party)
 - b. What criteria are used to evaluate a contract/MOU/or other legal agreement?
 - c. Who is involved in the review and final decision to approve or reject a contract?
 - d. Are there any perceived or actual conflicts of interest?
 - e. Is the process aligned with State statute, Board rule, and State purchasing policy? (Provide evidence)
2. Applicants must list any contracts related to the proposed charter school that were approved and are in place prior to submission of this application. For each approved contract, a description of the services being provided, a rationale for why this service is being sought, a rationale for selection or approval, and how performance of the contracted entity will be evaluated must be provided. Finally, provide each contractor with a release of information allowing Lake Mountain Board of Education/Staff to speak with representatives regarding the contract. (Copies of the contracts must be included in Appendix E.)
3. Additionally, if there is intent to enter into additional contracts/MOU's/legal agreements of any kind in order to facilitate the opening and operations of the proposed charter school, each of those should be listed as well, along with a description of services being provided, an explanation of the need for this service/product, specific

criteria for selection/approval, and how performance will be evaluated. Again, provide each contractor with a release of information allowing Lake Mountain Board of Education/Staff to speak with representatives regarding the proposed contract. (Include copies any proposed contracts in Appendix E, as well.)

4. Develop a written monitoring plan to monitor and supervise the good or service provided by a third-party contractor (excluding good or service provided by Lake Mountain School District) to ensure compliance with laws and rules (R277-115). Include in the plan the process for holding contractors accountable for meeting performance expectations.

5. Additional Information:

Because contractors external to your proposed learning organization are vital to your success or failure in you achieving your mission, Lake Mountain Board of Education or staff will carefully review proposed contracts across multiple dimensions, including for fiscal transparency. Lake Mountain will review contracts before they are signed during the authorization process. And if your proposed school is authorized by Lake Mountain, external contracts will continue to be reviewed throughout your affiliation with Lake Mountain School District.

SECTION 6: LEARNING MISSION

Copy and Paste Proposal Section 3

Elaborate as needed/wanted.

SECTION 7: PROGRAM OF INSTRUCTION

This section should provide a description of a complete and coherent educational program that includes the philosophical assumptions, learning outcomes and goals, sample curriculum and methods of instruction. There should be an explanation of how Utah Core Standards (UCS) will be addressed instructionally and how they will be assessed in the proposed school. Research evidence to support the elements of your proposed program of instruction should be provided.

1. Program of Instruction
 - a. Identify the school's philosophical approach to educating students and ensure that educational priorities/outcomes are meaningful, manageable, measurable, and focus extensively on student learning.
 - b. Describe proposed method(s) of instruction to be used
 - c. Describe proposed approach for assessing learning at different levels
 - d. Provide detailed assessment plan that addresses:
 - i. School Learning Outcomes
 - ii. Utah Core Standards - State Testing

- iii. Other
- e. Provide clear criteria for promotion from one level to the next.

2. Curriculum

- a. Identify whether charter school personnel will be using published curriculum or if personnel intend to develop their own.
- b. If using published curriculum,
 - i. identify by name or by type
 - ii. describe process/criteria for how curriculum will be selected
- c. If personnel will develop curriculum,
 - i. Provide a compelling rationale for developing the curriculum instead of using published,
 - ii. Describe the steps of development and who will be involved
 - iii. Provide evidence or research to support that the developed will lead to positive student learning outcomes.
 - iv. Explain how curriculum will be judged to be comprehensive and aligned with Utah Core Standards
- d. Discuss how adopted curricula supports the overall learning mission and vision of the proposed school.
- e. Describe the necessary strategies needed for successful implementation of the curriculum.
- f. Explain how the proposed curriculum will meet the needs of all learners, including students with special needs, English learners, advanced students, and emerging learners.

3. Addressing Needs of All Students

- a. Include a viable plan of how the school will provide for and ensure that the learning needs of learners are addressed, including students with special needs, English learners, advanced students, and emerging learners.
- b. Provide a description of how you ensure a compliant implementation of the requirements of the Individuals with Disabilities Education Act (IDEA).
- c. Provide a description of how you will ensure compliant implementation of all federal programs.

4. Select Programs

Report if the proposed school will offer any of the following programs: career education focus, distance and/or online education, early college options.

- a. Career Education
 - i. Present a compelling rationale consistent with business and industry needs and student interests.
 - ii. Identify post-secondary and business partners. Describe opportunities for assisting students in transitions to the workplace or continued education through such activities as experiential education, cooperative education, internships, apprenticeships, job shadowing, and job placement.

