



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:

Requirement:

As per R277-552-6

Evidence:

Note: include link or page number if submitting as a packet.

Title 53E, Chapter 9, Student Privacy and Data Protection	http://www.vanguardcharter.org/about/public-notice/student-data/
Title 53G, Chapter 7, Part 5, Student Fees	http://www.vanguardcharter.org/wp-content/uploads/2020/07/1.7-Fees-Policy-.pdf
Title 53G, Chapter 9, Part 7, Suicide Prevention	http://www.vanguardcharter.org/wp-content/uploads/2020/07/5.5-BULLYING-CYBERBULLYING-HARASSMENT-HAZING-RETALIATION-AND-ABUSIVE-CONDUCT-PROHIBITION-AND-PREVENTION.pdf
Title 53G, Chapter 8, Discipline and Safety	http://www.vanguardcharter.org/wp-content/uploads/2020/07/5.2-School-Wide-Discipline-Policy.pdf
Title 52, Chapter 4, Open and Public Meetings Act	http://www.vanguardcharter.org/about/public-notice/meeting-minutes/
Title 63G, Chapter 6a, Utah Procurement Code	http://www.vanguardcharter.org/wp-content/uploads/2020/06/PL.143-Purchases-Must-Be-Approved.pdf
the IDEA and Rule R277-750, with no unresolved audit exceptions	http://www.vanguardcharter.org/wp-content/uploads/2020/07/VAC-RDA-Scoring-Letters-and-APR.pdf
Rule R277-113, Local Education Agency (LEA) Fiscal and Auditing Policies	http://www.vanguardcharter.org/wp-content/uploads/2020/06/PL.144-External-Financial-Audit.pdf
Section 53G-9-207, Child sexual abuse prevention	http://www.vanguardcharter.org/wp-content/uploads/2020/08/9.1-CHILD-ABUSE-%E2%80%93-NEGLECT-REPORTING.pdf
Subsection 63G-7-301(3) and Rule R277-322, Code of conduct	http://www.vanguardcharter.org/wp-content/uploads/2020/07/12.2-CODE-OF-CONDUCT-APPROPRIATE-BEHAVIOR-POLICY.pdf



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

Requirement:

As per R277-552-6

Evidence:

Note: include link or page number if submitting as a packet.

<p>The request is consistent with the charter school's charter agreement.</p>	<p>http://www.vanguardcharter.org/wp-content/uploads/2020/07/Signed-and-Adopted-Vanguard-Charter-Agreement-2019.pdf</p>
<p>Met all academic goals in the charter agreement.</p>	<p>Vanguard Academy is currently meeting or exceeding our contractual agreement goals as specified in Exhibit A.</p> <p>Goal 1. At least 95% of our students will complete a post-secondary academic plan.</p> <ul style="list-style-type: none"> ● Currently, 100% of our students and parents have worked with our academic advisors and have completed a post-secondary plan. <p>Goal 2. At least 50% of Vanguard students will graduate high school with at least 12 college credits.</p> <ul style="list-style-type: none"> ● Vanguard has exceeded this goal each year that we have had graduates <ul style="list-style-type: none"> ○ In 2018, 74% of Vanguard students graduated with at least 12 college credits ○ In 2019, 70% of Vanguard students graduated with at least 12 college credits ○ In 2020, 66% of Vanguard students will graduate with at least 12 college credits <p>Goal 3. At least 80% of Vanguard students will graduate high school, calculated using Utah's graduation rate formula.</p> <ul style="list-style-type: none"> ● Vanguard's 4-year graduation rate is 95.9% based upon the data from the state report card. <p>Goal 4. At least 50% of Vanguard students will reach a score predictive of college success on the ACT Composite and/or individual subtests (Composite = 18)</p> <ul style="list-style-type: none"> ● 70.4% of Vanguard students received a composite score of 18 or higher on the exam based upon data from the state report card.

