

Utah State Charter School Board
Conversion Documents for existing
Utah State Board of Education Charter Schools

**Utah State Charter School Board
Charter Conversion Documents**

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In compliance of 53A-1a-501.8, the State Charter School Board shall enter into a charter agreement with each school operating under a charter issued by the State Board of Education. The following information is being requested to prepare to execute this agreement.

If you are seeking amendments to the charter that is currently in place with the State Board of Education, please include those amendments with these documents.

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Name of Charter School Timpanogos Academy

Chief Administrative Officer of Chair of Governing Board Steven Whitehouse

Mailing Address 356 E. 500 N.

City Pleasant Grove State UT Zip 84062

County Utah E-mail swhitehouse@sisna.com

Daytime Phone (801) 861.1184 Fax()

Form of Organization

- NonProfit Corporation
- Tribal Entity
- _____

The governing body of a charter school is responsible for the policy decisions of the school. Please indicate the makeup of this body below.

Governing Body (Body responsible for the policy decisions of the school.) (U.C.A.53A-1a-508)				
Member Type	Number	Name	Name	Name
Parents	7 voting members	Marguerite Driessen, J.D., founder	Sue Dredge, founder	Michelle Smith, founder
		Dan Shaw		
		Steven Whitehouse, M.B.A., parent	John Osmun, M.B.A., parent	Dallin Barton C.P.A., parent
Teachers	1 (non voting)	Jason Finch, 5 th grade teacher		
School Staff	1 (non voting)	Errol Porter, Principal, parent		
Business				

Note: The above reflects Timpanogos Academy's current board composition. According to its incorporation documents, all voting board members are elected by parents of students attending the school, but they (voting board members) are not required to be parents of students attending the school.

Target Population

Mission Statement (use only this space):

Timpanogos Academy exists to provide an academically rigorous, back-to-basics education in a school where certain curricula, methods, ideas, and values are emphasized. (These curricula, methods, ideas, and values are detailed in the school's constitution; core among them are an emphasis on academic and moral excellence, use of the Core Knowledge curriculum, use of the Saxon Publishers math curriculum in an accelerated fashion, use of the Spalding Method for language arts instruction, emphasis on teaching history and geography over "social studies", implementation of school uniforms, maintaining a significant amount of homework for students, operation with conservative fiscal management, and a commitment to retaining excellent staff through at-will employment.)

	Grades Served Please circle all grades being taught.	Total Number Served Enrollment cap at all campuses and in all grades combined	Sites Number Operating
Currently	K 1 2 3 4 5 6 7 8 9 10 11 12		
	X X X X X X X X X	505	1
Ultimate Size	K 1 2 3 4 5 6 7 8 9 10 11 12		
	X X X X X X X X X X	750	1

School Calendar

Standard Extended School Year
 (early-out Fridays, extended school days Monday-Thursday)

Instructional Days: 180 minimum (may exceed)

Alternative (please describe in 5 words or less)

Start Date: Varies year-to-year, began
 operation September 2002

Complete the following information for each site indicated above. If planning more than one site, attach an additional page with the following information.

Site Name Timpanogos Academy

Site Address 55 S. Titan Trail

City London Zip Code 84042 County Utah

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Site/Location Description.

The school is currently located at 55 S. Titan Trail in Lindon, Utah on approximately 3 acres. It is currently housed in an approximately-21,000-square-foot building, including 15 classrooms, a combination library/computer lab, a multi-purpose room, restrooms, and office space. One 7th grade class meets in an approximately-1100-square-foot rented storefront space connected to the school's property by a walkway. These buildings have been inspected annually by fire and health officials, and deemed safe for the students.

A 17,000-square-foot expansion middle-school facility on approximately 1.5 additional acres with 8 classrooms, office space, restrooms, and a multi-purpose room is currently in the construction process.

The school has been constructed using the innovative, cost-saving concrete-tilt-up technique, and financed through a unique private developer partnership, allowing substantial savings over the traditional public school designed to accommodate a similar number of children.

The school continues to seek to improve its physical facilities through the acquisition and/or improvement of existing and/or additional land and/or buildings as funding, property, etc. become available.