- iii. Present a viable plan of how the school will provide for and ensure that the needs of special populations are met.
- b. Distance or Online Education
 - i. Please provide a solid rationale for why the school intends to offer blended, distance, and/or online education to obtain student learning
 - ii. For the purpose of this proposal, distance education is defined as a formal educational process in which the **majority** of the instruction (interaction between students and teachers and among students) in a course occurs when students and teachers are in separate physical locations.
 - iii. For the purpose of this proposal, online education is defined as courses accessed from a computer, tablet, or other internet connected device. Programs may be distance education, online education, or a combination of distance and online education.
 - iv. Offer rationale for selected program(s). If the proposed program contains a distance education component, describe how the proposed charter school will select and deliver its curricula to students in distance education settings. Also, describe who will provide primary instruction to students, and who will assess student learning.
 - v. If the proposed program contains an online program component, describe how the selected online educational program aligns with the school's mission and whether it will be delivered live or asynchronously.
 - vi. Identify if the program will be offered in a full-virtual format, or in a blended-learning format.
 - vii. Provide a viable plan to attain and support a technology platform to provide curricula and deliver instruction.
 - viii. Describe how properly licensed and endorsed teachers will effectively deliver high standard instruction, assess academic progress, and communicate with students to provide assistance.
 - ix. Describe how the school will provide adequate proctoring of assessments, as well as the types and frequency of communication between the school and the students and the manner in which the school will communicate with parents.
 - x. Provide a viable plan of how the school provides for and ensures that the learning needs of special populations are met.
- c. Four-Year College and/or University Affiliation
 - i. Present a compelling rationale for college or university affiliation that is foundational to the proposed school achieving its mission, vision, and educational program goals.
 - ii. Describe the affiliation with the college or university. Address the specific purpose(s) of the affiliation and how the affiliation supports student learning and attainment of school goals. Describe your plans for developing the affiliation and any steps already taken.

- iii. Provide a viable plan of how the school will provide for and ensure that the needs of special populations are met.

SECTION 8: ENROLLMENT PLAN

Copy and Paste Proposal Section 6
Elaborate as needed/wanted

SECTION 9: STAFFING PLAN

1. Describe the organizational structure of the school and its day-to-day operation.
2. List administrative staff and their roles and specific responsibilities (include all staff on the organization chart in the governance section). For each role, identify critical skills or experience necessary to fulfill the responsibilities
3. Discuss the staffing plan, including anticipated staffing needs and recruitment strategies. Include how the plan supports sound operation and successful implementation of the school's educational program and other elements of the charter agreement.
 - a. If the school leader has not yet been identified, discuss plans for recruitment and selection, including the qualifications desired of the school leader.
 - b. List all other student support personnel (counselors, psychologists, etc.) and describe the critical skills, knowledge and experience needed to fulfill their responsibilities. If any of these services will be provided by third parties, describe how they will be implemented.
 - c. Describe the instructional skills, experience, and professional development that teachers will need to have to be successful.
4. The application must include the following three employment policies (additional polices are permitted).
 - a. Compliance with the criminal background check requirements described in Section 53G-5-408
 - b. Employment of relatives within the charter school (see 53G-5-407 and 53G-5-409)
 - c. Employee evaluations (see 53G-5-302(f)(2))
5. Additional Guidelines:
 - a. Consider the following questions as you complete this section:
 - i. What strategies does the school have for effectively recruiting and retaining effective teachers?
 - ii. How do the staffing-related budget assumptions align with educational program needs?
 - iii. How does the staffing plan reflect the anticipated enrollment and growth of the school?

- iv. How will the school determine appropriate experience, training, and skills of non-certificated instructional personnel?
- v. What will be the employer-employee relationship for staff at the school?
- vi. How the school will comply with 53G-5-302(2)(f)(iv) and assign at least one person to oversee human resource management duties as defined in 17B-1-805 and assure the person receives human resource management training as defined in the statute.

SECTION 10: MARKET ANALYSIS

Copy and paste the market analysis from the proposal. Update and elaborate the market analysis as needed to include the following information.

1. A market analysis is a vital part of your application. A market analysis should show the educational needs the applicant is attempting to fill, as well as the market demands for the proposed school and the learning needs identified in the community to be served.
2. Statements in this section need to be supported by relevant, accurate, and timely data. All data must be appropriately cited.
3. Letters of support should be included in this section. Establish the need for the school and its educational program in the selected community. Provide the characteristics of the proposed charter school that set it apart from others in the target location.
4. Describe the target population of the school and explain in detail how the proposed mission, vision, program of instruction, performance measures, and services align with the educational needs of that population. Share the processes the board has used to reach out to the community. Justify why students in the target population will elect to attend this school over another school.
5. Outline the plan for recruitment and enrollment of students. Explain how the school will publicize and market to a broad cross-section of families and prospective students, including students with diverse racial, ethnic, linguistic, socioeconomic backgrounds, and students with disabilities
6. Present evidence to indicate that the enrollment projections for each grade and for each year charter are realistic (i.e., supported by evidence of actual or potential demand).

