



State Charter School Board Expansion Application

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Schools.utah.gov/charterschools

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Introduction

The mission of the Utah State Charter School Board (SCSB) is “to provide for positive student outcomes by authorizing, overseeing, and elevating successful public charter schools through a rigorous approval process, effective oversight, and meaningful collaboration.” In the fall of 2016, the SCSB approved this Expansion Application process to streamline the application process for existing charters that have consistently demonstrated quality academic and operational performance and financial viability, as set by performance frameworks and generally accepted standards.

The Expansion Application is based on the premise that the new school will mirror the sponsoring school in educational program, corporate and governance structure, and/or financial and operational processes.

Timeframe

Process Stage	Deadlines
Expansion Application Submission	
Submit the completed Expansion Application package for the next upcoming school year (e.g. July 1, 2016 for the 2017-2018 school year). 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.	Must be received no later than July 1. <i>Must be received no later than November 1, if desiring to be heard in January.</i>
Staff Eligibility Review	
After July 1, SCSB staff confirms eligibility, to include academic performance and operational compliance. Staff determines whether the existing school meets the SCSB’s Eligibility Criteria and Financial Performance Expectations. The applicant is notified within the timeframe if eligible to replicate and whether additional information will need to be submitted. Operational compliance will be confirmed throughout the review period.	By the last business day in July (November).
State Charter School Board Consideration	
At the August SCSB meeting, members will consider the Expansion request. Schools will have opportunity to answer questions. SCSB staff will notify the school of the SCSB decision within five business days following the vote.	August meeting (January).
Utah State Board of Education Consideration	
If approved, the application will be forwarded to the USBE for consideration at its next scheduled meeting. USBE staff will notify the school of the USBE decision.	September meeting (February).

Application Instructions

The Expansion Application template is organized to obtain information efficiently and accurately to aid quality review and decision-making by the Board. The template is a Microsoft Word document with checkboxes and text boxes for the applicant to respond to questions.

As you complete this application, please keep in mind the importance of overall consistency of the application package. *All information presented in the application package, if approved, becomes part of the charter contract and will be used for accountability purposes throughout the term of the charter.*

1. Prepare your application package using the Expansion Application template, attachments/forms, and submission process approved by the Board. This template is designed to be filled out and submitted **electronically**.
2. Complete the entire application package. Incomplete applications will be returned to the applicant.
3. Required components of these sections are intended to be brief. Sections requiring narrative responses have identified suggested page lengths.
4. Ensure that every checkbox is checked.
5. For attached documents, follow the **Formatting Requirements** outlined below.
6. Submit the application package electronically to rabecca.cisneros@schools.utah.gov.

Formatting Requirements:

- Only the following file types will be accepted: .pdf, .doc, .docx, .xls, .xlsx.
- Create a three letter abbreviation for your school to use in place of your school's name at the beginning of each filename (e.g. ECS for Excelling Charter School).
- Name files with short, descriptive names.
 - For required exhibits, a brief summary (e.g. for floor plan #2 for Excelling Charter School: ECSfloorplan2.pdf).
 - For files relating to individuals (e.g. affidavit, resume), end each file name with the initials of the individual (e.g. for Jane Doe's resume for the Excelling Charter School application: ECSresumeJD.pdf).
 - For the Expansion Application template, when completed, title it 'application' (e.g. for the Excelling Charter School application: ECSapplication.docx).
- Fonts must be no less than **11 point**.
- The application calls for certain official documents to be scanned. Scanned documents must be no less than 100% of the original size, except for building floor plans or maps.

Applicant Assurances

Print this sheet, complete and sign the spaces at the bottom, scan, and attach to the electronic application.

The Board Chair must sign the following agreement prior to submitting the application package.

Should the agreement be signed by someone other than the current Board Chair, the application package will be deemed Administratively Incomplete.

School Name: __Spectrum Academy_____

The Applicant certifies all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the Expansion Application process or revocation after award.

The Applicant understands that applications must be received by SCSB staff no later than 1 July for the next school year and that late/incomplete applications will not be considered.

The Applicant acknowledges that all information presented in the application package, if approved, becomes part of the charter and will be used for accountability purposes throughout the term of the charter.

The Applicant acknowledges that the charter school governing board has read all Utah statutes regarding charter schools and that the Applicant is subject to and in compliance with all relevant federal, state and local laws, and requirements.

The Applicant acknowledges that the most current academic data will be provided to the SCSB for its consideration of the application.

