

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 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.
Submitted to Rick Nielsen, Superintendent (person) who works at Nebo School District on 01/09/2015 (date).

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.

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.

New students requested (duplicate grade band enrollment information for all school years that new students are requested)

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

_____ **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

- 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.

_____ **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

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

_____ **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.

Requires Executive Director Approval (up to 1 month)

X **Change name of school.** Provide the school's proposed new name and provide a statement of understanding of requirement to submit paperwork for and receive change of name with IRS.

_____ **Decrease grades served or student enrollment.** Summarize the governing board's discussion that led to the decision to reduce grade levels or number of students served.

_____ **Technical corrections.** Include a redline version showing new additions and ~~removed language~~. Technical corrections include changes such as spelling, grammar, title for school employees, name of committees / groups, etc. It may also include re-ordering sections of the application for improved readability and use by the governing board.

_____ **Acceleration of approved growth model, with no additional students.** Briefly describe the need for an acceleration of growth model approved for a future school year.

_____ **Other.** Please describe amendment requests that do not fall into any identified category above. Provide details and supporting documentation as appropriate. Additional information may be requested following review and request may require SCSB or USBE approval.

- Attachment 1C: Proposed Changes to Liberty Academy's August 2007 Approved Charter Amendment

7. Complete *Minimum Standard* and *Charter Contractual Agreement Goal* tables and provide statement of school adherence to State Charter School Board minimum standards and charter agreement, as found in R277-481 and contractual agreement, respectively. If the school is not meeting any of the SCSB minimum standards or any of its charter contract agreement goals, include governing board corrective action plan as appropriate as Attachment 3. (Corrective action plan(s) limited to two pages.)

Minimum standards

<i>Indicator – Board performance & stewardship</i>			
Measure	Metric	Performance 2011-12	Performance 2012-13
Ethical conduct	Number of board violations of statute, State Board rule, or charter agreement as of date of amendment request submission.	?	*Yes
Regulatory and reporting compliance	Percentage of teachers properly licensed and endorsed for teaching assignment as of date of amendment request submission.	?	99.5%
Regulatory and reporting compliance	Percentage of employees and board members with completed criminal background checks as of date of amendment request submission.	?	100%

<i>Indicator – Financial performance and sustainability</i>			
Audit findings or recommendations	Number of material findings, financial condition findings, or repeated significant findings in prior fiscal year	2 findings	0 findings
Current assets to total annual operating expenses	Current Assets + (Total Annual Operating Expenses + 360)	213	147

Charter Contractual Agreement goals

<i>Instructions: Insert all charter school goals found in your charter agreement with the State Charter School Board which are not found in other indicator areas. Make certain to include the section and page number where these measures, metrics, and board goals can be found. Also, include the fiscal year for the board performance value. Insert rows as needed.</i>					
Measure	Metric	Board Goal	Performance		
			2012	2013	Current
1. Improve student learning	1a. Students will demonstrate proficient reading skills	1a. At the beginning of the year a baseline will be established with each child. From this leveled reading will be assigned. At the end of the year another assessment will be performed that will demonstrate this proficiency. Each child will be tracked.	No	No	Yes
	1b. Students will demonstrate proficient math skills.	1b. Using Singapore and Saxon Math, 85% of students will demonstrate near Mastery or Mastery based on the Math CRT by the end of each year. Students will increase 5% in mastery on the state Math assessments every year up to 80%.	No	No	N/A
	1c. Students will write effectively	1c. At the end of year one, at each grade level tested, 85% of school's students will demonstrate near Mastery or Mastery based on the Language Arts CRT. Students will increase 5% in mastery on the state Language Arts assessments every year up to 80%.	N/A	N/A	N/A
	1d. Students will demonstrate proficient science knowledge as defined by the Utah Core.	1d. 75% Students in the 5th grade will demonstrate near Mastery or Mastery based on the Science CRT Students will increase 5% in mastery on the state Science assessments every year up to 80%.	No	No	N/A
	1e. Each student will understand their potential and will maximize their learning abilities.	1e. Each student will receive both summative, and equally as important, formative evaluations. Their guidance counselor, teacher and Headmaster will track all students based on their test scores, grades.	Yes Yes	Yes Yes	Yes Yes
	1f. All students will be taught to respect themselves, their peers and their elders as this creates a positive environment for learning and achievement.	1f. All incidents of behavior problems will be tracked and counseled. Parents will be immediately notified and appropriate action taken. Exceptional behavior will also be reported and tracked and appropriate recognition given. (We intend to build exceptional behavior.)	Yes Yes No	No Yes No	Yes Yes Yes
	1g. Parental involvement will be maximized.	1g. Parents will be strongly encouraged to participate in all school activities. This will be noted and appropriate recognition given. (Again, we intend to build exceptional behavior.)	Yes	Yes	Yes
	1h. 100% of our secondary students will graduate with a diploma.	1h. Using the BSCT and graduation rates 100% of students will satisfy requirement for graduation. The Iowa Test of Basic Skills will be administered and SEOP's will be utilized.	N/A N/A N/A Yes	N/A Yes N/A Yes	N/A N/A N/A Yes
	1i. 100% of our students will receive either vocational training or be involved in concurrent enrollment.		No	No	No