NOTE: Lake Mountain School district meets the definition of “high growth area” under 52G-6-504. Applicants approved with this priority are required to give students living within a 2-mile radius of the proposed school an enrollment priority above all other students interested in attending the school.

LAKE MOUNTAIN SCHOOL DISTRICT

STEP 4: Capacity Interview - Application Strengths and Needs Meeting (invited)

Lake Mountain Board of Education invites you to participate in a meeting to discuss your Charter School application. If your application has made it to this stage, the Lake Mountain Board of Education recognizes that there is potential for a successful charter school based on your application. This meeting has three purposes:

1. It allows the Lake Mountain Board of Education/Staff to offer comment on the strengths they identified in your full application.
2. It allows the Lake Mountain Board of Education/Staff to offer comment on any needs they identified in the application.
3. It allows the Lake Mountain Board of Education/Staff to engage applicants in a discussion to determine if there are ways the needs identified can be addressed.

MEETING AGENDA

- Review of discovered strengths in the application (15-minutes).
 - Lake Mountain Board of Education/Staff will review and elaborate on the most significant strengths discovered in the application.
- Review of discovered needs in the application (15-minutes).
 - Lake Mountain Board of Education/Staff will review and elaborate on any needs discovered in the application.
 - Applicants are invited to listen to the findings of this review and prepare to discuss the identified needs.
- Review each need and identify actions to resolve each need (up to 90 minutes).
 - Lake Mountain Board of Education/Staff and the applicants will discuss each need, as well as possible resolutions.
 - Both parties will agree upon evidence that will demonstrate resolution of each need.

MEETING FOLLOW-UP

Applicants will have a chance to update their full application to comprehensively address all identified needs within 7 days of the Strengths and Needs meeting. Lake Mountain Board of Education/Staff will determine, based on the updated application, if the needs were appropriately addressed within 14 days of receipt of updated application. The Lake Mountain Board of Education/Staff will communicate to applicants if needs identified in their application were resolved as agreed upon in the Strengths and Needs meeting.

LAKE MOUNTAIN SCHOOL DISTRICT

STEP 5: Charter Authorization Decision

Lake Mountain Board of Education/Staff thank you for completing the first four steps of our authorizing process. You are to be congratulated on your proposal's success in the process to this point. The purpose of Step five is to determine if Lake Mountain School District will authorize your proposed charter.

As you are aware, the Lake Mountain School District authorizing process includes six steps. The first four steps required your action. Step Five requires action by Lake Mountain Board of Education/Staff. Your proposal's performance, starting at Step 1 resulted in its advancement to subsequent stages (i.e., Steps 2 and 3) and then culminated in Step Four, the Application Strengths and Needs meeting. Steps 1-4 produced an extensive amount of data and information that will be quantified and analyzed by Lake Mountain Board of Education/Staff. The data and information you provided will be used to guide Lake Mountain Board of Education's decision to either move forward with authorizing your proposed charter or determine approval cannot be given to authorize your proposed charter school. Lake Mountain Board of Education/Staff will convey their decision to the applicant within 60 days of the completion of the Applications Strengths and Needs meeting.

As you await their decision, if questions/needs arise please feel free to contact us. We want this experience to be informative, positive and productive.

LAKE MOUNTAIN SCHOOL DISTRICT

STEP 6: Charter Agreement Review and Signatures

Lake Mountain Board of Education/Staff congratulates you for successfully completing the first five steps of the authorizing process. The final step of the process is to provide you with information regarding the review and signing of the Lake Mountain Charter School Agreement.

You will receive a copy of the agreement for review no later than two weeks after you receive notification that Lake Mountain Board of Education has authorized you to begin your proposed charter school. Please review it carefully and submit any questions that arise from your review by email to the Lake Mountain Board of Education. The questions must be submitted within two weeks of receiving the agreement for review. Your questions will be reviewed with Lake Mountain Board of Education's legal counsel to ensure that you receive appropriate responses to your questions. A date and time will be designated to meet with Lake Mountain Board of Education/Staff for all parties to sign the agreement.

Please note that your agreement with Lake Mountain Board of Education will identify required trainings (e.g., pre-operational training) that you and your board and school leadership are required to attend as per R277-552-2 (8a). Additionally, the agreement will also identify the processes and timelines Lake Mountain Board of Education/Staff will apply to evaluate your pre-operational plan in terms of legal requirements for public schools and public charter schools; required policies; student data systems, including student data privacy requirements; reporting and financial management (R277-552-2 (8i).

APPENDICES

APPENDIX A – ARTICLES OF INCORPORATION

Attach a copy of the filed 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 B– GOVERNING BOARD BYLAWS

Attach a copy of the board approved 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
- (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
- (8) any other request from Lake Mountain Board of Education/Staff

APPENDIX C – MINUTES FROM GOVERNING BOARD MEETINGS

Attach a copy of the minutes in which the board approved the Articles of Incorporation and Bylaws. If waivers are requested, include the minutes for which this motion appears. If there are executed contracts or MOUs, include the minutes for which these motions appear.