<p>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.)</p>	<p>The current academic performance comparisons show the student proficiency rates for both Vanguard Academy and Granite School District:</p> <table border="0"> <tr> <td>Vanguard Academy</td> <td></td> <td>Granite School District</td> <td></td> </tr> <tr> <td>-ELA</td> <td>49%</td> <td>-ELA</td> <td>31%</td> </tr> <tr> <td>-Math</td> <td>73%</td> <td>-Math</td> <td>33%</td> </tr> </table>	Vanguard Academy		Granite School District		-ELA	49%	-ELA	31%	-Math	73%	-Math	33%								
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<p>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.</p>	<p>The proposed expansion does NOT require additional facilities.</p> <table border="0"> <thead> <tr> <th></th> <th>2017</th> <th>2018</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td>Lease</td> <td>\$ 732,915</td> <td>\$ 732,915</td> <td>\$ 732,915</td> <td>\$ 732,915</td> </tr> <tr> <td>Lease % of revenue</td> <td>24.59%</td> <td>20.45%</td> <td>18.62%</td> <td>15.68%</td> </tr> </tbody> </table>		2017	2018	2019	2020	Lease	\$ 732,915	\$ 732,915	\$ 732,915	\$ 732,915	Lease % of revenue	24.59%	20.45%	18.62%	15.68%					
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Kent Johnson
Name of Board Chair
(please print)

Kent Johnson 8/14/20
Signature of Board Chair /Date

School Entity Information

Name of School: Vanguard Academy

Name of School Administrator: Suzanne Owen

Local School District: Granite

To whom and when this application submitted to the local district:

A copy of our application packet was emailed on Tuesday, May 5, 2020 to:

Doug Larson drlarson@graniteschools.org and cc'd to Diana Pennington dpennington@graniteschools.org

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
Kent Johnson	Chair	2015-2020 5 years	Vanguard Academy
David Kingston	Vice-Chair	2015-2020 5 years	Vanguard Academy
Grace Mitchell	Treasurer & Founding Member	2011-2020 9 years	Vanguard Academy
Kimly Mangum	Founding Member	2011-2020 9 years	Vanguard Academy
Scott Kingston	Member	2015-2020 5 years	Vanguard Academy
Eric Freeman	Member	2015-2020 5 years	Vanguard Academy
Darren Jenkins	Founding Member	2014-2020 6 years	Vanguard Academy

Required Exhibits:

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

<http://www.vanguardcharter.org/wp-content/uploads/2020/07/2-25-2020-meeting-minutes.pdf>



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: 7th, 8th, 9th, 10th, 11th, 12th .
 Projected Maximum Enrollment: 550.

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
	K	1	2	3	4	5	6	7	8	9	10	11	12	
SY 22	0	0	0	0	0	0	0	100	90	80	80	80	80	510
SY 23	0	0	0	0	0	0	0	100	100	90	80	80	80	530
SY 24	0	0	0	0	0	0	0	100	100	100	90	80	80	550

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.

Vanguard has been fully enrolled each year we have been open with a waitlist for the past four years. We have been able to invite most students on our waitlist to attend utilizing the 3% over-enrollment cushion allowed to Utah charter schools.

After the lottery draw for the 2020-2021 school year, 51 students remain on our waitlist, 35 of whom are siblings of current students. Parents of these students are asking us to please make room for their students.

We believe that siblings benefit from being able to attend the same school with each other and would like to be able to accommodate all our families with Vanguard's high quality education for their students. With increased enrollment we will be better able to accomplish this.

One of the things Vanguard families appreciate is the ability of our students to participate in our Business, Education, Science, Technology, Engineering, Arts, and Math (BE-STEAM) Academies that support students as they prepare for college and careers attracts many students and families. Through the academies, students create detailed education and career plans that include participating in concurrent enrollment at Vanguard.

Science, and leadership skills, inspired by music and a passion for learning draws students and their families to Vanguard to be a part of this learning environment. In addition to our core classes, students participate in academies of Business, Education, Science, Technology, Engineering, Arts, and Math (BESTEAM). The BESTEAM academies provide support to students as they prepare for college and careers. Vanguard has achieved a bronze level STEM Designation.

Along with offering a variety of Concurrent Enrollment (CE) courses on our campus, Vanguard's location near Salt Lake Community College allows us to easily partner with them through their on-campus CE program. Many families have sought to attend Vanguard because of the option to enroll in CE courses.