The Applicant acknowledges that prior to inclusion on the agenda, the SCSB recommends charter school governing boards schedule an appointment with SCSB staff to discuss the Expansion Application and provide clarification to any staff questions. Appointments can be scheduled by emailing jo.schmitt@schools.utah.gov.

The applicant certifies that the entire Expansion Application was submitted to

John Zurbuchan, Asst. Superintendent _____ (person) who works at __Davis County

School District on March 26, 2017__ (date).

__Marney DeVroom _____
Name of Board Chair
(please print)

Signature of Board Chair /Date

School Entity Information

Name of School: **Spectrum Academy- North Salt Lake Campus**

Name of School Administrator: **Jaime Christensen and Brad Nelson**

Local School District: **Davis**

Provide a statement describing the mission of the new school: Spectrum Academy is the premier charter school in Utah for students with high-functioning Autism, Asperger's Syndrome and others who would benefit from our unique learning environment. We provide small class sizes with individualized instruction and innovative social skills curriculum. We help students reach their fullest potential academically, socially, and emotionally, leading to productive and successful futures.

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	Current Charter Affiliations
Marney DeVroom	President	Spectrum Academy
Dennis Bullard	Vice President	Spectrum Academy
Jana Gold	Member	Spectrum Academy
Marcy Johnson	Secretary	Spectrum Academy
Nick Wright	Finance	Spectrum Academy

Required Exhibits:

- Minutes of the board of the sponsoring school authorizing application for Expansion.

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: K-12

Projected Maximum Enrollment: 960

Expansion Request

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: SY17 is the 2016-2017 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													Max Enrollment
	K	1	2	3	4	5	6	7	8	9	10	11	12	
SY 18/19	70	70	70	70	70	70	70	70	70	70	70	70	120	960
SY 19/20	70	70	70	70	70	70	70	70	70	70	70	70	120	960
SY 20/21	70	70	70	70	70	70	70	70	70	70	70	70	120	960

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.

- Describe the population of the school that includes a demographic profile listing the percentage of minority students, the percentage of students with disabilities qualifying for special education services, the percentage of economically disadvantaged students, the percentage of English Learners, academic performance of students entering the school, and distance travelled by current students.
- Compare the description in 1 to the local school district of the sponsoring school.
- Describe the market analysis that supports the successful enrollment of the projected student count from the target population. Include what makes this school unique or needed.
- Describe the enrollment practices, processes, and policies of the school.
- Describe the enrollment timeframe that will be implemented and shared with the public.

Facilities

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

Yes (Complete Section A)

No (Skip Section A)

Section A: Facilities Plan for Expansion

Attach the following information regarding the new facility or structural change.

- A-1. Attach renderings or describe the facility size and layout suitable for implementing the Educational Plan. If renderings are not available, provide the date when the documents will be submitted to SCSB staff. ATTACHED

A-2. Describe the timeline for completion of the facility by the start date.

ATTACHED

A-3. Describe the financing requirements needed for this facility project. As required by statute, submit all contracts to SCSB prior to entering into any facility contracts.

ATTACHED

Educational Plan

Attach a clear, specific, and concise response regarding the Educational Plan. The expected page length for all questions is approximately two pages.

- By checking this box, I understand and agree that the Educational Plan must be consistent with and fully aligned to the Utah Core standards. Please describe deviations in the narrative, if applicable.
1. Provide a description of philosophical approach to improving pupil achievement used.
 2. Describe the program of instruction used, including methods of instruction and curriculum for the core academic content areas, which supports the school's philosophy and aligns to Utah Core Standards.
 3. Describe how the school provides, as required by state and federal law, special education and related services.
 4. If the school serves or intends to expand to serve a high school population, identify the graduation requirements for the school that will meet State requirements. Describe the process and criteria for awarding course credit.
 5. List the *Contractual Agreement Goals* of the sponsoring school and describe the school's performance against the goals. 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). If the school is not meeting all of its goals, describe the governing board's corrective action plan.

Required Exhibit:

- Executive summaries from UPIPS review for the past three years.

Business Plan

A school that receives one or more "Falls Far Below Standard" and/or two or more "Does Not Meet Standard" on the CSPS Financial Performance measure does not meet the SCSB's expectations and must submit additional information as part of its application.

Does the financial performance of the sponsoring school meet the SCSB's financial performance expectations?

Yes

No:

If no, Required Attachments:

- **Financial Performance Information:** In a detailed, yet concise response, address each Financial Performance metric where the school received a “Falls Far Below Standard” or “Does Not Meet Standard.”