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 charter authorizer. The Utah State Charter School Board (SCSB) is a statutory charter authorizer 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 charter authorizer and the governing body of the school.

Amendment requests, including all required attachments and supporting documentation, are due electronically the first Wednesday of the month preceding the month of the 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 State Charter School Board staff to discuss the request and provide clarification to any staff questions. Appointments can be scheduled by emailing jo.schmitt@schools.utah.gov

1. Charter School Vista School at Entrada.

   Website www.vistautah.com

   Board Chair Neil Walter Email nwalter@vistautah.com

   School Administrator Sam Gibbs Email sgibbs@vistautah.com

2. The charter school is located in which school district(s)? Washington County 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 Larry Bergeson (person) who works at Washington County School District on August 18, 2016 (date).

4. Duly elected or appointed governing board members of the school, with titles.
   Neil Walter Bette Arral Brad Owen
   Jon Berger Gail Neumann

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

6. Requested amendment to charter agreement (check all that apply). Provide requested details and supporting documentation as outlined for each amendment.

Requires Utah State Board of Education (USBE) Approval (2-3 months)

SCSB actions:

- SCSB staff reviews amendment request and redline charter application to ensure consistency;
- SCSB considers request at future meeting as an action item on the agenda;
- If approved, SCSB staff completes paperwork required for consideration at a future USBE meeting;
- If approved, governing board and SCSB sign an addendum to the original charter agreement outlining the agreed upon changes; and
- USBE sends letter of approval to school.

_____ **Change to school mission or purpose(s).** Include a redline version showing new additions and ~~removed language~~ in school mission and/or purpose(s). Include revised table of contents if applicable. In **Attachment 1**, 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). In **Attachment 1**, describe why the waiver is necessary to meet the mission and/or purpose(s) of the school and help the governing board meet the terms and conditions in its contractual agreement.

_X_ **Expansion of student enrollment or grade levels served.** Indicate the number of students in grade K, 1 – 6, 7 – 8, and 9 – 12 being requested. In **Attachment 1**, describe whether or not this expansion of student enrollment will require a new facility or a significant structural change to an existing facility. If so, provide the date when the documents pertaining to the financing of the facility project will be submitted to the SCSB for advice and the projected date the facility will be completed.

Requests for new students or grades will not be accepted after July 1 for the next school year (e.g., requests for SY2017 must be submitted before July 1, 2016).

New students or grades requested. (Copy and complete this information for all school years that new students are requested. Only include the new students or grades requested for that specific year. SY2017 is the 2016-2017 school year.)

SY 2018 Grade K: 85 Grades 1-6: 620 Grades 7 – 8: 195 Grades 9-12: _____

Total 900 student capacity

Requires State Charter School Board Approval (1-2 months)

SCSB actions:

- SCSB staff reviews amendment request and redline charter application to ensure consistency;
- SCSB considers request at future meeting either as an action item on the agenda or as part of the consent calendar;
- If approved, governing board and SCSB sign an addendum to the original charter agreement outlining the agreed upon changes; and
- SCSB sends letter of approval to school.

_____ **Change to curricular or instructional emphasis, including educational program or methods of instruction.** Include a redline version showing new additions and ~~removed language~~ in educational program or methods of instruction. Include revised table of contents if appropriate. In **Attachment 1**, provide supporting documentation of new, evidence-based choice, as well as anticipated improvement in student performance.

_____ **Relocating to a new school district or municipality**. *Operational schools* must provide evidence supporting the decision to move, including minutes from the board meeting where parents and student provided feedback and the projected impact on enrollment in **Attachment 1**. *Planning year schools* must provide a detailed market analysis of newly proposed location, including corresponding capital facility plan (**Attachment 1**) and revised budget for the planning year and first three operational years (**Attachment 2**).

_____ **Matriculation agreement.** In **Attachment 1**, 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).

_____ **Change to effectiveness goals, performance measures, or accountability plan (original agreement) or Exhibit A (new agreement).** Include a redline version showing new additions and ~~removed language~~ in contractual agreement performance measures and provide supporting documentation for the requested change as **Attachment 1**. Include revised table of contents if appropriate.

