AMENDMENT REQUEST

Utah State Charter School Board

Charter schools are public schools governed by independent boards and held accountable to a legally binding written contractual agreement with their chartering entity. The Utah State Charter School Board (SCSB) is a statutory chartering entity charged with authorizing, monitoring, evaluating, and holding accountable charter schools to compliance with federal and state laws, rules, and regulations, and their contractual agreement. If a time comes when a charter school governing board requires a change to its charter, then the contractual agreement may be modified by mutual agreement of the chartering entity and the governing body of the school.

Amendment requests, including all required attachments and supporting documentation, are due electronically no later than three weeks prior to the upcoming State Charter School Board meeting. A schedule of State Charter School Board meetings can be found at http://schools.utah.gov/charterschools/State-Charter-School-Board.aspx. Incomplete requests will not be considered.

Prior to inclusion on the agenda, the State Charter School Board recommends charter school governing boards schedule an appointment with Charter School Section staff to discuss the request and provide clarification to any staff questions. Appointments can be scheduled by emailing marlies.burns@schools.utah.gov

1. Charter School Jefferson Academy

   Website www.JeffersonAcademy.org

   Board Chair Keith Facer Email kfacer@jeffersonacademy.org

   School Administrator Nicole Jones Email njones@jeffersonacademy.org

2. The charter school is located in which school district? Davis School District

3. Name(s) and title(s) of district personnel to whom you provided a copy of your entire amendment request, as well as the date of contact.

   Submitted to Sheri Suave (person) who works at Davis School District on April 6, 2016 (date).

4. Duly elected or appointed governing board members of the school, with titles.

   Keith Facer, Chair
   Alana Wilson, Vice Chair
   Shelley Young, Financial Coordinator
   Judy Nixon, Secretary
   Taylor Leavitt, Member

5. School mission and purpose(s) (limited to one page):

Mission

Jefferson Academy will offer an academically challenging and content-rich history-centered curriculum that incorporates the study of American citizenship and is based on the Core Knowledge Sequence. Jefferson Academy will provide an environment in which every student has the opportunity to gain a strong foundation of knowledge in world and American history, classic literature, science, math and fine arts.

It is the desire and mission of this school to have every child be challenged, experience success and master basic skills, grow in academic ability and content knowledge, and develop an understanding and appreciation for our nation's heritage and founding principles.

Philosophy

At Jefferson Academy, we believe in a content-rich educational program that develops the mind, cultivates a strong, moral character and instills an appreciation for our nation and its founding principles. We believe children gain knowledge by building on what they already know. We value a curriculum that encompasses a specific and systematic sequence of content and allows students to consistently build on that content from year to year. We believe in traditional education, with an emphasis in phonics and a liberal arts curriculum that includes study of world and American history, classic literature, science, math and fine arts.

As did our founding fathers, we also believe the study of history and citizenship should be at the core of an American education. We believe a deep understanding of history instills in students valuable knowledge that benefits all areas of learning.

We believe all children should be given access to the same knowledge base that assures equality in learning and future educational success. We believe in meeting the needs of all learners through direct instruction, ability grouping, and other research-based practices.

To maximize student progress, we believe parental involvement should be encouraged and opportunities given for hands-on involvement in the education of their child. It is our hope and expectation that through this school, every child will receive the knowledge, skills and discipline necessary to become a successful lifelong learner and an active, informed citizen.

6. Requested amendment to charter (check all that apply). Provide requested details and supporting documentation in Attachment 1. If the request requires a budget, include it as Attachment 2. If the governing board has developed a corrective action plan, include it as Attachment 3.

Requires Utah State Board of Education (USBE) Approval (2 months)

_____ **Change to school mission or purpose(s).** Include a redline version showing new additions and ~~removed language~~ in school mission and/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.

_____ **Waiver from Board Rule** _____(include rule number and title). Describe why the waiver is necessary to meet the mission of the school and help the governing board meet the terms and conditions in its contractual agreement.

