



## State Charter School Board Expansion Application

*The vision of the Utah State Charter School Board (SCSB) is that “every student has access to an excellent education that meets their unique learning needs.”*

### **Submission**

Due **July 1** for the next upcoming school year (e.g. July 1, 2020 for the 2021-2022 school year). Upload into the Applications Folder in the Documents Section of the Utah Charter Access Point (UCAP) system no later than **5:00 pm MST**.

Expansion requests requiring significant facilities modification and a USBE project number, may be submitted early (November 1) to be heard at the January SCSB meeting.

### **SCSB Eligibility Review**

After receipt, the office of the SCSB reviews assurances and evidence to confirm eligibility. The applicant is notified if eligible to expand and whether additional information will need to be submitted. Operational compliance will be confirmed throughout the review period.

### **State Charter School Board Consideration**

At the August SCSB meeting, board members will consider the Expansion request. Schools will have an opportunity to present their request and answer questions.

### **Application Instructions**

The Expansion Application template is a Microsoft Word document with checkboxes and text boxes for the applicant to respond to questions. Prepare your application package using the template, attachments/forms, and the submission process approved by the Board. The template is designed to be completed and submitted electronically. Incomplete applications will be returned to the applicant.

**Submit the application package electronically through the UCAP system.**



**Applicant Assurances**

By checking this box, the Applicant certifies all information contained within this application is complete and accurate. Any misrepresentation could result in disqualification from further consideration and/or the revocation of authorization or award.

By checking this box, the Applicant certifies that the school satisfies requirements of federal and state laws, regulations, and rules, including, but not limited to:

<b>Requirement:</b> <i>As per R277-552-6</i>	<b>Evidence:</b> <i>Note: include link or page number if submitting as a packet.</i>
Title 53E, Chapter 9, Student Privacy and Data Protection	
Title 53G, Chapter 7, Part 5, Student Fees	
Title 53G, Chapter 9, Part 7, Suicide Prevention	
Title 53G, Chapter 8, Discipline and Safety	
Title 52, Chapter 4, Open and Public Meetings Act	
Title 63G, Chapter 6a, Utah Procurement Code	
the IDEA and Rule R277-750, with no unresolved audit exceptions	
Rule R277-113, Local Education Agency (LEA) Fiscal and Auditing Policies	
Section 53G-9-207, Child sexual abuse prevention	
Subsection 63G-7-301(3) and Rule R277-322, Code of conduct	



Additionally, for an expansion request the Applicant further certifies that the expansion request is consistent with the school's charter agreement and:

<b>Requirement:</b> <i>As per R277-552-6</i>	<b>Evidence:</b> <i>Note: include link or page number if submitting as a packet.</i>
The request is consistent with the charter school's charter agreement.	
Met all academic goals in the charter agreement.	
All schools in the charter LEA performed at or above the average student performance of other nearby schools on statewide assessments. (If the charter LEA serves a specialized population according to the charter agreement, the LEA may compare performance to schools serving similar populations.)	
Financial statements report revenues in excess of expenditures for at least three of the last four fiscal years.	
If the proposed expansion requires additional physical facilities, maintained a net lease adjusted debt burden ratio of under 25% for each of the last three years.	

\_\_\_\_\_  
 Name of Board Chair  
 (please print)

\_\_\_\_\_  
 Signature of Board Chair /Date



**School Entity Information**

Name of School: [Click here to enter text.](#)

Name of School Administrator: [Click here to enter text.](#)

Local School District: [Click here to enter text.](#)

To whom and when this application submitted to the local district: [Click here to enter text.](#)

*Below, list the names and positions of all current Board Members (officers, members, directors, partners), and their positions. Also list any other current charters in which they act as a corporate principal or charter representative. (Add rows as necessary).*

Name	Position	Period of Service as a Board Member	Current Charter Affiliations

**Required Exhibits:**

- Minutes of the board meeting authorizing application for expansion. Include link or page number if submitting as a packet.



**Population and Enrollment**

By checking this box, I understand and agree that the enrollment policies must be consistent with state law and Board rule, and that increased enrollment of students cannot begin until the Expansion Application is approved.