During the 2019-2020 school year, 80% of Vanguard 10-12 Grade students participated in our concurrent enrollment program.

All students at Vanguard are able to attend music classes including individualized progress piano instruction, music theory and composition courses, along with choral and instrumental ensemble groups. Our ensemble groups perform concerts for our Vanguard community a minimum of twice per year which allows students to showcase their talents.

Project-based learning is a key component to our students' involvement in the National History Day Fair resulting in many of our groups qualifying at the state level and some went to the national level as well. These students were able to post and/or perform their projects in Washington, D.C.

2019 – 5 teams made it to the state level competitions and of those, 2 teams went to nationals

2020 – 7 teams competed at state and of those, 2 teams went to nationals and 1 received honorable mention.

Our students also were honored with special category cash prize winners both years.



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

Key elements of the charter school:

- A. Vanguard Academy will empower students to excel in college with a focus on Science, Technology, Engineering, Arts, and Math (STEAM).
- B. Musical arts will be the Arts focus. Students will be required to take one musical arts class each year.
- C. Students will take music, math and science classes every year.
- E. Students will be given STEAM time for projects where skills and knowledge from all subjects are used.
- F. Students will be involved with developing innovative designs on a regular basis scheduled into the school day and supported by educators from across the curriculum offered.
- G. Students will participate in STEM competitions such as TAS-STEM, WPBD, robotics, and SKILLS.
- H. Project based learning will supplement the STEAM curriculum.
- I. Students in grades 7-8 at Vanguard Academy shall earn a minimum of 17 units of credits. Students in grades 9-12 must earn a total of 24-27 Units of Credit for graduation.
- K. Students will be enrolled in a Leadership Advisory Class. This class focuses on study skills, creating goals, and developing an academic plan. Students will learn life lessons, character building skills, and participate in service learning projects.
- L. Students will participate in a school wide science project that will be part of their other core classes.
- M. Seniors will complete a senior project, designed to prepare each student for life after Vanguard.
- N. Vanguard will offer Concurrent Enrollment and AP classes for high school students.
- O. Teachers will receive training in using the STEAM framework, and proper implementation of the framework.
- P. Each grade level will have a teacher who acts as a team leader to help facilitate the integration of subjects across that grade level.
- Q. Teachers will be given collaboration time twice a month during early release days to plan and refine curriculum with the other teachers in their department and across curricular areas.
- R. A position at the school will include a certified STEAM coordinator.
- S. Maintain a large enough student population to offer all programmatic elements listed in the approved charter application.



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.

Proficiency Comparison with State Year to Year

Subject	Grade Level/Course	2015-2016 Vanguard	2015-2016 Utah	2016-2017 Vanguard	2016-2017 Utah	2017-2018 Vanguard	2017-2018 Utah	2018-2019 Vanguard	2018-2019 Utah
ELA	7	20%	41%	35%	44%	25%	44%	50.60%	44.20%
ELA	8	21%	41%	44%	41%	32%	43%	28.60%	43.30%
ELA	9	28%	39%	40%	37%	36%	41%	58.90%	48.20%
ELA	10	33%	43%	50%	41%	42%	42%	57.60%	49.50%
ELA	11	NA	NA	38%	55%	34%	53%	56%	54%
ELA	School	26%	41%	41%	44%	34%	45%	50.34%	47.84%
Reading	9							44%	**
Reading	10							44%	**
Reading	11			8%	38%	17%	43%	24%	42%
Math	7	43%	46%	58%	47%	49%	48%	77.20%	45.30%
Math	7/8 Acc								
Math	8	32%	43%	78%	42%	78%	44%	77.40%	42.80%
Math	8/9Acc								
Math	SMI	26%	39%	56%	41%	62%	43%		
Math	SMII	50%	36%	61%	38%	63%	39%		
Math	SMIII	100%	44%	75%	46%	71%	58%		
Math Aspire	9							63.70%	43.60%
Math Aspire	10							76.50%	36.30%
Mat ACT 11	ACT Jr			40%	34%	45%	36%	55%	31%
Math	School	50%	42%	61%	41%	61%	45%	69.96%	39.80%
Science	7	24%	44%	30%	47%	31%	49%	50.60%	44.60%
Science	8	29%	47%	47%	48%	57%	49%	37.80%	49.20%
Science	9							50.80%	36.10%
Science	10							40.90%	33.40%
Science	11			6%	30%	*15	31%	*15%	32%
Science	Physics	35%	46%	37%	43%	*48	52%		
Science	Chemistry	21%	49%	NA					
Science	School	27%	47%	30%	42%	44%	45%	45.03%	39.06%



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

Should this be R277-552-5(4)(c)?

R277-552-5(4)(c)

(c) the financial position of the charter school, as evidenced by the charter school's financial records, including the charter school's:

- (i) most recent annual financial report (AFR)*;
- (ii) annual program report (APR)*; and
- (iii) audited financial statement*;

*See attached documents

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.

Director: Administrative/Supervisory educator license with 15 years of experience in administration

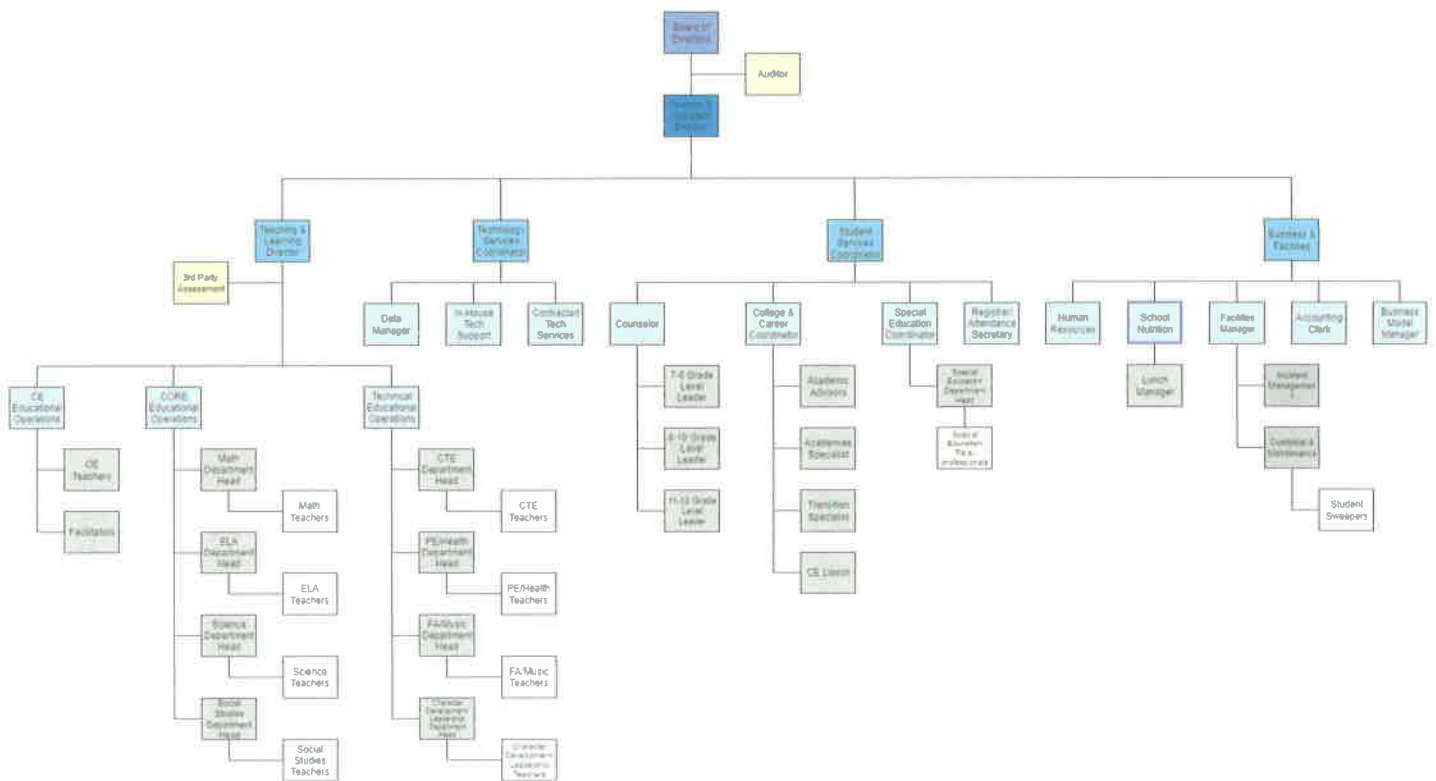
Counselor: Counseling and Administrative/Supervisory educator license with 5 years of experience