APPENDIX D – BOARD MEMBERS' BACKGROUND INFORMATION SHEET

The information required below may be copied from the background information sheet you provided in the proposal. This form requires additional information beyond what was provided in the proposal. Please do not include a resume or simply attach the proposal sheet. Complete this form as shown. Each governing board member listed in the table must submit an independent form. Additionally, any key administrators already identified should submit forms.

- Name
- Role with application
- Expertise

- Select the statements that are applicable and, if applicable, proceed as directed:
 - I intend to become an employee of the school. Provide your role and the timeline for your transition from the governing board to this role.
 - I am related to another person or persons identified as a founding member, governing board member, or administrator (relative means father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law). Describe all relationships.
- Statement of Intent: Provide a personal statement regarding your role with the proposed school (i.e. governing board, administration), expertise you bring to the board (or administration), and commitment to this application as it has been written.
- Not-for-Profit History: Provide your nonprofit history that supports your being sufficiently qualified to operate a charter school.
- Specifically address your qualifications and experiences as they relate to the operation and management of a nonprofit corporation, governing board experience, and background in group organization.
- Employment History: Provide your employment history that supports your being 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.
- Education History: Provide information on your educational training (including degrees earned, dates enrolled, and institutions) that supports your being considered sufficiently qualified to operate a charter school.
- Assurance of Background Check: Charter school governing board members and key administrators must complete a background check within 30 days of authorization, as required by 53G-5-302 (and 30 days within appointment/election of new board members.) A background check requires fingerprinting consistent with Board Rule and State law. The check will reveal all arrests and convictions for offenses above minor traffic offenses that occurred in any state that are on the applicant's record after 18 years of age.
- The applicant is responsible for the cost of the background check. With the signature below the applicant is assuring compliance.

WITH THE SIGNATURE BELOW, PERMISSION IS HEREBY GRANTED TO LAKE MOUNTAIN BOARD OF EDUCATION OR STAFF TO VERIFY ANY INFORMATION PROVIDED ABOVE. I AFFIRM THAT THE INFORMATION PRESENTED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPENDIX E – EXECUTED CONTRACTS OR MOUs – IF APPLICABLE

If applicable, attach a copy of any executed contracts or MOUs, including signatures of authorized agents. Attach corresponding minutes to Appendix D.

APPENDIX F – LIST OF WAIVER REQUESTS – IF APPLICABLE

If applicable, list Administrative Rules and their titles from which the charter school requests to be waived. Submit the waiver request, including justification of need and desired outcome. Attach corresponding minutes to Appendix D.

NOTE: Schools cannot request waivers from federal or state law.

APPENDIX G – STARTUP IMPLEMENTATION GRANT APPLICATION

The purpose of the Start Up and Implementation Grant is to provide financial assistance for planning, program design, and initial implementation of new charter schools. A new school's grant will be determined following approval.

APPLICANT INSTRUCTIONS

- Complete the Startup and Implementation section if the school wishes to be considered for Startup and Implementation funds.
- Do not include this section with the application if the school does not wish to be eligible for these grant funds.

GRANT ASSURANCES

Grant funds may only be used for the following:

- Post-award planning and design of the educational program
- Research-based professional learning activities for teachers, staff, and board
- Informing the community about the school
- Acquiring necessary equipment and educational materials and supplies
- Acquiring, developing or aligning curriculum
- Other initial operational costs, such as:
 - Costs associated with creating and implementing office functions
 - Costs associated with the installation of computers, data systems, networks, and telephones
 - Personnel expenses incurred either before or after the school's opening
 - Rental or occupancy costs for the school facility for a reasonable period of time in preparation for the school's opening.

The board understands that:

- Funding is based on projected authorized enrollment.
- No funding level is guaranteed.
- The school shall participate in monitoring activities, including attendance at mandatory trainings and compliance with statute and rule. Failure to comply may result in a loss of funds.

- A budget report on the expenditure of grant money is due to Lake Mountain at the end of each year, and a final report is due at the end of the 2nd implementation year.
- Should the charter school change to non-charter status within ten years of receiving grant funds, grant funds must be reimbursed to Lake Mountain.

BUDGET (SEE ORIGINAL)

If the total amount budgeted in each category is the same at the end of the fiscal year, Lake Mountain approval is not needed. However, if the school chooses to increase or decrease a category total, a new budget must be approved by the school's governing board and by Lake Mountain Board of Education/Staff.

APPENDIX H – CONVERSION TO CHARTER STATUS – (IF APPLICABLE)

Demonstrate arrangements for:

1. Students who choose not to continue attending the charter school.
2. Teachers who choose not to continue teaching at the charter school.