State Charter School Board Mentoring Program
School Application

Instructions: Please complete the following information and submit this application to the USOE Charter School Section at marlies.burns@schools.utah.gov (email) or 801-538-7750 (fax). Application should be submitted no later than October 31, 2012 for the 2012-2013 school year.

Contact name (must be school employee): _____

School name: _____

Amount requested: _____ (eligible for up to $1,966 in 2012-2013)

Governing board steps:

- Complete needs assessment
- Identify greatest mentoring need(s)
- Create specific scope for each professional development activity
- Professional development contracts are signed (following school procurement policy)
- Professional development occurs
- Pay for professional development according to contract
- Submit mentoring program reimbursement form (found at http://www.schools.utah.gov/charterschools/School-Resources/Mentoring-Program.aspx)
- Submit mentor evaluation (found at http://www.schools.utah.gov/charterschools/School-Resources/Mentoring-Program.aspx)

USOE reimburses school for eligible expenses (See R277-470-6 for details – in process) upon receipt of complete and correct reimbursement form and evaluation.

The purposes of the State Charter School Board mentoring program are to offer charter school governing boards (1) the opportunity to enhance its existing professional development program based on individual school needs and (2) provide technical assistance to governing boards not meeting the goals found in its Charter Agreement. It should supplement the governing board's budgeted funds for board, administrative, and staff professional development and technical assistance. The State Charter School Board has identified the following professional development and technical assistance categories for the mentoring program in 2012-2013 (additional categories may be added based on mentor expertise and upon school request):

- School lunch program
- Student health
- Finance software and reporting
- Reporting requirements and calendar
- Analyzing academic data
- Policy creation
- Student information systems
- School annual trainings
- Grant writing
- Board development
- Student enrollment and engagement

The mentoring program is not meant to replace the training, professional development, or obligation the USOE has to support all public schools. Nor is it meant to act as professional advice. Instead, it is charter schools and charter school supporters sharing what they have learned about a specific topic with others.