



State Charter School Board Amendment Request

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Schools.utah.gov/charterschools

(801) 538-7720

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 spring of 2017, 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

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.

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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**.

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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: **North Davis Preparatory 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 james.madsen@schools.utah.gov.

Jennifer Bazzano
Name of Board Chair
(please print)



Jennifer Bazzano – NDPA Board President

4/21/17

School Entity Information

Name of School: North Davis Preparatory Academy

Name of School Administrator: Ryan Robinson

Contact Information for School: 1765 W. Hill Field Road, Layton, UT 84041 (801) 547-1809

Local School District: Davis School District

Provide mission statement of the school:

Vision: *North Davis Preparatory Academy students develop a love of learning, experience high academic achievement, and enjoy high bi-literate proficiency.*

Purpose: *To instill in our students a love of learning through enjoyable learning experiences, a progressive educational program in core subjects and a bi-literate curriculum, all in an environment of respect, parental involvement, and a strong sense of community.*

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
Jennifer Bazzano	President	
Monte Poll	Vice President	
Rita Brock	Secretary	
Maggie Arave	Financial Coordinator	
Jennifer Nicholson	POET President	

Contractual Charter Agreement Goals

List the school’s goals identified in the Charter Fidelity Monitoring Report (if charter agreement signed prior to June 2016) or in Exhibit A (if charter agreement was signed in June 2016 or later). In an e-mail to Joe Heywood on March 25th, the following note was part of the fidelity report submitted:

Please note: Goals 1-11 listed in this document are from the original charter with Davis School District from 2004. The re-charter document, approved by the State Charter Board (SCSB) September 2007, included, at the request of the SCSB, effectiveness goals, as presented in the chart. See Goals 1-7; attachment A. The goals listed below are from Attachment A that was submitted, and Charter page numbers were not noted.

NORTH DAVIS PREPARATORY ACADEMY (NDPA) – GOALS **NDPA sets annual goals on the UCA, which updates to S.A.G.E.**

Goal 1	85% of continuously registered NDPA students will score 3 or 4 (proficiency) on end-of level tests (CRT) in reading, math, and science (grades 4,5, and 6).
Goal 2	NDPA students will demonstrate adequate yearly progress in math, science, language arts and writing assessments each year until all students perform at math, language arts, and science.
Goal 3	NDPA students will exceed the average performance levels of students in the state in language arts, writing, and mathematics as measured by CRT’s and ITBS. (Now S.A.G.E.)
Corrective Action Plan	For goals 1-3, see corrective action plan below this table.
Goal 4	100% of all students will participate in U-PASS State required testing. This was met 99% last year. NDPA honors those parents who choose to opt out, while continually encouraging all students to participate. NDPA provides appropriate sessions of make-up testing to strive to reach 100% participation.
Goal 5	NDPA will attain a 95% attendance rate as evidenced by SIS rolls. This goal has consistently been met.
Goal 6	100% of students will show competency on curriculum based assessments. 95%-100% of students, as measured on appropriate software programs show competency in math and reading before moving on to new concepts.
Goal 7	80% of parents will complete 30 volunteer hours. This goal is consistently met when looking at the number of volunteer hours divided by the number of families, however this is due to some families far exceeding their volunteer hours. NDPA’s parent organization is strong and works with parents to complete hours.

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.)

Corrective Action Plan for Goals 1, 2, and 3

NDPA uses SAGE proficiency scores, as the state mandated test. The related goal set annually on the UCA, is for a 2% gain overall in Language Arts and Math. This has not been met. Language Arts Proficiency scores have ranged from 54%-49% over the last three years, Math 41%-51%, and Science 46%-50% and the trend has not always been upward. Math is the only score that fell barely below the state average in 2015-2016. The following corrective action plan is in place.

- The school administration team has established a strong academic leadership team that meets weekly to review academic data from a variety of sources.
- The Governing Board gets regular updates at Board meetings on student outcome data.
- A strong RTI process has been established for both reading and math.
- Teachers participate in grade level professional learning communities as well vertical planning teams.
- Issues that impede students from accessing the learning environment to the best of their ability are addressed in the child assessment team meetings, where behavior strategies are discussed and implemented.
- For school year 2016-2017, math professional development for teachers became a focus.

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. Staff will confirm receipt of application and notify the school of the next steps.

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.

X *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.

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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.

[Click here to enter text.](#)

Required Attachments:

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

BYLAWS AMENDMENT

The only amendment we are requesting in the NDPA Bylaws is in this section: “*Section 4.3 Number, Election and Term of Directors.*”

The full amended bylaws are included as an attachment to the e-mail.

From the Bylaws:

Section 4.3 Number, Election and Term of Directors

- a. The authorized number of Directors shall be no less than ~~three-five (53)~~ and no greater than ~~nine seven (79)~~ until changed by amendment of these Bylaws.
- b. At least forty percent (40%) of the Directors will be parents or guardians of students attending North Davis Preparatory Academy.
- c. Those Directors who are to be elected by the Board of Directors shall be so elected at the annual meeting of the Board of Directors then in the office. The existing Directors of the corporation shall nominate each Director. The duration of the term of each Director shall be staggered so as to promote continuity in the Board.

CHARTER APPLICATION AMENDMENT

The only amendment in the NDPA Charter Application is in this section: “*Organizational Structure and Governing Body.*”

The full charter application, with the stated amendment is included as an attachment to the e-mail.

Board of Directors:

A five to seven-member governing board (the Board) administers policy-making processes and procedures at NDPA. Please refer to attached NDPA Model for Board responsibilities.

At least ~~three (3)~~ forty percent (40%) of the members of the Board will be parents, ~~grandparents,~~ or guardians of children who attend NDPA. ~~The president of the NDPA parent organization will also serve as a member of the Board.~~ The remaining members may: 1) also be parents, grandparents or guardians of children attending NDPA, or 2) be elected from the community, preferably having backgrounds in education, business or politics. Only one board position may be filled per family. The school director of education/principal may participate as an ex-officio board member without voting authority.

~~In April of 2004 parents in the Davis School District, who were responsible for initiating the charter for NDPA, selected the initial members of the board. Board members will be selected based on their knowledge, experience and willingness to participate at this level.~~