_____ **Expansion of student enrollment.** Indicate the number of students in grade K, 1 – 6, 7 – 8, and 9 – 12 being requested. Describe whether or not this expansion of student enrollment will require a new facility or a significant structural change to an existing facility (i.e., requires a USOE facility project number)? If so, provide a detailed facility plan (e.g., floor plans, date when the documents pertaining to the financing of the facility project will be submitted to USOE for advice, date when the necessary pre-construction documents will be submitted to USOE for a project number, date the facility project will be completed, etc.). Also provide a copy of the projected budget for all years where student growth is planned.

New students requested (duplicate grade band enrollment information for all school years that new students are requested)

SY_____ Grade K: _____ Grades 7 – 8: _____
Grades 1-6: _____ Grades 9-12: _____

_____ **Expansion of grade levels served, if requested grades will include students in different weighted pupil unit grade level category.** Indicate the new grade levels being requested. Describe whether or not this expansion of grades served will require a new facility or a significant structural change to an existing facility (i.e., requires a USOE facility project number)? If so, provide a detailed facility plan (e.g., floor plans, date when the documents pertaining to the financing of the facility project will be submitted to USOE for advice, date when the necessary pre-construction documents will be submitted to USOE for a project number, date the facility project will be completed, etc.). Also provide a copy of the projected budget for all years where grade level expansion is planned.

New grades requested – check all that apply (duplicate information for all school years that new grades are requested)

SY_____ Grade K: _____ Grades 7 – 8: _____
Grades 1-6: _____ Grades 9-12: _____

_____ **Revolving Loan.** If school is recommended by the Charter School Revolving Account Committee for a loan, then the recommendation requires both SCSB and USBE approval. Loan documentation to the SCSB and USBE will be provided by Charter School Section staff. No additional documentation is required.

Requires State Charter School Board Approval with discussion at meeting (1 month)

_____ **Change to educational program or methods of instruction.** Provide supporting documentation of new, evidence-based choice, as well as anticipated improvement in student performance.

_____ **Relocating to a new school district** (operational school) **or municipality** (planning school). Operational schools must provide evidence supporting the decision to move, including the projected impact on enrollment. Planning schools must provide a detailed market analysis of newly proposed location, including corresponding capital facility plan and revised budget for the planning year and first three operational years.

_____ **Matriculation agreement.** Describe the purpose for the matriculation agreement and provide a copy of the school's proposed matriculation agreement signed by all participating charter school(s).

Requires State Charter School Board Approval via consent calendar (1 month)

_____ **Change to contractual agreement performance measures.** Include a redline version showing new additions and ~~removed language~~ in contractual agreement performance measures and provide supporting documentation for the requested change.

_____ **Postponement of opening year.** Describe the reason for postponing the school's opening year. Provide 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 specific to number of board members or board member election / appointment process.** Include a redline version showing new additions and ~~removed language~~ in Bylaws.

Requires Executive Director approval (up to 1 month)

_____ **Change name of school.** Provide the school's proposed new name and provide a statement of understanding of requirement to submit paperwork for and receive change of name with IRS.

_____ **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.

_____ **Technical corrections.** Include a redline version showing new additions and ~~removed language~~. Technical corrections include changes such as spelling, grammar, title for school employees, name of committees / groups, etc. It may also include re-ordering sections of the application for improved readability and use by the governing board.

_____ **Acceleration of approved growth model, with no additional students.** Briefly describe the need for an acceleration of growth model approved for a future school year.

_____ **Other.** Please describe amendment requests that do not fall into any identified category above. Provide details and supporting documentation as appropriate. Additional information may be requested following review and request may require SCSB or USBE approval.

7. Complete *Minimum Standard* and *Charter Contractual Agreement Goal* tables and provide statement of school adherence to State Charter School Board minimum standards and charter agreement, as found in R277-481 and contractual agreement, respectively. If the school is not meeting any of the SCSB minimum standards or any of its charter contract agreement goals, include governing board corrective action plan as appropriate as Attachment 3. (Corrective action plan(s) limited to two pages.)

