



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 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: LEADERSHIP LEARNING 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.

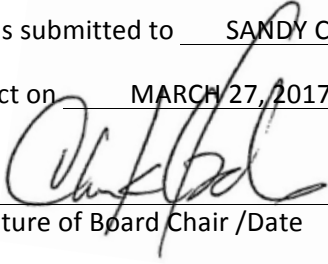
The Applicant acknowledges that the charter school governing board has read all Utah statutes regarding charter schools and that the Applicant is subject to and in compliance with all relevant federal, state and local laws, and requirements.

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 SHERI SAUVÈ
(person) who works at DAVIS School District on MARCH 27, 2017 (date).

The applicant certifies that the entire amendment request was submitted to SANDY COROLES
(person) who works at OGDEN School District on MARCH 27, 2017 (date).

CHUMA UZOH  3/27/17
Name of Board Chair (please print) Signature of Board Chair /Date

School Entity Information

Name of School: **Leadership Learning Academy (“LLA”)**

Name of School Administrator: **Heidi Bauerle**

Local School District: **Davis and Ogden School Districts**

Provide a statement describing the mission of the school: ***The mission of Leadership Learning Academy is to provide the unique, innovative teaching model of Project CHILD to help achieve a high degree of academic success while developing problem solving skills, independent learners, and future leaders in all our students.***

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
Chuma Uzoh	Chair	
Terry Capener	Vice Chair	
Jimmy Sunlight	Financial Coordinator	
Lance Eastman	Secretary	
Deb Hefner	Member	NUAMES Business Manager

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.

Not applicable

Relocating to a new school district or municipality.

Not applicable

Matriculation agreement.

Not applicable

Change to effectiveness goals, performance measures, or accountability plan (original agreement) or Exhibit A (new agreement).

Not applicable

Postponement of opening year.

Not applicable

Change to Bylaws, Articles of Incorporation, or contractual agreement specific to number of board members or board member election / appointment process.

Not applicable

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

Not applicable

Decrease grades served or student enrollment.

Not applicable

Removal of original application sections (administrative language).

Not applicable

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)

Not applicable

Waiver from Board Rule

Not applicable

Other Amendments Not Previously Identified Above

Please describe amendment request.

This amendment request is for LLA to have their student enrollment cap considered by LEA, not by individual campuses. Currently, LLA has an approved LEA student enrollment cap of 1,134 with the Layton campus approved for 567 students, and the Ogden campus approved for 567 students. The Layton campus is located in the Davis School District. The Ogden campus is located in the Ogden School District.

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.)

<i>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.</i>					
Target/Goal information taken from Charter Fidelity Monitoring Report (“CFMR”).					
Measure	Metric	Board Goal	Performance 2 Years Prior	Performance Prior Year	Performance Current Year
Target 1 80% retention rate. [CFMR: “Goals in the Charter” pg. 1]	Goal 1 The school will retain 80% of its students each year which will reflect satisfied parents. [CFMR: “Goals in the Charter” pg. 1]	Adherence to school mission & vision.	83.5% as reported on the school performance report.	75.8% as reported on the school performance report.	Data not yet available.
Target 2 Annual orientation. [CFMR “Goals in the Charter” pg. 1]	Goal 2 A Project CHILD orientation will be held for parents at the beginning of each school year. [CFMR “Goals in the Charter” pg. 1]	Adherence to school mission & vision.	100%	100%	100%
Target 3 90% of the Project CHILD teachers will pass this requirement in	Goal 3 Teachers will participate in before-school Project CHILD training and be	Adherence to school mission & vision.	100%	100%- Ongoing annual training by Project Child	100% Training this year has just been completed with a successful

Measure	Metric	Board Goal	Performance 2 Years Prior	Performance Prior Year	Performance Current Year
Year One. [CFMR “Goals in the Charter” pg. 2]	assessed on a comprehensive written Project CHILD exam. [CFMR “Goals in the Charter” pg. 2]				visit by Project Child
Target 4 100% of the reports to the governing Board will indicate successful progress towards implementation [CFMR “Goals in the Charter” pg. 2]	Goal 4 A certified Project CHILD consultant will evaluate progress, minimally, bi-annually, towards Project CHILD implementation [CFMR “Goals in the Charter” pg. 2]	Adherence to school mission & vision.	100%	100%	100%
Target 5 90% of surveyed stakeholders will be very satisfied or satisfied on LBE survey questions. [CFMR “Goals in the Charter” pg. 2]	Goal 5 Regular Leadership-based Events (LBEs) targeting faculty, parents, and/or students will be held. Annual survey questions will address effectiveness of the LBEs. [CFMR “Goals in the Charter” pg. 2]	Adherence to school mission & vision.	93%	97%	Stakeholder survey has not been conducted yet
Target 6 81% proficiency [CFMR “Goals in the Charter” pg. 3]	Goal 6 Proficiency levels on Third Grade Reading Assessment (DIBELS Next or other equivalent state mandated	Student achievement level	79% LLA met it’s 3 rd grade reading proficiency goal.	79% LLA met it’s 3 rd grade reading proficiency goal.	Not yet established.

Measure	Metric	Board Goal	Performance 2 Years Prior	Performance Prior Year	Performance Current Year
	assessment) will reach 81% proficiency. [CFMR “Goals in the Charter” pg. 3]				
Target 7 74% proficiency. [CFMR “Goals in the Charter” pg. 3]	Goal 7 Proficiency levels on Math state required assessments will reach 74% proficiency. [CFMR “Goals in the Charter” pg. 3]	Student achievement level	48%	47%	SAGE not yet administered for 2016-2017
Target 8 80% proficiency. [CFMR “Goals in the Charter” pg. 3]	Goal 8 Proficiency levels on Language Arts state required assessments will reach 80% proficiency. [CFMR “Goals in the Charter” pg. 3]	Student achievement level	48%	42%	SAGE not yet administered for 2016-2017
Target 9 Composite score of 200. [CFMR “Goals in the Charter” pg. 3]	Goal 9 Attainment of minimum status composite score (school wide) on UPASS will be 200. [CFMR “Goals in the Charter” pg. 3]	Student achievement level	Growth points-178 Overall school points-324	Growth points-162 Overall school points-299	