Grade Levels to be Served: [Click here to enter text.](#)

Projected Maximum Enrollment: [Click here to enter text.](#)

*Note: When completing the table, be sure to indicate the school year in the box labeled SY. Schools are listed as SY with the two-digit year for the end of the year. For example: SY20 is the 2019-2020 school year. Start with the year you wish to begin the expansion. Please do not leave any boxes blank. If you do not plan to include a grade place a 0 in the box.*

	Grades and Specific Number of Students Served by Grade													Maximum Enrollment
SY	K	1	2	3	4	5	6	7	8	9	10	11	12	
	K	1	2	3	4	5	6	7	8	9	10	11	12	
SY														
	K	1	2	3	4	5	6	7	8	9	10	11	12	
SY														

*Attach a clear, specific and concise response about the proposed target population. The expected page length for all five questions is no more than two pages.*

1. Describe the population of the school that includes a demographic profile listing the percentage of students in the minority, the percentage of students with disabilities qualifying for special education services, the percentage of students who are economically disadvantaged, the percentage students learning English, academic performance of students entering the school, and distance travelled by current students.
2. Compare the description in question one (1) to the local school district.
3. Describe the enrollment practices, processes, and policies of the school.
4. Describe the enrollment timeframe that will be implemented and shared with the public.



### Market Analysis

Is there a market demand for the proposed increase?

By checking this box, I certify there is a market demand for the proposed increase.

**Market demand:** Provide the rationale for the requested increase. Also provide qualitative and quantitative data and information that supports the requested increase. This could include current enrollment trends, waitlist trends, population and development trends, capacity of surrounding public schools, and parent demand. Identify any potential challenges to the requested increase.



### **Charter Fidelity**

Are the key elements and terms of the charter agreement being met?

By checking this box, I certify the school is meeting the terms of its charter agreement. If the SCSB finds the school is not meeting the terms of its charter agreement, the expansion cannot be approved.

**Key Elements:** List the key elements and goal(s) of the charter agreement and how the school is implementing and meeting these measures.



### **Academic Success**

Is the school academically successful?

By checking this box, I certify the school is academically successful, provides educational services consistent with state law and board rule, administers statewide assessments consistent with state law and board rule, and provides evidence-based instruction for special populations as required by federal law. If the SCSB finds the school is not academically successful or doing the above listed things, the expansion cannot be approved.

**Academic Data:** Provide academic performance data for the last five years (or if there is not five years of data, as many years as possible, but not less than two). Explain how the data shows the school is academically successful. Provide disaggregated data by subgroup for at least the last year.

**Educational Services:** Describe how the school meets each of the requirements listed in R277-552-6(4)(c).



## Operational Success

Is the school operationally successful?

By checking this box, I certify the school is operationally successful, including:

- Having adequate qualified administrators and staff;
- Having adequate, engaged Governing Board members;
- Compliant with all applicable school legal obligations; and
- Appropriately dealt with student safety issues, if any.

If the SCSB finds the school is not operationally successful, the expansion cannot be approved..

## Current and Planned Operations:

**Administration:** Provide a general overview of the school's administrative structure and operations. Provide data on teacher and administrator qualifications. Describe what changes, if any, will need to be made to account for the proposed growth. If no changes will be needed, explain why.

**Governance:** Provide a general overview of the school's governing board structure and operations. Provide data on meeting frequency and engagement. Describe what changes, if any, will need to be made to account for the proposed growth. If no changes will be needed, explain why.

**Student Safety:** Describe any student safety issues that have occurred and how the school has resolved them. If any are currently unresolved, please address the school's plan of action.



**Financial Viability**

Is the school financially viable?

By checking this box, I certify the school is financially viable. If the SCSB finds the school is not, the expansion cannot be approved.

**Financial Viability:** Describe the school’s current financial position and how the expansion will impact the school’s finances. Also describe how the board reviews financials, including the budget, restricted and unrestricted funds, and general financial health.

**Financial Data:** Using the school’s financial data from the three most recent annual reports and audited financial statements and the most recent data for the current year, complete the following table. Explain any metrics not meeting the standard or showing a negative trend. See [CSAF Details](#) for information on how to calculate each metric.

Metric	Standard	3 Prior FY	2 Prior FY	Prior FY	Current YTD
<i>Fiscal Year or Month Used</i>					
Unrestricted Days Cash	≥ 30				
Debt to Asset Ratio	≤ 1				N/A
Current Ratio	≥ 1				
Audit Findings	0				N/A
Change in Net Assets	Positive				



## Charter Facility

Will the school have adequate facilities for the proposed increase?

By checking this box, I certify the school either currently has, or will obtain adequate facilities for the proposed increase. If the SCSB finds the school does not have or will not have adequate facilities, the expansion cannot be approved.

**Facilities:** Does this expansion of student enrollment require a new facility or a significant structural change to an existing facility?

No (Complete Section A)

Yes (Complete Section B)

**Section A: Current Facilities:** Describe the current facility size, capacity, and layout. Include information on number of classrooms, anticipated class sizes, and potential impact on traffic for the surrounding community.

**Section B: Facilities Plan for Expansion:** Describe the planned facility size, capacity, and layout. Include information on number of classrooms, anticipated class sizes, and potential impact on traffic for the surrounding community. Also describe the timeline for completion of the facility and the financing requirements needed for this facility project.