SPED: Two of our staff hold Master degrees and Professional Educator licensure with Mild/Moderate endorsements



Teachers: 60% of our teachers currently hold a Utah Professional Educator License
 23% of our teachers have or will be obtaining an Associate Educator License
 17% of our teachers are professionals in the field who will be teaching up to two classes per semester. These educators meet the requirements of Salt Lake Community College (SLCC) to teach concurrent enrollment courses at Vanguard through SLCC and we will be seeking and LEA Specific licenses for those instructors.

In order to accommodate the proposed growth, we will hire a minimum of one additional teacher for 20 additional students. In year one of the increase, we would hire three additional teachers and open three additional classrooms. In years two and three of the increased enrollment, we would hire an additional teacher and open an additional classroom for each





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.

Structure of Vanguard's governing board:

- a. Number of board members: 7
- b. Appointment of board members: Selected by a vote of the Governing Board. PTSO President Position is selected by a vote of the Governing Board. At least 3 members of the governing board are to be parents/guardians of children currently enrolled in the school.
- c. Board members' terms of office: The term of office are limited according to position, as follows: President 4, Vice President 3, Secretary 2, Financial Coordinator 3, PTSO President 1.
- d. Meetings: Regularly, at least 6 times per year.

Vanguard Academy Charter School's board meetings are scheduled at 6:30 pm on the fourth Tuesday of every month.

Link to meeting minutes <http://www.vanguardcharter.org/about/public-notice/meeting-minutes/>

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.

After receiving alerts of possible child trafficking in the area surrounding Vanguard, we installed fence around the perimeter of the school.

An unloaded gun was brought to school in a backpack by a student who showed to another student. We involved police, parents, special education department, counselling and finally our Vanguard community. We updated our backpack policy to better monitor items being brought to school.

We have installed surveillance cameras on the exterior of our building as well as in common areas such as hallways, lunchroom, assembly hall, etc. We have also installed cameras with audio in all our classrooms.

We work with the local fire and police departments to conduct regular safety drills and utilize our Incident Management Team to monitor and track student and building safety. All staff are trained on active killer/shooter response and emergency exit procedures.

Emergency binders have been prepared and placed in each classroom for staff and student information as well as student accountability during drills and in the event of an actual emergency. We have also established a relocation site a couple of blocks from our school.

There are no currently unresolved safety issues.



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>		2017	2018	2019	2020
Unrestricted Days Cash	≥ 30	55.88	114.19	107.64	101.72
Debt to Asset Ratio	≤ 1	1.06	1.02	1.03	N/A
Current Ratio	≥ 1	1.20	1.55	1.49	1.95
Audit Findings	0	0	0	0	N/A
Change in Net Assets	Positive	Positive	Positive	Negative	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.

The current facility for Vanguard is 60,235 square feet. Within that space is:

- Counseling/Student Services Center
- Special Education center
- Foods & Nutrition center with 3 kitchens
- 3 Computer labs (Windows devices)
- 2 Small rooms for Snow College IVC classes
- 1 Main Office
- Administrative offices
- 26 Classrooms
- Extra large lunchroom
- Large assembly hall.

If granted the expansion request, we would erect a few walls to create up to six additional classrooms in our current space, which would reduce the size of our lunchroom along with our assembly hall. The remaining space for lunch and assemblies/performances will sufficiently accommodate the requested increase in enrollment.

**See Attached Maps

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.