Effectiveness Goals

<p>1. Improve student learning (Utah Code 53A-1a-503-1)</p>	<p>1.a. Limit individual class sizes to approximately 25 students in grades K-5</p> <p>1.b. Limit individual class sizes to approximately 30 students in grades 6-9</p> <p>1.c. Students will master the content and objectives in the Utah Core Curriculum.</p> <p>1.d. Students will master the content and objectives in the Core Knowledge Curriculum</p>	<p>1.a. A roster for each self-contained class will be kept, reflecting the actual number of students in each that class. Successful achievement of this goal means that the average class size for all self-contained classes in grades K-5 will not exceed 25 students.</p> <p>1.b. A roster for each self-contained class will be kept, reflecting the actual number of students in each class. Successful achievement of this goal means that the average class size for all self-contained classes in grades 6-9 will not exceed 30 students.</p> <p>1.c. Student mastery of the Utah Core Curriculum will be measured using UPASS testing as required by the State. UPASS testing results will be reported to parents and others as required/permitted by the State. Successful achievement of this goal consists of Timpanogos Academy meeting or exceeding the Alpine School District's average test scores in each similar category.</p> <p>1.d. i. The school will achieve and maintain "Official Core Knowledge School" status, certified by the Core Knowledge Foundation. Successful achievement of this goal means that the Core Knowledge Foundation has certified that the school has demonstrated content and objectives in the Core Knowledge Curriculum are being taught as outlined.</p> <p>1.d.ii. Students will take the Touchstone Applied Science Associates (TASA) test in each grade, 1-5 each year. Results will be reported to the Timpanogos Academy Board of Directors and Administrator each year.</p>
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<p>2. Support parental choice and input in their children's education and increase choice of learning opportunities for students. (Utah Code 53A-1a-503-4)</p>	<p>2.a. Students will select a Timpanogos Academy education.</p> <p>2.b. The school will actively cooperate in supporting the establishment of school choice options.</p> <p>2.c. The school will collect and use parent satisfaction data.</p>	<p>2.a.i. The school will operate with at least 85% of available seats filled.</p> <p>2.b.i. The school will join and actively participate in a coalition of charter schools (as of this writing, the Utah Association of Public Charter Schools) which exists to support and promote charter schools.</p> <p>2.b.ii. The school will cooperate with other organizations studying the effects of school choice (like the Utah Foundation and or Utah State University's Center for the School of the Future) and/or dedicated to the promotion of school choice (like Educational Excellence Utah).</p> <p>2.c.i. At least annually, the school board will survey parent on key issues, maintain records of survey results, and use data collected when making decisions. Usage of survey results in the decision making process will be noted in board minutes.</p>
<p>3. Encourage the use of different and innovative teaching methods. (Utah Code 53A-1a-503-2)</p>	<p>3.a. The school will use the Saxon Mathematics program in an accelerated fashion, with a unique, "no-gaps" implementation.</p> <p>3.b. The school will use the Spalding Method of language arts instruction.</p>	<p>3.a.i. Teachers will document their intended course of instruction in a detailed year-long-plan submitted annually to the administration.</p> <p>3.a.ii. Teachers will report their progress in implementing their year-long-plan to the administration.</p> <p>3.a.iii. The school will co-operate in explaining to interested parties (i.e. new charter applicants) how it achieves excellent student results in mathematics.</p> <p>3.b.i. The school will train all new teachers in the Spalding Method of language arts instruction.</p> <p>3.b.ii. Teachers will document their intended course of instruction</p>

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Code 53A-1a-503-3).	5.b. The administration will create and the board will approve a staff development plan focused on the school's particular needs and submit that plan to the U.S.O.E.	5.b.i. The administration will continue to submit its staff development plan as required by the U.S.O.E.
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Provide information on the following:

A. A description of the school's library or access to a library. The description may include location, size, staffing, and estimates of size and types of collection.

The school's library is currently mainly housed in an approximately-700-square-foot room, which it shares with a computer lab. (Some materials and volumes are currently kept in individual classrooms.) With the completion of the school's middle school facility (anticipated summer 2005) the library will move to its own,

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approximately-800-square-foot space, but some materials and/or volumes may continue to be kept in individual classrooms.

The entire current collection of approximately 7,500 volumes was coordinated with the school's curriculum, planned, selected, prepared (covered, etc.) and catalogued entirely by parent volunteers. The library is managed with Alexandria library software, running on 2 terminals available for patron use and one terminal for volunteer staff use.

It is currently staffed, maintained, and operated entirely by parent volunteers. If funding becomes available, the school wishes to hire appropriate staff to maintain the library, and continue to replace, update, and expand its collection.

