

State Charter School Board Mandated Training Requirements

Per Utah State Board of Education Rule [R277-482-3](#) charter school applicants must attend pre-application trainings, planning year trainings, and other training sessions as designated by the State Charter School Board (SCSB).

At its March 2017 Board Meeting, the SCSB voted to approve the following training plan. This training plan is a required element for moving to the next phase in the application process and for the disbursement of Startup and Implementation Grant Funds. Staff will verify attendance at each required training. It is the applicant/schools responsibility to ensure the attendance roster is accurate.

The trainings, as appropriate will be streamed via the UEN channel or provided as a webinar, in addition to in person trainings.

[Pre Proposal Training](#)

Requirements

- All groups interested in submitting a proposal to the SCSB must attend one of the pre-application orientations.
- Held monthly throughout the school year.

[Post Proposal/Pre Application Boot Camp](#)

Requirements

- All groups which submitted a proposal must be present.
- 3 or more board members listed in the proposal are required to attend.
- The group cannot delegate attendance to an ESP.
- The training occurs at the offices of the SCSB in July, after proposal and prior to applying.
- Approximately four hours.
- If a group does not attend the boot camp, the proposal will not be considered by the SCSB.

[Topics & Trainers](#)

What it means to be a public charter school in Utah – Staff @SCSB

State Procurement and Contracting Considerations – Training Grant Awardee (Currently UAPCS)

School Facilities – School Facilities Specialist @USBE

Utah Open and Public Meetings Act - Training Grant Awardee (Currently UAPCS)

FAPE & Special Education Considerations– Special Education Services @USBE

National School Breakfast and Lunch – NSBLP @USBE

Budgeting and School Finance Considerations - Training Grant Awardee (Currently UAPCS)

Approved 3/24/2017

Q & A Period – Staff @SCSB & Training Grant Awardee (Currently UAPCS)

Post Application/Pre Approval Training

Requirements

- All proposals which were invited to apply must attend.
- 3 or more board members listed in the proposal must attend.
- The group cannot delegate attendance to an ESP.
- The training will occur at USBE in September.
- Approximately two hours.
- If a group does not attend the training, the application will not be considered by the SCSB.

Topic

Pre-Construction and RFP process Training

This training is similar to the procurement trainings but is much more detailed and hones in on helping schools protect themselves and not sign bad contracts with developers or ESPs. Provided by current Training Grant Awardee (Currently UAPCS).

Startup Year Trainings

Requirements

- All applications which have been approved as schools must attend.
- 2 or more current board members, plus Executive Director when hired, must attend each required training.
- The group cannot delegate attendance to an ESP.
- One training per month, over 10 planning months.
- Approximately two hours each.
- Failure to attend a required training will result in a Notice of Concern. Failure to attend two required trainings will result in Warning Status. Failure to attend more than two of the required training would result in a forfeiture of startup and implementation funds. Restorative method is to attend remaining trainings.

Topics

School Facilities

All things Finance

Marketing, Lottery, and Enrollment, including student privacy

Required Polices, Procedures, and Reports

Governance vs. Management (Board Culture Training – 6 part series)

Governing Board Meeting hosted by SCSB staff (Twice/year)

Approved 3/24/2017