Utah State Charter School Board

New Satellite and Large Expansion Procedure

It is the intent of the State Charter School Board (SCSB) to establish processes to meet the duties and obligations that have been placed on it as an authorizer pursuant to §53G-5-101 *et seq*. and to address such other matters that are deemed necessary to promote the purpose of the charter schools that it has authorized.

The Utah State Board of Education (USBE) Rule surrounding Charter School New Satellite and Large Expansion Requests can be found in R277-552-7. The procedures of the SCSB are in alignment with this USBE rule.

A charter school authorized by the SCSB may apply for a new satellite school or large expansion by submitting a New Satellite or Large Expansion Application in accordance with the timeline established by the SCSB, which allows the New Satellite or Large Expansion Application to be received for review at either the August or January meeting of the SCSB. SCSB Staff will determine the due date annually and will publish the due date and application on the SCSB's website.

The application shall include:

1. Confirmation that the request meets either the definition for a new satellite school found in §53G-5-303(2) or the definition for a large expansion found in R277-552-2(1), and an indication of which request is being sought.
2. Certification from the school's governing board chair and director that the request is being made by the school's governing board and has been discussed in an open and public meeting, as allowed by R277-552-6(4).
3. Explanation from the charter school of justified need, as allowed by R277-552-6(4).
4. All other responses, certifications, and attachments as required and defined by R277-552-7.

Once received, SCSB staff will:

1. Verify receipt with the applicant.
2. Prepare all applicant files to be read and reviewed by SCSB and staff prior to the SCSB meeting.
3. Work with applicant regarding agenda and preparation for board meeting.

Adopted:10/5/2023
Reviewed and Amended:
Proposed Amendments: