



State Charter School Board Amendment Request

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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 amendment application process. The purpose of the Amendment Request is to provide a process for a charter school governing board to request changes to its charter.

The Amendment Request is based on the premise that the contractual agreement may be modified by mutual agreement of the charter authorizer and the governing body of the school.

Timeframe

Process Stage	Deadlines
Amendment Request Submission	
Submit the completed Amendment Request.	First Wednesday of April for the May SCSB meeting, or First Wednesday of October for the November SCSB meeting.
Staff Eligibility Review	
After receipt SCSB staff reviews request, to include associated academic, financial, and operational performance and compliance. Once the applicant is deemed Administratively Complete, the applicant will be invited to the next SCSB meeting.	By the last business day of April or October, as appropriate.
State Charter School Board Consideration	
At the scheduled SCSB meeting, members will consider the amendment 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. If approved, and USBE approval is not required, the governing board and SCSB sign an addendum to the original charter agreement outlining the agreed changes.	Normally scheduled May or November meeting.
Utah State Board of Education Consideration	
If approved and if applicable, 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. The governing board and SCSB sign an addendum to the original charter agreement outlining the agreed changes.	Normally scheduled June or December meeting, if applicable.

Application Instructions

The Amendment Request 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 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 Amendment Request 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 Amendment Request 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 Amendment Request process or revocation after award.

The Applicant understands that applications must be received by SCSB staff no later than the first Wednesday of the month preceding the month of the requested SCSB meeting and that 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 request and provide clarification to any staff questions. Appointments can be scheduled by emailing jo.schmitt@schools.utah.gov.

The applicant certifies that the entire amendment request was submitted to __N/A__

(person) who works at _____ School District on _____ (date).

__MARNEY DEVROOM__
Name of Board Chair
(please print)

 3/14/17
Signature of Board Chair /Date

School Entity Information

Name of School: **SPECTRUM ACADEMY**

Name of School Administrator: **JAIME CHRISTENSEN/BRAD NELSON**

Local School District: **DAVIS AND ALPINE**

Provide a statement describing the mission of the 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
Marcy Johnson	Secretary	Spectrum Academy
Jana Gold	Member	Spectrum Academy
Nick Wright	Finance	Spectrum Academy

Requested Amendment(s) to Charter

1. Complete as many sections as apply.
2. Provide requested details and supporting documentation as outlined for each amendment requested.
3. Complete *Charter Contractual Agreement Goals* table located at the end of this application.

Amendments Requiring State Charter School Board (SCSB) Approval

The following amendment requests may take 1-2 months to complete. See Timeline section for specifics on the process.

Change to curricular or instructional emphasis, including educational program or methods of instruction.

Required Attachments:

- A redline version showing new additions and ~~removed language~~ in educational program or methods of instruction. Include revised table of contents if appropriate.
- Documentation of new, evidence-based choice, as well as anticipated improvement in student performance.

Relocating to a new school district or municipality.

Operational schools: Describe the decision to move and the projected impact on enrollment.
Click or tap here to enter text.

Required Attachments:

- Supporting evidence for decision.
- Minutes from the board meeting where parents and student provided feedback.

Planning year schools:

Required Attachments:

- Detailed market analysis of newly proposed location.
- Corresponding capital facility plan.
- Revised budget for the planning year and first three operational years.

Matriculation agreement.

Describe the purpose for the matriculation agreement.
Click here to enter text.

Required Attachments:

- 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).

Required Attachments:

- Redline version showing new additions and ~~removed language~~ in contractual agreement performance measures.
- Provide supporting documentation for the requested change.
- Include revised table of contents if appropriate.

Postponement of opening year.

Describe the reason for postponing the school's opening year.
Click here to enter text.

Required Attachments:

- 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.

Required Attachments:

- A redline version showing new additions and ~~removed language~~ in Bylaws.

Removal of original application sections (requires policies or written procedures).

Required Attachments:

- A redline version showing new additions and ~~removed language~~ and revised table of contents, or
- If completely rewritten, the new policy or procedure with new effective date, indicating superseding of previous policy or procedure.
- Excerpt from board minutes at which policy was approved

NOTE: Policies, procedures, and minutes can be provided through a specific hyperlink to the exact policy, procedure, or minutes.