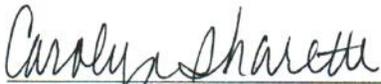
State Charter School Board
Amendment Request

2. Disciplined attendance.	2a. Students will be on time and avoid excessive or unexcused absences.	2a. 100% of students will have 90% attendance. No student will have more than 3 tardies a term. The Headmaster will personally deal with all cases that exceed this. Excessive case beyond this will be brought to the attention of the School Board.	No No No No	No No No No	No No No No
3. All teachers are certified to State Standards	3a. All teachers will secure and maintain Utah educator licenses appropriate to their assignments.	3a. 100% of teachers will have and maintain appropriate types of Utah licenses or be enrolled and progressing an Alternative Route to Licensing and be accurately entered into the CACTUS	Yes Yes	No No	Yes Yes
4. Faculty, parents and community are united in education goals.	4a. Open communication between all participants.	4a. All participants, to include parents, organizational leaders, and sponsoring contributors will receive a monthly newsletter. A twice-yearly survey, regular School Board meetings, feedback boxes and an open door policy will gather feedback. This feedback will be reported to facilitate the free exchange of communication.	Yes Yes No	No Yes Yes	Yes No No
	4b. All participants understand methods, goals and policies.	4b. 100% of parents will attend open-houses, will sign all report cards and special communications from the school.	No	No	No
5. Liberty Academy is a safe school	5a. All students know emergency plan and exit routes	5a. In accordance with State Law emergency plans are in place and are regularly reviewed by Administration. This will be tracked internally. 100% of students will participate in regularly scheduled fire and emergency drills. This will be tracked and those students not in attendance will receive individualized instruction on procedures.	Yes Yes No	Yes No No	Yes Yes Yes
	5b. All students are counseled on behavior and bullying.	5b. All students will receive a lecture on acceptable behavior and how to deal with problems.	Yes	No	Yes
6. Faculty is trained and is able to implement and track curriculum and state standards.	6a. Faculty trained and teaching in Saxon and Singapore Math, Core Knowledge and State Standards.	6a. 100% of faculty will receive in-service in both standards and curriculum. This will be tracked as part of our teacher evaluations.	No Yes	Yes Yes	Yes Yes
	6b. All instruction is designed to meet both Liberty Academy's and State's standards.	6b. Before each year begins the Headmaster will work with the Curriculum Committee to ensure that all standards are being addressed through curriculum and instruction. This will be tracked as part of Liberty Academy's Curriculum Mapping process.	No No No	No No No	No No No

8. Additional information you would like the SCSB to consider


Governing Board Chair Signature

1/8/15
Date


Charter School Principal/Director

12/31/14
Date

Statement of Understanding

Liberty Academy Charter School understands the requirement of submitting the necessary paperwork for and will receive a confirmation of the change of name with the IRS.

The proposed new name is: **American Preparatory Academy-Salem.**

Liberty Academy understands and will perform the following:

1. Upon receipt of name change approval from the State Charter School Board, the name request will then be submitted to the Utah Board of Education for approval.
2. Upon receipt of name change approval from the Utah Board of Education, an Amendment to the Articles of Incorporation will be submitted to the State of Utah for the name change will be submitted.
3. Upon receipt of name change approval from the State of Utah, a letter will be created and signed by an officer of the corporation and sent to the IRS accompanied by the **approved** State of Utah paperwork.
4. Upon receipt of name change approval from the State of Utah, all Bank, Vendor and Supplier accounts will be changed to reflect the new name: American Preparatory Academy-Salem.