_____ **Postponement of opening year.** In **Attachment 1**, describe the reason for postponing the school's opening year. In **Attachment 2**, 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, Articles of Incorporation, or contractual agreement specific to number of board members or board member election / appointment process.** Include a redline version showing new additions and ~~removed language~~ in Bylaws as **Attachment 1**.

_____ **Removal of original application sections (requires policies or written procedures).** Include a redline version showing ~~removed language~~ and revised table of contents as **Attachment 1**. Provide policy addressing topic, including effective date and excerpt from board minutes at which policy was approved or provide procedure addressing topic and statement granting authority to administration to manage the procedure (**Attachment 2**). *NOTE: Policies, procedures, and minutes can be provided through a specific hyperlink to the exact policy, procure, or minutes. Example list of applicable application sections below. SCSB staff will review policy or procedure for compliance with state law and board rule.*

- Job descriptions for educators and administration, including business administrator
- Selection of Education Service Providers
- Financial performance and sustainability goals
- Board performance and stewardship goals
- Student achievement levels for assessments no longer required by USBE (e.g., end of level CRT, IOWA, DWA, etc.)
- Acceptable use and social media policy
- Extra-curricular activities and fee schedules
- Opportunities for parental involvement
- Background information sheets and resumes
- Elementary assessments
- Graduation requirements
- Special Education program description
- Admission (including lottery policies) and dismissal procedures or suspension/expulsion procedures
- Procedures to review complaints
- Educator qualifications
- Fiscal procedures or purchasing policies & procedures
- Employee termination or terms and conditions of employment
- Employee evaluation
- Employment of relatives
- School closure plan

_____ **Decrease grades served or student enrollment.** In **Attachment 1**, provide the reduction in enrollment, by grade, or list of removed grades served, and summarize the governing board's discussion that led to the decision to reduce grade levels or number of students served.

_____ **Removal of original application sections (administrative language).** Include a redline version showing ~~removed language~~ and revised table of contents as **Attachment 1**. Example list of applicable application sections below. *NOTE: SCSB staff will review redline to ensure removed language complies with the list below.*

- Course catalog or master course list
- Lesson plans
- Calendar / master schedule / bell schedule
- Planning year, operational years, and contingency budgets
- Detailed business plan
- Organizational structure (not including governing board)
- Insurance
- Library plan
- Technology plan
- Administrative services
- Market analysis
- Capital facility plan
- Additional information/Letters of support

_____ **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.

7. Additional information you would like the SCSB to consider:

8. Complete *Charter Contractual Agreement Goals* table. Include goals identified in the Charter Fidelity Monitoring Report (if charter agreement signed prior to June 2016) or Exhibit A (if charter agreement was signed in June 2016 or later). Contact jo.schmitt@schools.utah.gov for a copy of the Charter Fidelity Monitoring Report or Exhibit A. If the school is not meeting all of its charter contractual agreement goals, then include the governing board's corrective action plan as **Attachment 3**. (Corrective action plan limited to two pages.)

Charter Contractual Agreement Goals — See attached sheet

Instructions: Insert charter school goals found in the Charter Fidelity Monitoring Report (if charter agreement signed prior to June 2016) or Exhibit A (if charter agreement was signed in June 2016 or later). Make certain to include the section and page number where this information can be found. Insert rows as needed.

Measure	Metric	Board Goal	Performance 2 Years Prior	Performance Prior Year	Performance Current Year

Governing Board Chair Signature — Date 8/16/16

Charter School Principal/Director — Date 8/16/16

Exhibit 1

Vista's Mission and Vision

Vision Statement-

An educational environment where immersion in the arts and technology inspires student growth.

Mission Statement-

It is the mission of Vista School to create personal growth by immersing all students in superior arts and technology programs that will give them the skills and experiences necessary to foster and enhance success. Our dynamic, committed, and knowledgeable staff will help inspire and educate students by providing them with an enriched and challenging curriculum that will establish artistic and academic excellence.