B. The school's plan for providing administrative and supervisory services. These may include, but are not limited to supervision and improvement of instruction, interpretation of student and school progress and performance, community relations, staff professional development, counseling, employment issues, discipline, student placement, responsibilities for operation and maintenance of school plant, management of school equipment and supplies, preparation and completion of federal and state reports, assistance and support to teachers.

The school's plan for providing administrative and supervisory services is to hire a competent administrator (either a Principal with a valid Utah school administrator's endorsement, or a Director selected by the Board) and other staff as necessary. Plans specifically required by state law or USOE policy (such as staff professional development) are continuously evolving, and have been and will continue to be developed and reported to the Utah State Office of Education as required by law.

The Board of Directors retains ultimate responsibility for all aspects of the school's operation; they develop themselves or delegate required administrative and supervisory services as is appropriate in each individual circumstance.

C. The school's fiscal procedures. These may include policies around the governing board's budget process, limits on appropriations, monthly budget reports, the school's policy on making appropriations in excess of estimated revenue, expendable revenue, policy around undistributed reserves, policies around interfund transfers, and policies around emergency expenditures among others.

The school's fiscal procedures and operations are overseen by the governing board's Treasurer and Chief Financial Officer, assisted by two other members of the governing board. These three individuals comprise the governing board's Budget Committee which currently includes Dallin Barton, Treasurer and CFO, who is a Certified Public Accountant licensed in the state of Utah, the governing board's Chief

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Administrative Officer, and one other member of the governing board. The Budget Committee serves under the direction of the Treasurer and CFO to develop the annual budget, present that budget to the full governing board for approval, and then to approve expenditures that are included in the approved budget.

The annual operating budget is prepared such that total projected expenditures are within projected revenue provided by ongoing State funding. The school does not rely on periodic grants nor does it rely on external donations to support its ongoing operations and applicable debt service. When grants or donations become available, the school manages these expenditure in accordance with applicable laws and restrictions.

The governing board has adopted formal procedures for approving expenditures. Depending on the amount and nature of the expenditure, the Budget Committee either delegates approval authority to the Principal or School Administrator or takes responsibility to review and approve the expenditure. Expenditures above a certain dollar threshold require the approval of the full governing board.

The governing board reviews periodic financial information which may include budget to actual reports, GAAP financial statements, restricted and unrestricted funds availability or reports on the status of spending against grants received. The school is in the process of defining and implementing a full periodic reporting structure.

As required by state statute, the school provides annual budget and actual reporting. The school also completes an annual audit performed by a local CPA firm. Copies of the school's audit(s) are available upon request.

These procedures may change as circumstances dictate, and as Utah Law permits.

D. The school's policy and procedures regarding employee evaluation.

The school maintains its commitment to at-will hiring, retention, termination, and/or promotion of employees. Furthermore, the Board maintains its sole right to use, modify or depart from any written policy regarding employee evaluation as it sees fit.

Employees are evaluated by the Board through a process which may (but does not necessarily) include observation and/or evaluation by the Principal/Director, board member(s), parents, and/or others, surveying parents and/or students, formal or informal consideration of student-well-being, and the consideration of any other legally-permissible information or factor which the Board of Directors desires to use. Employees have no rights to due-process, hearings, appeals, etc. other than those rights specifically designated in Utah or Federal law.

Employees may or may not receive merit-based or other bonus pay and/or incentives as determined appropriate in the sole opinion of the Board of Directors.

E. The school's policy and procedure regarding employee termination. Policy may include policies on hearings, appeals, dismissal procedures, and necessary staff reduction.

The school maintains its commitment to at-will hiring, retention, termination, and/or promotion of employees. Furthermore, the Board maintains its rights to use, modify or depart from any written or unwritten policy regarding employee termination as it sees fit.

Employees have no rights to due-process, hearings, appeals, etc. other than those rights specifically designated in Utah or Federal law. Necessary staff reduction, employment, and/or termination decisions will be made by the Board of Directors using whichever criteria and/or factors they feel will best meet the school's overall needs; employees may not expect special consideration due to previous length of employment, etc.

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If any amendments to the Charter that exists with the Utah State Office of Education are being requested, please describe them here.

The following modifications to the charter on file with the State Office of Education are requested:

1. It is requested that this document take precedence over the previous charter in the event that the two conflict.