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Center for the School of the Future
UtahStateUniversity



New Charter School

Application Strengths and Needs Meeting (Invited)

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<https://csf.usu.edu/projects-services/>

Welcome

Leadership at Utah State University (USU), The Center for the School of the Future (CSF) and USU charter school authorizing congratulate you on being invited to participate in a stage 4 application strengths and needs meeting (see figure 1 below). If any changes have occurred to what you originally proposed since your stage 3 application submission, email a description of these changes to David Forbush at david.forbush@usu.edu before participating in this stage of the process. If your proposal has made it to this stage, recognize that we see promise in your proposal. This meeting has three purposes. First, it allows USU charter school authorizing leadership to offer comment on the strengths they found in the full application. Second, it allows USU charter school authorizing leadership to offer comment on needs found in the application. The final purpose is for USU charter school authorizing leadership to engage applicants around the needs found in the application and to work together to determine if the needs identified can be addressed. The extent to which identified needs can be addressed effects the likelihood of the proposal moving to being authorized for development of the proposed charter school.

As you proceed with preparing for your stage 4 Application Strengths and Needs Meeting, if questions/needs arise please contact David Forbush, Associate Director, at CSF (435) 797-9050 | david.forbush@usu.edu for additional information. Again, we want this experience to be informative, positive and productive. Please note that information and supports for stages 5-6 are addressed in other USU charter school authorizing documents.

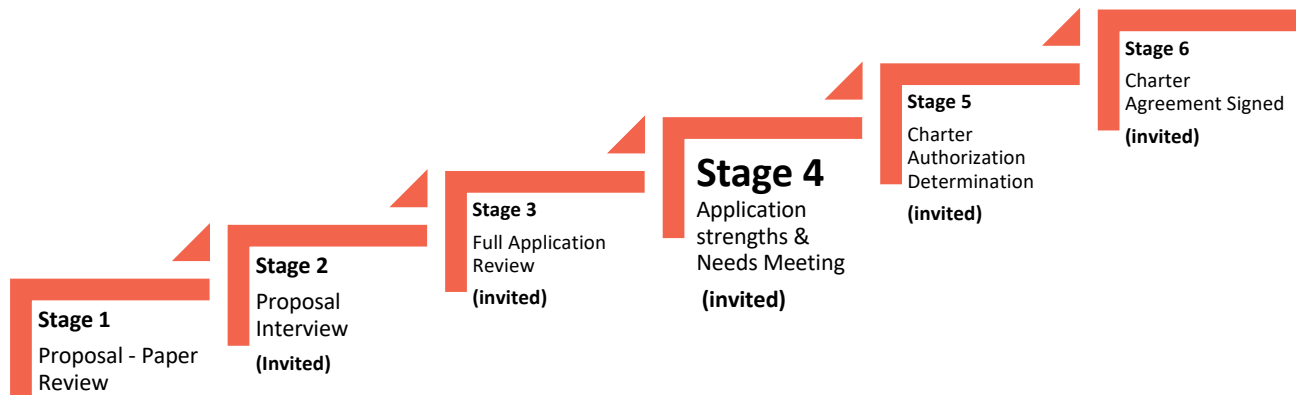


Figure 1. USU Charter School Authorizing Stages

Proposal Interview Description

The Application Strengths and Needs Meeting consists of five activities, three of which happen in the meeting, and two after the meeting.

Activity 1) Review of discovered strengths in the application (15-minutes). USU charter school authorizing staff will review and elaborate on the most significant strengths discovered in the application. Proposers will be invited to engage in this celebratory review.

Activity 2) Review of discovered needs in the application (15-minutes). USU charter school authorizing staff will review and elaborate on needs discovered in the application. Proposers are invited to listen to the findings of this review and prepare to discuss the needs in activity 3.

Activity 3) Review each need and identify actions to resolve each need and how to evidence to USU-CSF leadership resolution of each need. (90-minutes). USU charter school authorizing staff and the proposers will work systemically through each need. Successful address of each item is achieved when: 1) All parties fully understand the need from USU charter school authorizing staff's perspective; 2) Proposers agree to address the need; 3) All parties agree on what "resolution of the need" will look like; and 4) All parties agree on how resolution will be evidenced to USU charter school authorizing staff. A facilitator will be used to assist the group in moving efficiently and effectively through the needs in the 90-minutes allocated. Additionally, the proposers are encouraged to bring a note taker to ensure they capture detailed notes of this discussion and decisions made.

Activity 4) Proposers update their full application to comprehensively address all identified

needs (Not later than 7-days following meeting). Following the meeting, using the captured notes, proposers, working as a team will update their application and submit it to david.forbush@usu.edu within 7-days of the Application, Strengths and Needs Meeting. All changes to the application are to identified using a bold red font. Please recognize that addressing some needs may require changes in multiple places in the document to thoughtfully and comprehensively address the need. This attention to comprehensive adjustment of the application is important to USU charter school authorizing staff.

Activity 5) USU charter school authorizing staff communicates to proposers if the updated application fully addressed identified needs (Not later than 14-days following the meeting). Upon receiving the updated application, USU charter school authorizing staff will review the document to determine if all needs are effectively and comprehensively addressed based on discussion in the Application Strengths and Needs Meeting. The outcomes of this review will be used to determine if the application is being advanced to stage 5 or closed in terms of USU charter school authorizing staff's consideration of authorizing the charter proposal. Proposers will receive an email communication not later than 14-days following the Strengths and Needs Meeting, communicating status of the application.