Examples:

- 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

NOTE: SCSB staff will review policy or procedure for compliance with state law and board rule.

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.
Click here to enter text.

Complete:

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

Removal of original application sections (administrative language).

Required Attachments:

- A redline version showing removed language and revised table of contents.

Examples:

- 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

Amendments Requiring Utah State Board of Education (USBE) Approval

The following amendment requests may take 2-3 months to complete. See Timeline section for specifics on the process.

Change to School Mission 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.

Click here to enter text.

Required Attachments:

- A redline version showing new additions and removed language in school mission and/or purpose(s). Include revised table of contents if applicable

Waiver from Board Rule

Rule Number and Title: Click here to enter text.

Describe why the waiver is necessary to meet the mission and/or purposes(s) of the school and help the governing board meet the terms and conditions in its contractual agreement.

Click here to enter text.

Other Amendments Not Previously Identified Above

Please describe amendment request.

Spectrum Academy requests that the individual allotted contractual student enrollment for the North Salt Lake Campus (558 students) and Pleasant Grove campus (648 students) be combined into an aggregate allotted student enrollment not to exceed 1,206 students total.

Required Attachments:

- Details and supporting documentation as appropriate.
- Additional information may be requested following review and request may require SCSB or USBE approval.

Contractual Charter Agreement Goals (to be completed along with all amendment requests)

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).

Required Attachments:

- If the school is not meeting all of its charter contractual agreement goals, then include the governing board's corrective action plan. (Corrective action plan limited to two pages.)

The only document Spectrum Academy has ever received from the USBE or USCB with regard to a Charter Fidelity Monitoring Report was not a report, it was the Charter Fidelity Monitoring Review Summary for FY15. This survey is not reflective of our current charter goals, as amended. In light of this, Spectrum Academy has reported on the State Charter School Minimum Standards, as required in R277-481-3, as well as provided an academic progress summary.

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
Board Ethical Conduct	Number of Board Violations of statute, State Board rule, or charter agreement.	Spectrum Academy will have zero Violations of statute, State Board rule, or charter agreement annually.	Met	Met	Met
Board Regulatory and Reporting Compliance	Percentage of teachers properly licensed and endorsed for teaching assignment.	Spectrum Academy will have 100% of teachers properly licensed and endorsed for teaching assignments annually.	98%	95%	97%
Board Regulatory and Reporting Compliance	Percentage of employees and board members with completed criminal background checks.	100% of Board members will have completed criminal background checks annually.	Met	Met	Met
Audit Findings or Recommendations	Number of material findings, financial condition findings, or repeated significant findings.	Spectrum Academy will have zero of material findings, financial condition findings, or repeated significant findings on an annual basis.	Met	Met	Met
Financial Reserve Requirements	Minimum of 30 days cash on hand, or other reserve amount required in bond covenants.	Spectrum Academy will maintain a 30 day cash on hand reserve at all times, according to bond covenants.	Met	Exceeded	Met

Spectrum Academy has three main charter goals: 1) Improve Student learning; 2) Improve Student Social Skills; 3) Improve Student Sensory Processing Skills. To assess the effectiveness of all programs, Spectrum Academy engages in strategic data collection and the modification of such programs based upon student success. Although a single end-of-year assessment, such as the SAGE, is not an accurate measure of achievement for our population of students, growth has been made commensurate with State scores of students with disabilities in grades 3-7. Growth for grades 8-11 exceed the State average (See "Attachment A"). Sensory Questionnaire ratings for 2015/2016 revealed that 80% of students improved their ability to self-regulate, which exceeds the goal of 75%. Social skills assessments for 2015/2016 revealed that 83.3% of students in grades K-2 increased their social skills by an average of 2%; 88% of students in grades 3-5 increased social skills by an average of 7%; 85% of students in grades 6-8 increased social skills by 1%; and 92% of students in grades 9-12 increased social skills by an average of 3.7%. This exceeds Spectrum Academy's goal that 75% of students will increase their social skills.