Minimum standards

Indicator – Board performance & stewardship			
Measure	**Metric**	**Performance 2014**	**Performance 2015**
Ethical conduct	Number of board violations of statute, State Board rule, or charter agreement as of date of amendment request submission.	No Violations	No Violations
Regulatory and reporting compliance	Percentage of teachers properly licensed and endorsed for teaching assignment as of date of amendment request submission.	100%	100%
Regulatory and reporting compliance	Percentage of employees and board members with completed criminal background checks as of date of amendment request submission.	100%	100%

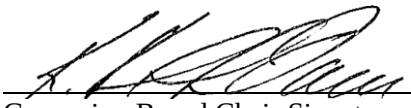
Indicator – Financial performance and sustainability			
Audit findings or recommendations	Number of material findings, financial condition findings, or repeated significant findings in prior fiscal year	None	None
Current assets to total annual operating expenses	Current Assets ÷ (Total Annual Operating Expenses ÷ 360)	55.6	83.3

Charter Contractual Agreement goals

Instructions: Insert all charter school goals found in your charter agreement with the State Charter School Board, which are not found in other indicator areas. Make certain to include the section and page number where these measures, metrics, and board goals can be found. Also, include the fiscal year for the board performance value. Insert rows as needed.

Measure	Metric	Board Goal	Performance 2014	Performance 2015
1a) 85% on Language Arts CRT's. (SAGE) 1b) 85% on Math CRT's. 1c) 85% on the DWA. 1d) 75% on Science CRT's.	End of Level testing in Language Arts, Math, and Science, as well as the February testing of the Direct Writing Assessment. (SAGE)	Improve student learning.	1a) 45% 1b) 53% 1c) NA 1d) 53%	1a) 50% 1b) 62% 1c) NA 1d) 49%
2a) 100% of JA teachers will have and maintain appropriate Utah licensure or be enrolled in an ARL. 2b) Director will evaluate faculty performance.	2a) Cactus report. 2b) Teacher evaluations.	Highly qualified staff.	2a) 100% of teachers for school year 2013-2014 had appropriate licensure or were ARL. 2b) The Administration evaluated 100% of the JA faculty.	2a) 100% of teachers for school year 2014-2015 had appropriate licensure or were ARL. 2b) The Administration evaluated 100% of the JA faculty.
3a) Emergency plans in place and students know emergency procedures. 3b) Behavior instances will be tracked and decrease annually.	3a) Regularly scheduled emergency drills with teacher observation on student proficiency. 3b) Safe School Policy implemented.	JA will be a safe school.	3a) Emergency plans are in place and a report on emergency drills is given to the state and Board annually. All requirements were met for school year 2013-2014. 3b) 156 behavior instances were tracked and reported. There was a 28% drop in behavior actions from the previous year.	3a) Emergency plans are in place and a report on emergency drills is given to the state and Board annually. All requirements were met for school year 2014-2015. 3b) 106 behavior instances were tracked and reported. There was a 32% drop in behavior actions from the previous year.

8. Additional information you would like the SCSB to consider:
Jefferson Academy is requesting a change in Bylaws. This change allows for consistent membership on their Governing Board while maintaining a process for Board member transitions.



Governing Board Chair Signature — April 6, 2016 — Date

Charter School Principal/Director — April 6, 2016 — Date

CHANGE TO CHARTER APPLICATION

The Organizational Structure and Governing Body section of the Jefferson Academy Charter Application will be revised to match the updated bylaws. Below is a redline version indicating the requested changes.

Terms of Service and Selection Process
Pending approval of this application, the Founding Members will select the first Board of Directors. Each member of the Board may serve for a ~~period~~ term of three years and ~~until his or her successor is appointed~~ may renew terms with the majority vote of the Board.

~~Individuals may serve no more than two consecutive terms, and are required at least one year intervening before eligibility for re-election after serving the maximum number of consecutive terms.~~

~~During the May board meeting,~~ Annually the Director/Principal will be approved for another year of service by a majority vote of the voting members of the board.

Filling of Vacancies
A Board member may be dismissed by a majority vote if he/she fails to fulfill his/her responsibilities.

~~Vacancies on the Board of Directors will exist when the term of a current Board Member is up and the Member elects not to or cannot renew his/her term.~~ In order to fill ~~such~~ a vacancy, the Board will solicit nominations and letters of applications from the school community or members of the community at large. The Board will then elect an approved applicant. Elections will be held ~~before or during the June meeting for the upcoming school year when a vacancy occurs~~ in a timely manner when there is a vacancy.

