



Prep 360 Academy

“We are 360 Degrees of Education”

NORTH CAROLINA CHARTER SCHOOL APPLICATION

Due by 12:00 noon, March 1, 2013

North Carolina Department of Public Instruction
NCDPI/Office of Charter Schools
301 N. Wilmington Street
Raleigh NC 27601-2825
919-807-3491

Mailing Address:
6303 Mail Service Center
Raleigh, NC 27699-6303

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I. APPLICATION CONTACT INFORMATION

Name of proposed charter school: Prep 360

Has the organization applied for 501(c)(3) non-profit status: Yes **No**

Name of non-profit organization under which charter will be organized or operated: Prep 360 Inc.

Provide the name of the person who will serve as **the primary contact** for this Application. **The primary contact** should serve as the contact for follow-up, interviews, and notices regarding this Application.

Name of contact person: **Norman Overstreet**

Title/Relationship to nonprofit: **Chair of Academia and Curriculum Development**

Mailing address: **3823 Casey Leigh Ln, Raleigh NC 27612**

Primary telephone: **919-781-1586** Alternative telephone: **919-515-8505**

E-Mail address: **andy_overstreet@ncsu.edu**

Name of county and local education agency (LEA) in which charter school will reside:
County: **Wake County**
LEA: **Wake County**

Is this application a Conversion from a traditional public school or private school?

No:

Yes: If so, Public or Private:

If yes, please provide the current school or organization web site address:

If a private school, give the name of the private school being converted:

If a traditional public school, give the name and six-digit identifier of the traditional public school being converted: - -

Is this application being submitted as a replication of a current charter school model?

No:

Yes:

If replication, please provide the name of the charter school and the state that charter school has been authorized to operate in. **Prep 360 Academy**

What is the name of the nonprofit organization that governs this charter school? **Prep 360 Inc.**

Grade Levels Served and Total Student Enrollment:

Projected School Opening: Year **2014** Month **July**

Will this school operate on a year round schedule? No: Yes:

Proposed Grade Levels Served and Total Student Enrollment (10 Years)

Academic School Year	Grade Levels	Total Projected Student Enrollment
First Year	6 th Grade	125
Second Year	7 th Grade	250
Third Year	8 th Grade	375
Fourth Year	8 th Grade	375
Fifth Year	8 th Grade	375
Sixth Year	8 th Grade	375
Seventh Year	8 th Grade	375
Eighth Year	8 th Grade	375
Ninth Year	8 th Grade	375
Tenth Year	8 th Grade	375

The State Board of Education provides funds to charter schools, approves the original members of the boards of directors of the charter schools, has the authority to grant, supervise, and revoke charters, and demands full accountability from charter schools for school finances and student performance.

I certify that I have the authority to submit this application and that the founding board members and I were regularly involved in the development of this application. All information contained herein is complete and accurate. I realize that any misrepresentation could result in disqualification from the application process or revocation after award. I understand that incomplete applications may not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the applicant.

Norman A. Overstreet
Signature

Principal
Title

Norman A. Overstreet
Printed Name

2-25-13
Date

II. MISSION and PURPOSES (No more than three total pages in this section)

Mission:

The mission statement of the proposed charter school is as follows:

The Prep 360 Academy will create an opportunity for young men to be prepared to succeed in high school then college using classical studies and responsible behaviors for today's society in the 21st Century global community.

Educational need and Targeted Student Population of the Proposed Charter School:

1. Provide a description of Targeted Population in terms of demographics. In your description, include how this population will reflect the racial and ethnic composition of the school system in which it is located. Describe the rationale for selecting the location and student body.

Prep 360 Academy target population will generally reflect the racial and ethnic composition of Wake County Public Schools.

2. What will be the projected enrollment at the charter school and what percentage of the Average Daily Membership (ADM) does that reflect for the local LEA(s) that may be impacted?

Full enrollment at Prep 360 Academy is expected to be 375 students by the third year of operation. The projected number of students reflects .0025% of the Wake County Public Schools.

3. Explain how the charter school's education plan will compare to or differ from that of the local LEA(s).

Prep 360 Academy educational plan will use NC common core curriculum objectives. Prep 360 Academy will differ in its educational plan through: Year around Intersessions, Character Development Education, Student Choice Theory Model, Continuous Improvement, Mastery Learning and Classical Studies.

Purposes of the Proposed Charter School:

3. Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system.

Prep 360 Academy will provide educational choices targeted to the needs of students with specific characteristics' is a powerful alternative model to offer parents and students. Many of these educational choices are so customized that traditional public schools find it very difficult to offer them in the traditional range of educational settings. The Prep 360 model then, is particularly advantageous in being able to provide expanded choices by developing and deploying the following customizations within the common core curriculum for NC:

- More time for learning via 40 additional instructional days by use of the year around school calendar and intersession days.
- Continuous improvement model of instruction using individual education plans and "E" portfolios for each student.
- Enhanced social/development for all students using a proven character education model and the Glasser Choice Theory Model.
- Prep 360 Academy teachers will use a mastery learning model to ensure that students are on target and continuously improving their academics.
- Electives that concentrate on classical studies including: Languages, The Arts and logical studies including deductive and inductive reasoning.
- Assuring that all students have training in student decorum and public speaking.

Goals for the Proposed Charter School:

1. How will the governing board know that the proposed public charter school has attained their mission statement? What metrics will be used to gauge that success, and how often will the metrics be reviewed in your analysis?

Prep 360 Academy will operate on a continuous school improvement process of mastering learning. Quarterly reports will be provided to the board using the Prep 360 Academy Mastery Learning Outcomes Assessment Model along with the NC required student achievement assessments.

2. Provide specific and measurable student achievement performance goals for the school's educational program and the method of demonstrating that students have attained the skills and knowledge specified for those goals. These goals should include specific and measurable performance objectives over the first five years of the schools existence.

Students' progress will be measured routinely by teachers using the Prep 360 Academy "E" Portfolio Academic/Behavioral Tracking System.

All learning outcomes in the assessment process are set against measurable performance of the NC Common Core standards for middle grades education. Bench mark objectives for individual students will be based on deep structure learning in addition to assessments and NC Standardized.

- At the beginning and end of Year 1, Prep 360 Academy will assess each student to ensure that adequate progress has been made in alignment with state and national progression requirements.
- At the end of Year 1 the goal for Prep 360 Academy is to have all students performing at or above grade level. This will be evident through the state EOG's scores in the first year of operation (2014-2015).
- At the end of Year 2 and beyond, it will be the expectation of Prep 360 Academy that 6th and 7th grade are performing at or above grade level, which will be evaluated through state EOG scores.
- At the end of Year 3 and beyond we expect every 8th grade student to be prepared academically and socially and promoted to 9th grade. Along with EOG scores, we will measure student success in high school, by tracking their grades and communicating with principals, teachers and parents to measure their behavior and overall success.

III. EDUCATION PLAN (No more than ten total pages in this section)

Instructional Program:

Provide a detailed description of the overall instructional program of the proposed charter school, including major instructional methods, assessment strategies, and explain how this instructional program and model meet the needs of the targeted student population.

The core components of Prep 360 Academy Education Plan empower children of diverse backgrounds and ability levels to achieve success, understand their strengths and unique abilities, and develop the self-discipline and confidence required to excel in any environment.

While there is no school using our single-sex, middle school model, Prep 360 has incorporated several factors that have been proven to be successful in education, and are specifically effective within the type of demographic found in the population of this district.

These factors are:

1. Models of instruction such as PBL (Problem Based Learning) Inductive Learning and Integrated Learning.
2. Experiential decision making process based on logic and ethical considerations
3. Character education using The Prep 360 Model of development and William Glasser Behavioral Choice Model.

These are important instructional and behavioral methods given the history and demographics to apply given the history and demographics of our target population. They are especially strategic to our purpose of building students experience and knowledge along with their social emotional development.

K-8 Curriculum and Instructional Design:

Describe the basic learning environment (e.g., classroom-based, independent study), including class size and structure.

Prep 360 Academy basic learning environment will consist of a exciting, loving, and demanding learning environment where different teaching strategies will be conducted. Students will have the opportunity to be in a classroom-based atmosphere with teacher centered learning. In other arenas (classrooms) students and teachers will utilize a forum based structure. The class sizes may vary based on the subject of the day. Some classes will demand more students than others. With the schools individual educational plan for each student, we will ensure quality education for each student regardless of the class size

1. Identify how this curriculum aligns with the proposed charter school’s mission, targeted student population, and North Carolina Accountability Model.

Curriculum alignment with Prep 360 Academy mission, target population and NC accountability model is as follows:

Literacy:

As a school, Prep 360 Academy believes that excellent instruction in literacy provides the essential foundation upon which all other learning can be constructed. Therefore, we have been particularly deliberate in selecting and developing our approach to literacy. The literacy curriculum will reinforce the elementary school foundation that includes instruction in phonemic awareness, phonics, fluency, vocabulary, and comprehension in order to facilitate student success in reading. A balanced literacy approach also incorporates reciprocity of reading and writing instruction.

Prep 360 Academy holistic literacy curriculums will integrate the most current teaching practices to ensure the highest levels of student success in reading, writing, speaking, and thinking. As evidenced in our sample Daily Schedule, students will participate in extended periods to reinforce the importance of literacy as a foundation for learning.

Prep 360 Academy students will master the anchor standards identified in the Common Core State Standards for English, Language Arts and Literacy, also incorporating the standards identified for the cross-curricula approach to literacy that includes social studies, science and technical subjects in literacy mastery. Through whole group, small group and individual instruction, guided, shared and independent reading, word study and writing workshops, faculty will focus on the specific needs of each child.

Mathematics:

In mathematics, faculty will develop lesson plans that focus not just on the curricula but also Computer-Assisted Instruction (CAI) and Instructional Process (IP) strategies. Prep 360 Academy recognizes that Algebra is “a strand of school mathematics that must receive increased attention at the middle school level. It is central to the student’s continued success in mathematics in high school and college. Prep 360 Academy will assess each student to determine proficiency and mastery of number and operations standards, with the intent to move students (when ready) toward completion of Algebra I and Geometry prior to matriculation to high school (when appropriate).

During the Summer Teacher Institute, Prep 360 Academy Educational Advisory Board and the Faculty will identify the appropriate mathematics curriculum that will solidify the elementary mathematics foundation while pushing students toward higher problem solving skills. In selecting and developing the Prep 360 Academy mathematics curriculum, leadership will consider that a strong math curriculum must be comprehensive, coherent, and engaging. A comprehensive curriculum must identify key learning goals and provide instructional time such that Faculty can adequately cover the topics and students are provided ample time to master each goal. A coherent curriculum provides relevant examples and practices so that students can relate new ideas to prior knowledge. An engaging curriculum includes materials that relay real problem context and active involvement. Lectures alone cannot engage middle grades students in learning important mathematics skills.

Prep 360 Academy

In order to ensure measurable progress and achievement, departmental leadership will habitually examine student performance, what is being taught, and the materials utilized to guide instructions (included selected textbooks and supplementary instructional materials). In addition, Prep 360 Academy will provide opportunities for professional learning team engagement, identify field level expertise and professional development opportunities for the staff and implement and monitor improvement strategies when modifications or remediation are required.

Social Studies:

Global studies are increasingly important in the 21st Century learning model. Prep 360 Academy students will gain knowledge in a myriad of opportunities that include reading, writing, research and engagement. Students will also learn social studies content and skills through the Research Workshop model. This workshop model enables differentiated instruction while engaging students in integrated units of study. This approach emphasizes the key content of social studies and develops the skills and behaviors that transcend content knowledge. Faculty will employ a variety of strategies including interest inventories, journals, independent research, performances and presentations and portfolios to engage students in meaningful learning. Students will study economics, geography, government and politics, and world history. In congruence with the Prep 360 Academy design for a 21st Century learning model, the broad themes identified will cross multiple grade levels to engage students in themes such as cultural heritage, global perspective, world systems (political and economic), social history, tradition, change, and citizenry. The goals of the Prep 360 Academy social studies curriculum are to help the student develop a historical perspective, establish clear communication skills, expand the individual's idea of community and provide opportunities to shift the focus beyond self.

Science:

Prep 360 Academy faculties will utilize an inquiry-based, hands-on approach to learning science. Instruction will follow a carefully planned scope and sequence in the content areas of earth science, physical science, and biology. Science instruction focuses on scientific thinking as well as science content.

Aligning with state standards and the National Science Teachers Association (NSTA) recommendations, the Prep 360 Academy science curriculum will enable students to apply content and skills learned to personal experiences, provide students with real-life experiences through mentoring and apprenticeships, enable students to develop an awareness of science-based careers, participate in community-based problem solving activities, and promote societal goals for scientific and technological literacy. In addition, Prep 360 faculty will incorporate rich lessons in laboratory investigations in the science instruction. The lab investigations will adhere to all NSTA recommendations.

Health and Wellness Education:

The overarching importance of maintaining a healthy mind and body is woven deeply into the Prep 360 Academy culture and educational philosophy. To help children grow into life-long learners and responsible citizens, we cultivate the body as well as the mind. Each Prep 360 Academy student will be required to participate in daily physical fitness training. The age appropriate health and wellness curriculum aligns with the national standard of minimum of 50 hours of instruction. There is significant research that points to the need for physical activity in particular for boys throughout the day.

Enrichment Offerings/ Exploratory:

All students have the opportunity participate in the Junior Achievement Program and Step-It-Up-2-Thrive. Our extended day structure allows us to offer extended enrichment time without sacrificing academic instructional time. The use of continuous year round calendar which will allow for intersessions during which students will choose from the following: foreign language, robotics, models of logic, public speaking, music and classical studies.

2. Identify how this curriculum aligns with the proposed charter school's mission, targeted student population, and North Carolina Accountability Model.

Alignment:

It is clear that the Prep 360 Academy is developed in such a way as to provide a holistic educational experience for all students. The core focus of alignment for students and the State of NC accountability model is rigor, relevancy and life skills.

3. Describe the primary instructional strategies that the school will expect teachers to master and explain why these strategies will result in increased academic achievement for the targeted student population.

Instructional strategies:

Prep 360 Academy will implement a Responsive Classroom approach that emphasizes social, emotional, and academic growth in a strong and safe school community. Our approach consists of classroom and school wide practices for deliberately helping children build academic and social-emotional competencies.

Expatiations for Teachers: school will expect teachers to master

Prep 360 Academy faculty and staff will remain current on best practices in Education. They will participate in ongoing, intensive professional development throughout the school year delivered by national experts in the field of education. All Prep 360 Academy teachers will participate in a two-week summer professional development program. New teachers will be assigned a Prep 360 mentor in an effort to seamlessly integrate new teachers into the Prep 360 Academy culture.

Below, Prep 360 Academy has identified strong indicators for success which include best practices among high-performing schools. Some of these practices are:

- Inquiring models of instruction
- Mastery Learning
- Language experience enhancement
- W. Glasser Choice model of behavior management
- Flipped classrooms methods model
- Social-Emotional competencies for young adolescents
- Parent engagement planning overseen by the Prep 360 Academy Dean of Support Services

Prep 360 Academy

4. Provide a school academic calendar (minimum of 185 instructional days or 1,025 hours) and a brief narrative on how the calendar coincides with the tenets of the proposed mission and education plan.

Prep 360 Academy will use a Modified year around calendar with built intersessions. The school will have four nine week sessions through the calendar year 2014-2015. In between the nine week sessions Prep 360 Academy will provide students and families with the option of participating in the academic intersessions. These intersessions will focus on improving academic performance for those students who may need remedial academics and/or further students own knowledge in a given subject.

The intersessions will offer further growth and development in of robotics, foreign language, debate and public speaking. As stated in the schools mission statement we will provide opportunities for our students to explore their various ambitions.

This year around modified schedule with intersessions model would add an additional 40 more days of academic instruction, which will benefit at risk students and gifted students.

Prep 360 2014-2015 Academic Calendar:

<p><u>2014 Academic Calendar:</u></p> <p>July 28th – September 19th September 22nd – October 23rd October 6th – December 12th December 15th – 19th</p>	<p>First Quarter of Instruction First Academic Intersession Second Quarter of Instruction Second Academic Intersession</p>
<p><u>2015 Academic Calendar:</u></p> <p>January 5th – March 6th March 9th – 20th March 23rd – May 29th June 22- 26th June 13th – 17th <i>Observation of Holidays</i></p>	<p>Third Quarter of Instruction Third Academic Intersession Fourth Quarter of Instruction Fourth Academic Intersession Fourth Academic Intersession</p> <p><i>All holidays observed by Wake County Schools will Be observed by Prep 360 Academy</i></p>

Intersessions

1. Scheduled at key times during the school year
2. Integrated, thematic focus for each intersession
3. Teacher/student ratio (1:15) to promote interaction
4. 5 hour day
5. Driven by North Carolina Core Curriculum and class performance (grades)
6. Remedial efforts in the context of enrichment/acceleration
7. Hands-on learning rather than “drill and kill”
8. No homework

Special Programs and “At-Risk” Students:

1. Describe the methods and clear systems of prevention and intervention teachers will utilize to provide assistance to students that are not performing at expected levels: ensuring continued progress and academic student growth.

Prep 360 Academy will utilize several systemic methods of prevention and intervention for At-Risk students. All students at Prep 360 Academy will be insured continuous progress in our mastery learning program by use of formative assessments and electronic portfolios. Teachers will use the flipped classrooms model to allow for high degrees of individuation and intersessions will provide additional days of instruction for students.

2. Explain how the instructional plan and curriculum will meet the needs of English Language Learner (ELL) students, including the following:

a) Methods for identifying ELL students.

In order to meet the needs of English Language Learners, Prep 360 will engage highly qualified teachers who follow sound principles that promote learning for all students as they develop curriculum. Curriculum goals will be organized around big questions such as issues relevant to students’ personal lives, provide books and learning materials that embrace bilingual and bicultural people, which enable ELL to explore topics and develop higher levels of literacy and language proficiency. Prep 360 Faculty will also engage ELL in authentic reading and writing experiences, draw on student background knowledge and interests, and develop meaningful content for the learners.

b) Specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the core academic program for these students.

Prep 360 students in general will be given the opportunity to work collaboratively, but such activities will be even more pronounced for ELL as collaborative work efforts enable both cognitive and affective benefits for the language learner. Language acquisition is a social activity and students better develop language in social contexts.

c) Plans for monitoring and evaluating the progress and success of ELL students, including exiting students from ELL services.

Prep 360 Academy faculty will be informed about second language acquisition theory and research and issues related to diversity in an effort to ensure the success of the ELL. Prep 360 Academy professional development opportunities will include emphasis on valuing and supporting students’ primary languages and cultures and involving students in activities that build their self-esteem and provide them with opportunities to succeed.

3. Explain how the school will identify and meet the needs of intellectually gifted students, including the following:

a) Specific instructional programs, practices, strategies, and opportunities the school will employ or provide to enhance their abilities.

Prep 360 Academy will utilize various strategies to meet the needs of gifted students include presenting students with paradoxes to analyze and test, using analogies to introduce new concepts, asking provocative questions and providing time for inquiry. Faculty will teach students to critically evaluate situations by analyzing possible consequences and implications, encourage students to use their intuition, study creative people and their thinking processes and encourage tolerance for ambiguity with open-ended problems.

b) Plans for monitoring and evaluating the progress and success of intellectually gifted students.

Many of these strategies we be enhanced during our school intersessions. Every student including gifted students will have an IEP progressed monitored by an electronic portfolio.

Exceptional Children

The public charter school cannot deny admission to any child eligible for special education services as identified under the federal legislation Individuals with Disabilities Education Improvement Act (IDEA) Amendments of 2004 (20 U.S.C. 1400 et seq.), IDEA regulations, and Article 9 115C of the North Carolina General Statutes, North Carolina Policies Governing Services for Children with Disabilities. All public schools are responsible for hiring licensed and 'highly qualified' special educators pursuant to law. Public schools are required to provide a full continuum of services to meet the unique needs of ALL students with disabilities.

Identification and Records

1. Explain how you will identify students who are enrolled within the charter school that have previously been found to be eligible for special education services or are protected under Section 504 of the Rehabilitation Act.

Exceptional children will be identified by their elementary school enrollment records in the admissions process relevant records.

2. Provide the process for identifying students who may be eligible for special education services as identified in the federal 'Child Find' mandate. Be sure to include how student evaluations and assessments will be completed.

Prep 360 Academy will use a referral identification process as used in Wake County Public in thus ensure the "Child Find" mandate.

3. Provide a plan detailing how the records of students with disabilities and 504 Accommodation plans will be properly managed.

- a) **Requesting Records from previous schools**
- b) **Record Confidentiality (on site)**
- c) **Record Compliance (on site)**

Record maintenance, and confidentiality, and compliance will be addressed through the Prep 360 Academy computerized filed system using student based modules with hard folder pack-ups. 504 accommodations will allow for school buildings accessibility by the Wake County building inspector.

Exceptional Children's Education Programming

1. Describe the educational programs, strategies, and additional supports the school will provide to ensure a full continuum of services for students with disabilities.

Every student with a specifically exceptionality will receive identified interventions and/or remediation required to meet with success. Prep 360 Support Services will use the following best practices to ensure that every student is receiving the assistance that is necessitated by local, state and federal guidelines.

Prep 360 Special Education Faculty will lead faculty in efforts to employ Response to Intervention (RTI) activities. Response to Intervention is an assessment and intervention process for systematically monitoring student progress and making decisions about the need for instruction or increasingly intensified services using progress-monitoring data. To ensure that the needs of the SLD student population are met, Prep 360 Academy will employ responses in items 2-4 below.

2. Describe the methods and support systems that will be in place to ensure students with disabilities receive a Free and Appropriate Public Education (FAPE).

FAPE and the specific IEP for each student will be designed into the student electronic portfolio. This plan of action will be monitor by way of the Prep 360 Academy related services process which includes: Screening, Progress Monitoring, Tiered Service-Delivery, Data-Based Decision Making and Parent Involvement.

3. Describe how implementation of the Individualized Education Plan (IEP) will be monitored and reported to the student, parents and relevant staff.

Prep 360 Academy will utilize the designed student's electronic portfolio for reporting purposes.

4. Describe the proposed plan for providing related services.

Planning for the provision of related service is a four step: process involving referral, assessment, parent authorization and service provision. The additional related services will also include the students' IEP template as a part of the students "E" portfolio.

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Student Performance Standards

1. Describe the student performance standards for the school as a whole.

All students will attain at least a level of proficient in each core subject as required by the state of NC DPI and the NC State school board. It is the goal at Prep 360 Academy to have all students above grade level.

2. Explain the use of any evaluation tool or assessment that the proposed charter school will use in addition to any state or federally mandated tests. Describe how this data will be used to drive instruction and improve the curriculum over time for the benefit of students.

Teachers will use the Prep 360 Academy mastery learning matrix to assess for student progress on NC common core objectives. This is a formative assessment tool that provides functional transparency regarding a student's progress and removes the mystery of student development as found in standardized assessments.

3. Explain the policies and standards for promoting students, including students with special needs, from one grade level to the next. Discuss how and when promotion criteria will be communicated to parents and students.

North Carolina State Board of Education policy (NCAC6D.0304) requires that students demonstrate proficiency on North Carolina End-of-Grade tests in order to be considered for promotion to grade nine. In addition, Wake County Public School System (WCPSS) policy (5530) requires grade-level proficiency in reading and mathematics in grades six and seven. To be promoted, students must meet test proficiency standards and receive a passing grade (D or better) in: Language Arts, Mathematics, Social Studies or Science, and Half of all remaining courses taken. The parents and students will be aware of policies in admissions, orientation, process for the school and also will be found in the student handbook. IEP monitoring committees will make accommodations for students with special needs.

4. Provide the public charter school's exit standards for graduating students. These standards should set forth what students in the last grade served will know and be able to do.

Students will have successfully matriculated through Prep 360 Curriculum by demonstrating proficiency on the required state standards assessments as well as those implemented by the school. Students will be assessed at the classroom level and mastery must be demonstrated at each level as identified by the Curriculum guidelines.

At the completion of eight grade, students should be adequately prepared to perform at the highest level in local and national college preparatory high school programs.

Students will be promoted to the ninth grade based on successful completion and demonstrated proficiency in each of the core and elective subjects. Levels of proficiency and mastery will be described for each course as the Educational Advisory Board and Director of Curriculum and Instruction develop the details for each course.

High School Graduation Requirements

“Not Applicable”

Prep 360 Academy will not be providing High School

Prep 360 Academy

Student Conduct:

Provide a brief narrative that disseminates how student conduct will be governed at the proposed charter school and how this plan aligns with the overall mission and proposed Education Plan of the charter school.

Prep 360 Academy will utilize William Glasser “Choice Theory Model” for our school conduct and discipline plan.

The primary objective of the Prep 360 Academy discipline/conduct plan is to prepare our students for the “real world” and provide opportunity for students learn how to make responsible choices. This model will also improve our students’ advancements in human relationships, which is a foundation in Prep 360 Academy character development component.

Prep 360 Academy teachers, students, parents and support staff will be taught Seven Caring Habits which includes: Supporting, Encouraging, Listening, Accepting, Trusting, Respecting, and Negotiating. Students will learn how to positively effect their lives through the use of these seven caring habits.

The teachers, staff, and students of Prep 360 Academy will utilize Choice Theory Model and Prep 360 Academy Discipline/ Conduct plan to ensure our students attain self-awareness and esteem to make better choices for themselves. Making better choices is a primary skill for our students to which allows them to make the most responsible choices, which leads to responsible behaviors.

The Prep 360 Academy Behavioral Goals:

- 1) Students will be deterred from gang influence and gang participation
- 2) Students will provide helpful services to family and community
- 3) Students will attend school at 95% level
- 4) Students will exhibit a positive perception of school
- 5) Students will respect and exhibit support for each other
- 6) Students will be responsible for choosing positive behavior

See draft copy of Prep 360 Academy Conduct Plan in the student handbook in Appendices C.

IV. GOVERNANCE, OPERATIONS and CAPACITY (No more than ten total pages in this section)

NOTE: Please answer all sections completely. Do not use “same as LEA” or “whatever the law states”. Lack of proper documentation could deem the application incomplete.

Private Nonprofit Corporation:

*The nonprofit corporation must be officially authorized by the NC Secretary of State by the final approval interview date.

Name of Private Nonprofit: Prep 360 Inc.

Mailing Address: 133 Depot Ridge Rd

City/State/Zip: Garner NC 27529

Street Address: 133 Depot Ridge Rd.

Phone: 919-390-9925

Fax: N/A

Name of registered agent and address: Graham A. Witherspoon 133 Depot Ridge Rd. Garner NC 27529

FEDERAL TAX ID:

Tax-Exempt Status 501 (c)(3)

The private nonprofit listed as the responsible organization for the proposed charter school has received

501 (c)(3) status:

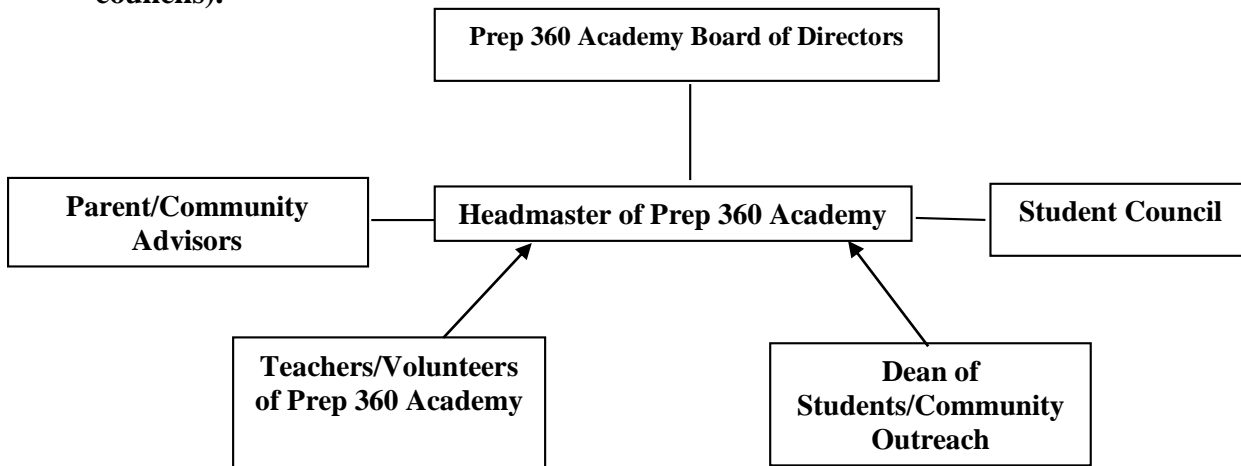
- Yes (copy of letter from federal government attached: Appendix D)
 No

NOTE: If the non-profit organization has yet to obtain the 501(c)(3) status, the tax-exempt status must be obtained from the Internal Revenue Service within twenty-four (24) months of the date the Charter Application is given final approval.

Governance and Organizational Structure of Private Non-Profit Organization:

Board Member Name	Board Title	County/State of Residence	Current Occupation
Graham Alexander Witherspoon	Director of Community Relations and Character Development	Wake County NC	Police Officer
Phil Garofolo	Director of Accounting and Finance	Wake County NC	Certified Public Accountant
Dr. Norman Overstreet	Director of Academia and Curriculum	Wake County NC	Director of NC State University Friday Institution of educational Leadership
Parent Representative	Unknown	Wake County	Unknown
Teacher Representative	Unknown	Wake County	Unknown

1.A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school. This chart should also include lines of authority to and from any outside entity that will play a role in managing or supporting the charter school (such as educational service providers, advisory bodies or parent/teacher councils).



2. A description of the governance structure of the proposed charter school, including the governing board's functions, primary duties, roles and responsibilities as it relates to overseeing the charter school. Include how the board will recruit, hire, and supervise the lead administrator.

All corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed by, the Board of Directors or by such committees as the Board of Directors may establish pursuant to these Bylaws. The Board of Directors primary duties are as followed: To develop policies for which ensures the safety and quality of education for every student, family, and stakeholder. The Board will provide the Prep 360 Academy Headmaster with the necessary tools for him/her to be successful.

The mission of the Board of Directors is detailed in the By Laws. It can be summarized as to make policy decisions regarding the operation of the Corporation and to provide it with oversight rather than day-to-day management of operations.

The Board is committed to the education of all students to the best of their individual abilities; to a constant awareness of the concerns and desires of the community regarding the quality and performance of the Schools with the Board assuming an educational leadership role; and to the employment of school personnel who, under the direction of the Headmaster, will see that the school maintains an outstanding position and will carry out the policies of the Board with imagination and dedication.

Additionally, the Prep 360 Academy specific policy and direction goals are:

- To interpret the education needs and aspirations of the community through the formulation of policies which stimulate the learner and the learning process;
- To govern the school in accordance with federal and state laws;
- To provide leadership in order to carry out the goals and objectives of the school effectively;
- To facilitate communication with the community served by the school
- To develop and provide the data appropriate for the management functions of planning, evaluating, organizing, controlling and executing.

Roles and Responsibilities:

Chair of Academia and Curriculum: To oversee the educational development of the school, coordinating professional development for teachers, assist in development of the Headmasters professional growth and development.

Chair of Character Development and Community Relations: The position responsibilities include: developing student character development curriculum, develop positive community and businesses partnerships for the school.

Chair of Accounting and Finance: This position is responsible for overseeing the financial perspectives and accountability for the school. The position will be responsible for maintaining the annual audits with the hired firm. This position ensures the financial longevity and sustainability of the Prep 360 Academy.

Recruit, Hire, and Supervise the lead Administrator:

The Board will have an active role in the recruiting, hiring, and supervision of the Headmaster at Prep 360 Academy. The Board will market the opening position of Headmaster of Prep360 Academy through various educational forums. The hiring of the selected applicant will have to be a majority vote and approved by board chair. The meeting minutes will reflect the approval and hiring of the selected applicant. The Headmaster of Prep 360 Academy will be evaluated by the Director of Academia and Curriculum.

3. Describe the size, current and desired composition, powers, and duties of the governing board. Identify key skills, areas of expertise, and constituencies that will be represented on the governing board. Explain how this governance structure and composition will help ensure that a) the school will be an educational and operational success; b) the board will evaluate the success of the school and school leader; and c) there will be active and effective representation of key stakeholders, including parents.

The Prep 360 Academy initial Governing Board is composed of three people professionals which encompass the Prep 360 Model. As we obtain preliminary approval and final approval we will add two more board members to the board. The initial board members have equal powers and votes and influence on the development of the school. Dr. Overstreet brings over 34 years of educational expertise ranging from classroom teacher to Superintendent of school districts and the collegiate level. Graham Witherspoon brings a wealth of knowledge on developing the character of young men in the schools target population. Philip Garofolo brings strategic business planning ensuring financial accountability and sustainability for the school. As we grow and gain approval to move forward in the process we will add more professional expertise to the board.

a) The school will be an educational and operational success;

A. The Board of Directors will help ensure the educational and operational success through monitoring, meeting, and target achievements through the proposed goals for the school, which is represented in the Goals for the Proposed Charter School section.

b) The board will evaluate the success of the school and school leader;

B. The Board will evaluate success based on meeting the Academic Achievements which are in the school proposed goals section and meeting the behavioral goals which are in the Student Conduct Section of the application. The Board will evaluate the school leader (Headmaster) through a formative evaluation system which Wake County Public Schools utilize.

c) There will be active and effective representation of key stakeholders, including parents.

C. Prep 360 Academy structure which is represented in the organizational chart displays that there are two positions which will be held by a parent representative and a teacher representative. Both parties will have an equal voice in the direction and development of the school.

4. Explain the procedure by which the founding board members have been recruited and selected. If a position is vacant, how and on what timeline will new members be recruited and added to the board?

The Directors (founding board members) were selected on their passion and commitment to changing the educational landscape among our target population. The founding members were mandated to have the expertise and education for their specific roles they will serve on the board. Once the board members made the commitment to the board, they were formally selected to sit on the board.

Vacant positions on the board will be filled on the necessary bases. We will fill the position in a timely manner.

5. How often will the board meet?

A regular meeting of the Board of Directors shall be held at such time and place as the Board of Director shall determine. In addition, the Board of Directors may provide, by resolution, the time and place, either within or without the State of North Carolina, for the holding of additional regular meetings. Further information regarding meetings (special, regular, and notice of meetings can be found in Article 6 in school By-Laws)

6. What kinds of orientation or training will new board members receive, and what kinds of ongoing professional development will existing board members receive? The plan for training and development should include a timetable, specific topics to be addressed, and requirements for participation (Board Policies Draft: Appendix H).

The new board members will receive training from other successful charters schools in Wake and Durham County. The board will go and observe other successful aspects of the school and gain successful practices and partnerships. The board will also conduct personal professional development opportunities within their own organizations.

The Chair of Character Development and Community Relations is currently observing courses at North Carolina State University Friday Institution of Educational Leadership.

The Chair of Finance and Accounting maintains a CPA license and therefore receives at least 40 hours of continuing education per year.

The Chair of Academia and Curriculum continues to develop and teach innovative educational practices at the University level.

7. Describe the board's ethical standards and procedures for identifying and addressing conflicts of interest. Identify any existing relationships that could pose actual or perceived conflicts if the application is approved; discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts.

Prep 360 Academy will take the appropriate steps regarding a conflict of Interest which is outlined in the By-Laws. If any member of the Board faces a conflict of interest in a matter pending before the Board, such member shall make full disclosure to the Board of the nature of the conflict. Upon full disclosure, the Board may approve the transaction only by the majority vote of Board members having no conflict of interest. However, no such transaction may be approved if it would constitute self-dealing, prohibited under Section 4941 of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws, or if it would result in the imposition of any excise tax under any other provision of Chapter 49A of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws.

An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

8. Explain the decision-making processes the board will use to develop school policies.

Prep 360 Academy will follow the final By Laws and Articles to govern our operations in developing the school policies. It is the attention of the board to observe the charter school Laws of NC to provide a successful and safe school. The decision making process is described in the By Laws sections 5-11. These sections provide detailed information the board meetings, scheduling, quorum and voting requirements.

In these meeting the Board should attempt to reflect the opinion of the community. However, Board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board may not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote proper education for this community based upon the needs of the pupil population.

9. Describe any advisory bodies, councils, or associations listed in the organization chart or to be formed, including the roles and duties of that body, and the reporting structure as it relates to the school's governing body and leadership.

There are no advisory bodies, councils, or associations listed in the organization chart or to be formed, including the roles and duties of that body, and the reporting structure as it relates to the school's governing body and leadership. We do expect parent and student advisory councils after the school opens.

Proposed Management Organization (Educational Management Organization or Charter Management Organization)

Not Applicable

Prep 360 Academy will not use an Educational Management Organization or Charter Management Organization

Private School Conversions:

Not Applicable

Prep 360 Academy is not a Private School Conversion

Charter School Replication:

Not Applicable

Prep 360 Academy is not a Charter School Replication

Projected Staff:

Staffing Plans, Hiring, and Management:

1. Explain the board’s strategy for recruiting and retaining high-performing teachers.

Prep 360 Academy will utilize an array of educational sources to recruit the most qualified teachers. Prep 360 Academy will promote job openings on their school website, through the local colleges/universities education departments, social media and school recruiting websites. Prep 360 Academy will host an administrator, teacher, and staff recruiting expo in the spring of 2014. Retaining high performing teachers is a priority for the success of our students and the overall success of Prep 360 Academy. Prep 360 Academy will provide teachers the necessary tools they need to be productive, our teachers will have a voice on the direction of the school by having a teacher representative on the school board. Prep 360 Academy will provide our teachers professional development opportunities throughout the school year. Teachers will also be paid comparable to the surrounding LEA counties.

2. Provide a description of the relationship that will exist between the charter school employees and the nonprofit board.

Prep 360 Academy will have respectful, mature open door policies. There will be no divide between the nonprofit board and employees of the school. One employee will be elected to sit on the nonprofit board, to ensure our employees have an active voice and opinion at Prep 360 Academy. More information regarding employment polices (proposed) is available in Appendices L.

3. Outline the board’s procedures for hiring and dismissing school personnel, including conducting criminal background checks.

Prep 360 Academy headmaster will recruit and interview and recommend high quality teachers as indicated below.

Outlined Hiring Process: Application, References, Interview, Selection, Notice of Employment

Application:

Prep 360 Academy relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the schools exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment References:

To ensure that individuals who join Prep are well qualified and have a strong potential to be productive and successful, it is the policy of the school to check the employment references of all applicants.

Interview Process:

The interview process will be constructed by the Headmaster and staff.

Prep 360 Academy

Selection Process:

After all interviews are concluded the board will decide by majority vote for the hiring of each position.

Notice of Employment:

The Chairman of the Board will contact the applicant to inform them that they have been selected for the position. To make the employment final, employee must submit to a criminal record check.

Criminal Record Check:

Prep 360 will obtain a criminal record history check on all new employees from the State Bureau of Investigation (“SBI”) or from other qualified source(s) prior to their initial employment.

Contract Offer:

Prep 360 Academy will offer a contract to the applicant

Dismissing school personnel:

Majority of the board votes to determinate an employee

Notify employee of termination (will provide two week notice if deemed appropriate)

Exit interview (if deemed appropriate)

We will follow the NC Code of Ethics for North Carolina Educators

4. Outline the school’s proposed salary range and employment benefits for all levels of employment.

Prep 360 Academy will provide teachers and staff members full benefits (Social Security Cost, Retirement, Health and unemployment) which are represent in our school financial plan located at Line. 2.

The administrative staff (Headmaster) salary range is \$50,000 to \$75,000 based on education and experience. The Dean of Student salary range is \$25,000 to 30,000 in year 1 also based on education and experience. Core teachers, EC teacher and guidance teacher salary range is based on their years of teaching and educational degrees (Master, Doctoral) ranging from 27,000 to \$44,000. All ranges are located in the financial plan on Line 1.

5. Provide the procedures for employee grievance and/or termination.

Prep 360 Academy will follow the Code of Ethics for North Carolina Educators, policy ID number: TCP-C-014: Code of Ethics for North Carolina Educators

Prep 360 Academy will follow the procedures of making a complaint, investigating the complaint, and the appeals process for all grievances and/or termination. This is outlined in Appendices L.

6. Identify any positions that will have dual responsibilities (within or without the organization) and the funding source for each position.

The position of Dean of Students and Character Development teacher will be the only dual position. These positions have been identified in the school financial plans which are represented in both categories (Dean of students and Core Teachers).

7. Describe the plans to have qualified staffing adequate for the anticipated special needs population, means for providing qualified staffing for ELL and gifted students.

Prep 360 Academy will hire highly qualified teachers with four year degrees and NC Teaching Licensures. Prep 360 Academy has anticipated that 10 percent of its membership will be students with special needs (EC) and appropriate amounts of EC personal and extra monies for outside contractors if needed. We have taken the appropriate financial steps for our anticipated EC teachers which is present in our financial plan (Item Line. EC Teacher). As the school grows we add an EC teacher accordingly as projected in our financial budget.

8. Provide a narrative detailing the roles and responsibilities, qualifications and appropriate licenses that each position must have to be hired by the non-profit organization and effectively perform the job function(s).

Prep 360 Academy administration staff consisting of the Headmaster and Dean of Students responsibility is to ensure the mission and vision of the school is being upheld by all staff members.

The Headmaster will be responsible for the educational focus of the school. This position first responsibility is to make sure all staff members have the necessary tools to be effective in the classroom. The Headmaster will conduct the teacher evaluation process throughout year, track the educational progress of the student body and ensure teachers and staffs are being properly trained (professional development).

The Dean of Students primary role is to assist in the development of our students' character and to uphold the students' code of ethics. This position will enforce student conduct policies and assist teachers with classroom management.

Headmaster and Dean of Students will be required to have a four year degree from an accredited college/university and at least three years of teaching and advanced courses in educational curriculum and educational design.

Prep 360 Academy core teachers must have four year degree from an accredited college/university and at least 75% of our staff will have NC Teaching Licenses. The core teachers' license teaching 6th grade can have a K-6 endorsement, to teach 6th grade. Teachers who teach 7th-8th grade will have a secondary education license. Our core teachers will have the responsibility to teach the NC Core Curriculum and innovative teaching methods to further our students' knowledge.

The special education (EC) position must have four year degrees degree from an accredited college/university and Special Education endorsement. This position is responsible for assisting our special need students with their overall development and adhering to the No Child Left Behind rules and regulations.

Our school counselor which will not take in effect until our second must have a four year degree with special concentration in counseling.

The office staff must have a high school degree and some office experience with excel, word, power point etc...)

Prep 360 Academy

Staff Evaluation and Professional Development

1. Identify the positions responsible for maintaining teacher licensure requirements and professional development.

Headmaster will be responsible for maintaining teacher licensure requirements and professional development at Prep 360 Academy.

2. Provide a detailed plan noting how the school will mentor, retain, and evaluate staff in a format that matches the school's mission, educational program, and meet the teacher certification and licensure requirements for teachers as prescribed by state law and No Child Left Behind. Be sure this overview matches with the projected staff and funding of the proposed budget section.

Mentoring:

In the first year of operation the school will utilize NC State Friday Institution of Educational Leadership professors as mentors for the teachers at Prep 360 Academy. NC State Friday Institution of Educational Leadership has agreed to mentor the teachers as they develop and grow from hiring through the school year and summer workshops. For a new-to-profession teacher, sharing expertise about curriculum, pedagogy, and child development with an experienced colleague is an incredible opportunity to grow very fast in a very small amount of time. Mentor teachers also share knowledge about curriculum, awareness and knowledge from readings, insights about families, and what was learned from attending presentations and conferences. Prep 360 Academy will set up a mentorship program to accelerate the experience transfer from one teacher to another one.

The mentoring will be at no cost and we have budget the appropriate amount for staff development, located on Line Item 7 (Staff Development). Mentoring will also develop innovative teaching methods, share ideas, and build a cooperative learning and working environment. As the school grows in size and faculty our staff will become the mentors to our new teachers.

New Prep 360 Academy teachers will have one extra orientation before the other teachers show up for the school year. As a whole team, there will be three professional development days before the school starts and two days of —year - end evaluation meetings after the student dismissal day. The other five days will be spread out during the school year. Those days will be mandatory for all prep 360 Academy teachers.

Charter School Conferences, workshops, exchange teaching, as well as other teacher related conference and professional opportunities are planned to be available to teachers and academic staff throughout the school year contingent upon the teacher/school needs and available resources.

Retaining:

Retaining good highly qualified teachers will be a priority of Prep 360 Academy. Maintaining professional consistency among our staff is crucial to the success of the school. Maintaining an open door policy is an important factor along with meeting the needs our teachers professionally and personally (as much as we can) will assist in the retention of our teachers. Also Prep 360 Academy will create a positive and exciting working environment for our teachers to foster their love of education. Last, allowing teachers to have a voice in the direction of the school, which Prep 360 Academy has done by allowing a teacher to be voted as a member of the school board.

Prep 360 Academy

Evaluating Staff:

Prep 360 Academy will utilize the North Carolina Teacher Evaluation Process which evaluates: Teacher Leadership, Teacher establish respectful environment, Teacher knowledge of content, Facilitating learning to students, and Teachers reflection on Practice. Prep 360 Academy will utilize NC Wise and/or Power Schools.

3. Discuss the core components of professional development plan and how these components will support effective implementation of the educational program. Discuss the extent to which professional development will be conducted internally or externally and will be individualized or uniform.

Prep 360 Academy will support and encourage administrators, teachers and other instructional support staff to pursue their professional development endeavors and programs. Prep 360 Academy will provide teachers and staff vouchers for they can find and attend professional development which they believe would be exciting and beneficial to their profession.

Teachers at Prep 360 Academy, who teach the same grade levels, will meet once a month to discuss the issues of students one by one. Teachers will be able create academic improvement plans as well as behavioral plans for the students who are struggling in their classroom. The information that teachers gather will be put into the students Electronic Portfolio. The monthly collaborations are aimed to find solutions to the problems they are facing with and improving their classroom management skills.

4. Provide a schedule and explanation of professional development that will take place prior to school opening. Explain what will be covered during this induction period and how teachers will be prepared to deliver any unique or particularly challenging aspects of the curriculum and instructional methods.

Before the start of the school year, the staff development program will provide teachers with an opportunity to design their goals, objectives, and curricula using the assessment data collected from the previous year. A projected timeline for Prep 360 Academy Professional Development activities during a school year is outlined below:

Prep 360 Academy Professional Development Activities/Timeline

Prep 360 Academy Staff Summer Orientation

July 23rd, 24th, 25th (2014)

July 23rd- Introduction and Greeting to Prep 360 Academy

- Team Building Exercises
- Learning the ethics of “Character Development”
- Learning the culture of Prep 360 Academy
- Work on classrooms
- Understanding the educational focus and mission

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July 24th – Introduction to Prep 360 teaching methods

- Learning how to “Flip the Classroom”
- Understanding Core Curriculum
- Sharing and learning various teaching methods
- Skill development in “Mastery Learning and Choice Theory”

July 25th – Empowering teachers seminar

- Staff learns the power of education
- Staff work on classrooms
- Closing remarks from staff and teachers

5. Describe the expected number of days/hours for professional development throughout the school year, and explain how the school’s calendar, daily schedule, and staffing structure accommodate this plan.

Prep 360 Academy will be respectful of teachers’ time away from school. The school will ask our staff to stay late on the first Thursday of each month for an hour during the nine week quarters. The estimate time of professional development, departmental meetings, and summer and end of the year equates to 33 days. There will be 27 days of Grade level meetings.

Departmental Meetings

First Thursday of each month after last period

End of School Year Meetings

June 1st, 2nd, 3rd (2015)

Grade Level Meetings

First Tuesday of each Month (planning period)

Conferences/workshops

As requested and needed

Professional Development

Days One day every other month

Enrollment and Marketing:

Reaching the full capacity for enrollment will be critical to obtain the necessary financial resources to keep your school viable and operating efficiently. In addition, it is required by law that charter schools provide equal access to all students. Read the charter school state statute regarding admissions GS 115C.238.29F(g) (1-7) carefully.

Marketing Plan

Marketing to potential students and parents is vital to the survival of a charter school. Provide a plan indicating how the school will market to potential students and parents in order to reasonably reflects the racial/ethnic and demographic composition of the district in which the charter school will be located or of the special population the school seeks to serve: (G.S.115C-238.29F(g)(5)).

Prep 360 Academy

Marketing Plan:

The objective of the Prep 360 Academy marketing plan is to create awareness and interest in the school and to ensure a diverse student body. We also aim to attract highly qualified faculty and staff through our marketing plan. The marketing plan will include the following strategies:

Public relations: To reach out to various communities in Wake County, the Prep 360 Academy board will contact community centers, church groups, and neighborhoods. Prep 360 Academy will make community announcements through: News & Observer (newspaper), flyers, radio, and television announcements. Prep 360 Academy will announce the sessions also through Spanish speaking newspapers and radio (Que Pasa-Hispanic Newspaper & Radio). All school material will be printed in English and Spanish.

Internet: Our website: www.prep360.org is the biggest marketing tool general information about the Prep 360 Academy educational philosophy and the contact information is provided. Application information for students and staff can also be found on the schools website. In addition, we will use online social networks such as Facebook and Tweeter to reach out to students, parents and the school employees.

Commercial: Prep 360 Academy has developed a commercial for the school. Which can be viewed at <http://vimeo.com/m/53263926>. The commercial will be used in all areas of our marketing plan.

Parent and Community Involvement:

1. Describe how you will communicate with and engage parents and community members from the time that the school is approved through opening.

After Prep 360 Academy charter school application is handed in by March 1st. Prep 360 Academy will hold a series of five information sessions throughout Wake County. The information sessions objective is to inform perspective parents about the curriculum, culture and opportunity Prep 360 Academy will provide to their son. Prep 360 Academy will also utilize their marketing tools to inform parents about the schools progress.

2. Describe how you will engage parents in the life of the public charter school. Explain the plan for building engaging partnerships between the family and school that strengthen support for student learning.

At the scheduled Prep 360 Academy will be able to obtain parents information (phone numbers, address, email, and interest level). Obtaining parent information, it will allow Prep 360 Academy board to keep parents updated and posted on the progress of the schools application. Prep 360 Academy will also communicate with perspective parents and students through the use of social media (website, email, Facebook etc...). Board members will also call perspective parents and inform them on the schools progress and/or answer any questions.

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Prep 360 Academy will hold five “Prep 360 Academy Information Sessions”. These sessions will be conducted in strategic geographic locations, which will allow all families of Wake County NC perspective students to attend, observing the open door policies. The Prep 360 Academy Information Sessions will also provide the building of a partnership and productive relationship between the families and Prep 360 Academy.

Prep 360 Academy Information Sessions Calendar:

- March 21, 2013 7pm to 8:00pm
First session will be held in the Southwest area of Wake County
- April 25, 2013 7pm to 8pm
Second session will be held in the North area of Wake County
- May 23, 2013 7pm to 8pm
Third session will be held in the Southeast area of Wake County
- June 20, 2013 7pm to 8pm
Fourth session will be held in the East area of Wake County
- July 25, 2013 7pm to 8pm
Fifth session will be held in Central area of Wake County

Admissions Policy:

Provide the school’s proposed policies and the procedures for admitting students to the proposed charter school, including:

Prep 360 Academy will follow the § 115C- 238.29F. NC charter school general requirement section (g). Prep 360 Academy admissions will not be determined according to the school attendance area in which a student resides, except that any local school administrative unit in which a public school converts to a charter school shall give admission preference to students who reside within the former attendance area of that school.