Exhibit 2

8. Charter Contractual Agreement Goals

Measure	Metric	Board Goal	2015 Performance	2016 Performance	2017 Performance	Remediation Plan
80% of continuously enrolled students will score at or above proficiency levels 3 or 4 on Utah state tests in reading and math.	SAGE Summative Examination	Improve student learning by empowering students to achieve AYP goals in reading and math.	Not Met	Not Met	N/A	A. Increase number of instructional minutes in math for all students in grades 1 to 8. B. Introduce MTSS system to track and individually intervene on behalf of non-proficient students. C. Implement a system of progress monitoring and personal goal setting for all student grades 1 to 8 in both math and language arts.
Curriculum will be regularly evaluated against student performance.	Pacing guide tracking chart.	Improve student learning by providing an environment conducive to learning.	Met	Met	N/A	N/A
Records will be maintained of teacher training and in-service.	In-service tracking chart.	Improve student learning by providing an environment conducive to learning.	Met	Met	N/A	N/A

Teachers will complete and annual pacing guide that is aligned to CORE curriculum. Teachers will record when instruction occurs. Director will regularly review guide to ensure compliance.	Pacing guide tracking chart.	Improve student learning by providing an environment conducive to learning.	Met	Met	N/A	N/A
At least 95% of students will participate in state testing	Particip ation rate as reporte d on school report card	Establish a school-wide understanding of Vista's goal of accountability	Not Met 91%	Not Met 93%	N/A	A. Begin a public relations campaign to explain the benefits of participation in state testing and the challenges of "Opt outs". B. Require parents to submit appropriate paperwork in order to opt out and initiate parent administrator meetings when possible.
70% 2010 80% 2011 90% 2012 Percentage of parents that are satisfied with student academic progress at Vista	Parent Annual Survey Respons es	To create a powerful partnership between satisfied Vista Parents and teachers.	Met	Met	N/A	N/A

95% of teachers have the opportunity to network and collaborate with parents with the goal of improving student achievement.	Parent Annual Survey Respons es Public forums held	To create a powerful partnership between satisfied Vista Parents and teachers.	Met	Met	N/A	N/A
Teachers will identify and create grade level standard and benchmarks. All student performing	Teacher grade book, DIBELS scores, Math Diagnos tic scores, SAGE	Improve student learning by effectively utilizing academic testing to identify students with special needs.	Met	Met	N/A	N/A
Special Education staff members possess the education and skills and expertise necessary to select, administer and interpret eligibility assessments for Special Education.	Number of Special Educati on teachers designat ed HQT in Cactus	Improve student learning by effectively utilizing academic testing to identify students with special needs.	Met 100% of staff	Met 100% of Staff	N/A	N/A

Exhibit 3

Explanation of request to change maximum enrollment

Over the past 7 years since opening, the reputation and standing of Vista in the community has continued to improve. The Vista "brand" is establishing itself throughout the regions of Southern Utah and even the Salt Lake and Utah valleys. Vista has weathered the challenges that a new school faces and has a well-established program for student instruction. Vista's student persistence rate is high and the student attrition rate has decreased over each of the last three years.

The enrollment at Vista is at an all-time high and has been for the last two years. Over the past two years, Vista has maintained a student waiting list of between 100 and 200 students throughout the entire educational year. The city of Ivins where Vista is located, is experiencing a real estate boom and is also having an influx of major industry, including a medical school the will open in 2018 that will house 500 students by 2020.

In the 2015-2016 school year Vista over subscribed by nearly 20 students with the October count being in the 890's. Although the school was at its capacity enrollment, we discovered in this process that Vista is able to accommodate a small number of students beyond the 875 cap and still meet our mission. Vista believes that it can effectively house up to 900 students and still fulfill its mission. We have a demand for admission and feel an obligation to provide access to as many students as we can effectively serve. That number is 900, not 875.