CHANGE TO BYLAWS

Article IV, Section 3 & Section 5 of the Jefferson Academy Bylaws will be changed to match updates to The Organizational Structure and Governing Body section of the Jefferson Academy Charter Application. Below is a redline version indicating the requested changes.

Section 3: Terms. Board members shall serve three (3) year terms but are eligible for re-election. Officers of the board (President, Vice President, Secretary and Treasurer) serve three (3) year terms but are eligible for re-election. ~~However, no Board member shall serve more than two (2) consecutive terms. After a Director has served two (2) consecutive terms, one (1) year must elapse before the Board member again becomes eligible for election to the Board.~~

Section 5: Officers and Duties. There shall be four officers of the Board consisting of a President, a Vice-President, Secretary, and Treasurer. The officers shall be elected by a majority vote of the Board ~~in May~~ at the annual meeting of the Board. Their duties are as follows:

(1) The **President** shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.

(2) The **Vice-President** will chair committees on special subjects as designated by the board.

(3) The **Secretary** shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

(4) The **Treasurer** shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

~~SECOND~~ THIRD
AMENDED AND RESTATED BYLAWS
OF
JEFFERSON ACADEMY
DATED ~~JUNE 27, 2012~~ APRIL 6, 2016

ARTICLE 1 - NAME, PURPOSE

Section 1: The name of the organization is **Jefferson Academy** (the "corporation").

Section 2: The corporation was formed to manage, operate, guide, direct and promote the Jefferson Academy, a Utah Public Charter School. The corporation is organized under the Utah Nonprofit Corporation Act for public purposes and is not organized for the private gain of any person.

ARTICLE II - MEMBERS

Section 1: The corporation shall have no members. Any action which would otherwise by law require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights which would otherwise by law vest in the members shall vest in the board.

ARTICLE III - MEETINGS OF DIRECTORS

Section 1: Annual Meeting. The Board of Directors of the corporation (the "Board") shall hold an annual meeting for the purposes of organization, selection of Directors and officers, and the transaction of other business.

Section 2: Regular Meetings. Regular meetings will be held as scheduled by the Board, with a published schedule and proper notice. Regular meetings of the Board, including the annual meeting, shall be held without call or notice on such dates and at such times and places as may be from time to time fixed by the Board.

Section 3: Special Meetings. Special meetings of the Board for any purpose(s) may be called at any time by the President/Chief Acting Officer, Secretary, or one-third of the members of the Board.

Section 4: Notice. Special meetings of the Board and regular meetings that are held other than at the regularly scheduled time or place may be held only after each Director has received four (4) days' notice by first class mail or forty-eight (48) hours notice given personally or by telephone or other similar means of communication.

ARTICLE IV - BOARD OF DIRECTORS, OFFICERS

Section 1: Board Role, Size, Composition. The Board is responsible for overall policy and direction of the school and delegates responsibility for day-to-day operations to the Director/Principal and committees established by the Board. The Board shall consist of no fewer than three (3) and no more than nine (9) members. The Board members shall receive no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet at an agreed upon time and place.

Section 3: Terms. Board members shall serve three (3) year terms but are eligible for re-election. Officers of the board (President, Vice President, Secretary and Treasurer) serve three (3) year terms but are eligible for re-election. ~~However, no Board member shall serve more than two (2) consecutive terms. After a Director has served two (2) consecutive terms, one (1) year must elapse before the Board member again becomes eligible for election to the Board.~~

Section 4: Quorum. A quorum consists of a majority of the current Board members. A quorum of Board members must be present at any meeting of the Board before business can be transacted or motions made or passed.

Section 5: Officers and Duties. There shall be four officers of the Board consisting of a President, a Vice-President, Secretary, and Treasurer. The officers shall be elected by a majority vote of the Board ~~in May~~ at the annual meeting of the Board. Their duties are as follows:

(1) The **President** shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.

(2) The **Vice-President** will chair committees on special subjects as designated by the board.

(3) The **Secretary** shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

(4) The **Treasurer** shall make a report at each Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public.

Section 6: Vacancies. Vacancies on the Board will exist (1) on the death, resignation, or dismissal of any member, or (2) when the term of a current Board member has expired. In order to fill such a vacancy, the Board will solicit nominations and letters of application from the school community or members of the community at large. The Board may then elect an approved applicant to fill the vacancy. Board members will be elected by the vote of a majority of the remaining members of the Board.

Section 7: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective. A Board member shall be dropped for excess absences from the Board if he or she has three (3) unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by the vote of three-fourths (3/4) of the remaining directors.

ARTICLE V - COMMITTEES

Section 1: The Board may create committees as needed to fulfill its responsibilities. The Board President appoints all committee chairs.

Section 2: The four officers serve as the members of the Executive Committee. The Executive Committee shall review the performance of the Director/Principal. No board member may hold more than one of these offices.

ARTICLE VI - DIRECTOR AND STAFF

Section 1: Director/Principal. The Director/Principal is hired by the Board. The Director/Principal has day-to-day responsibility of the school, including carrying out the school's goals and Board policy. The Director/Principal will attend all Board meetings, report on the progress of the school, answer questions of Board members and carry out the duties described in the job description. The Board can designate other duties as necessary.

ARTICLE VII - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by the vote of a two-thirds (2/3) majority of the Board.

ARTICLE VIII – UTAH STATE CHARTER SCHOOL BOARD POWERS

Section 1: Notwithstanding anything to the contrary in these Bylaws, the Utah State Charter School Board ("USCSB") shall: (a) have the power to remove any Director and to approve or reject any elected or appointed Director, as required under Article Five of the Articles of Incorporation, and (b) approve or reject any change to these Bylaws that conflicts with Article Five of the Articles of Incorporation. The provisions of this Article VIII that give USCSB rights to approve and/or remove Board members will not be amended or altered without the prior written consent of USCSB.

DIRECTORS:

_____

_____

_____

_____

_____

- Ensure performance of annual audit

Pursuant to Utah Code 53A-1a-508, any amendment in regard to a major shift in school mission, philosophy, or curriculum will be approved at the annual May meeting(s) and presented to the Utah State board for approval.

Terms of Service and Selection Process
Pending approval of this application, the Founding Members will select the first Board of Directors. Each member of the Board may serve for a ~~period~~ term of three years and ~~until his or her successor is appointed~~ may renew terms with the majority vote of the Board.

~~Individuals may serve no more than two consecutive terms, and are required at least one year intervening before eligibility for re-election after serving the maximum number of consecutive terms.~~

~~During the May board meeting,~~ Annually the Director/Principal will be approved for another year of service by a majority vote of the voting members of the board.

Filling of Vacancies
A Board member may be dismissed by a majority vote if he/she fails to fulfill his/her responsibilities.

~~Vacancies on the Board of Directors will exist when the term of a current Board Member is up and the Member elects not to or cannot renew his/her term.~~ In order to fill ~~such~~ a vacancy, the Board ~~will~~ can solicit nominations and letters of applications from the school community or members of the community at large. The Board will then elect an approved applicant. Elections will be held ~~before or during the June meeting for the upcoming school year when a vacancy occurs~~ in a timely manner when there is a vacancy.

DIRECTOR/PRINCIPAL
The selection and supervision of the Director/Principal will be the responsibility of the Board. The Director/Principal will be responsible for the day-to-day management of the school. The Director/Principal will be responsible for financial expenditures, hold regular faculty meetings, supervise teachers and other staff, ensure school curriculum meets curriculum required by the State of Utah, act as liaison between faculty and the Board, implement Board decisions and promote the school's mission, philosophy and goals. The principal will hire necessary staff to be approved by the Board. All administrative, facility and teacher staff report to the Director/Principal.

ADMINISTRATIVE STAFF
Administrative staff reports directly to the Director/Principal and may include a secretary, financial secretary, and any other necessary positions to help meet school needs. Administrative staff will provide assistance to the Director/Principal, as well as the facility and teacher staffs. At a minimum, administrative staff must be enthusiastic proponents of the school's mission, philosophy, and goals.

FACILITY STAFF
Facility staff reports directly to the Director/Principal and may include a custodian and other necessary positions to fulfill its role. Facility staff will be responsible for the upkeep and maintenance of the school's facilities and grounds.