Prep 360 Academy admissions policies and procedures will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

During each period of enrollment, Prep 360 Academy shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, students shall be accepted by lot. Once enrolled, students are not required to reapply in subsequent enrollment periods.

1. Tentative dates for application period; enrollment deadlines and procedures.

Prep 360 Academy open enrollment period will run for four weeks in February for all new students wishing to apply (**Saturday February 1, 2014 to Saturday February 22, 2014**). Parents who wish to enroll their child at Prep 360 Academy will have an opportunity to meet the staff, Headmaster and Dean of Students at three open house dates (**February 5th, 12th, and 19th of 2014**). The Administration of Prep 360 Academy will conduct an informational session that covers numerous topics from the history of Prep 360 Academy to policies and procedures.

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These meetings are open to the public and reservations are not required. At the open houses parents can also register their child for the lottery. Parents may also register their child through the Prep 360 Academy website or drop off forms at the school.

No applicants will be accepted after midnight of February 22, 2014

General admission into Prep 360 Academy is determined by an annual blind lottery which is held in April of each year.

In order to be eligible for the Prep 360 Academy lottery, your form needs to be submitted before the specified cutoff date. Our lottery process is done by grade level using the applicant's phone number on a 5 x 7 card. The card is then pulled out of our lottery basket by the headmaster and dean of students.

Results of the lottery are distributed to all applicants in person if they are present; otherwise applicants are contacted by telephone, in-person and then by e-mail. Students not selected from the lottery are placed on a waiting list according to the numerical order in which their phone number card was drawn. Future openings will be filled from the waiting list students in numerical order. The lottery will be held in April.

The lottery will be witnessed by a local agency school representative, and parents. If a child does not receive a position for the school year in which they have applied, a new Lottery form must be completed in order to be considered for admission for the next school year.

2. Clear policies and procedures detailing the open enrollment lottery plan including policies regarding statutory permitted student enrollment preferences.

Prep 360 Academy may give enrollment priority to siblings of currently enrolled students who were admitted to the charter school in a previous year and to children of the school's principal, teachers, and teacher assistants. In addition, and only for its first year of operation, the Prep 360 Academy may give enrollment priority to children of the initial members of the charter school's board of directors, so long as (i) these children are limited to no more than ten percent (10%) of the school's total enrollment or to 20 students, whichever is less, and (ii) the charter school is not a former public or private school.

If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29F(g)(6), Prep 360 Academy shall enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted. Within one year after the charter school begins operation, the population of the school shall reasonably reflect the racial and ethnic composition of the general population residing within the local school administrative unit in which the school is located or the racial and ethnic composition of the special population that the school seeks to serve residing within the local school administrative unit in which the school is located. Prep 360 Academy shall be subject to any court-ordered desegregation plan in effect for the local school administrative unit.

Parents/guardians of children that have legal residence in the State of North Carolina and live in any county within the state may apply for their child to be admitted into the Prep 360 Academy.

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Once the lottery has been held, placement and waiting list notifications letters will be sent by the end of April to all applicants.

3. Policies and procedures for student waiting lists, withdrawals, re-enrollment, and transfers.

Regarding student withdrawals Prep 360 Academy staff will have the parents/or guardians sign a document confirming they are withdrawing their son. Once a space has been confirmed and available Prep 360 Academy will call the next family on the waiting list and give them the opportunity to attend the school.

The Prep 360 Academy re-enrollment period will take place the first three weeks of January every school year. Parents will have to sign a letter confirming their son will be attending Prep 360 Academy for the following school year.

Families which transfer schools will be provided the necessary transcripts (grades, EOG scores, etc...) and student documentation which will assist in their sons' easy transfer to another school.

4. Explanation of the purpose of any pre-admission activities (if any) for students or parents.

There will be no pre-admission activities for our students or parents.

5. Clear policies and procedures for student withdraws and transfers.

Parents who wish to withdraw or transfer their son from Prep 360 Academy must follow similar policies and procedures:

Students who are planning to withdraw from school should report to Administrative Assistant with their parents in person three days prior to leaving Prep 360 Academy. After verification from the student's counselor, the student will report to the records office to receive the appropriate withdrawal form. Students must return all textbooks, pay all outstanding debts, obtain the required signatures, and return the completed withdrawal form to the records office before the withdrawal process is complete. Prep 360 Academy will fax the necessary information (test scores, grades, IEP's etc...) to the child's new school in a timely fashion, not hinder the overall process.

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<p>PROJECTED ENROLLMENT 2014-15 through 2018-2019</p> <p>IDENTIFY LEA FROM WHICH STUDENTS WILL PROBABLY COME</p> <p>LEA #1 Wake County LEA #2 _____ LEA #3 _____</p>

2014-2015			2015-2016			2016-2017			2017-2018			2018-2019		
LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3

6 th	<u>125</u>	_____		<u>125</u>			<u>125</u>			<u>125</u>			<u>125</u>		
7 th		_____		<u>125</u>			<u>125</u>			<u>125</u>			<u>125</u>		
8 th		_____					<u>125</u>			<u>125</u>			<u>125</u>		

<u>125</u>	<u>250</u>	<u>375</u>	<u>375</u>	<u>375</u>
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Transportation Plan:

Describe in detail the transportation plan that will ensure that no child is denied access to the school due to lack of transportation. The details of this plan should align with the Mission, identified need for the charter school, targeted student population, and the budget proposal.

Prep 360 Academy goal is to make sure transportation is not a barrier for our students and families. Prep 360 Academy has built in the financial cost to assist those who can utilize the local transportation system. Which is represented in Line item 13 (Transportation & Travel) \$5,500. We will also encourage car pool as an effective measure of transportation. If Prep 360 Academy is convenient for families to walk to the school and/or ride their bikes, these are other forms of transportation which can be utilized.

School Lunch Plan:

Describe in detail the school lunch plan that will ensure that no child is lacking a daily meal. The details of this plan should align with the targeted student population and school budget proposal.

Prep 360 Academy will partner with local business and restaurants to assist in our school lunch plan. Prep 360 Academy will not cook or provide lunch at the facility. The school will encourage our students and families to pack lunch for their meals.

Prep 360 Academy

Civil Liability and Insurance (GS 115C-238.29F(c)):

The Charter School shall obtain and maintain insurance at a minimum in the following amounts:

1. Errors and omissions: one million dollars (\$1,000,000) per claim;
2. General liability: one million dollars (\$1,000,000) per occurrence;
3. Boiler and machinery: the replacement cost of the building;
4. Real and personal property: the appraised value of the building and contents;
5. Fidelity bonds: no less than two hundred fifty thousand dollars (\$250,000) to cover employee dishonesty;
6. Automobile liability: one million dollars (\$1,000,000) per occurrence; and
7. Workers' compensation: as specified by Chapter 97 of the General Statutes.

Area of proposed coverage	Proposed amount of coverage		Cost (Quote)
Comprehensive General Liability	\$1,000,000		\$3,606
Officers and Directors/Errors and Omissions	\$1,000,000		Included
Property Insurance	\$250,000		\$500
Motor Vehicle Liability	\$1,000,000		\$181
Bonding Minimum/Maximum Amount	\$250,000	\$250,000	\$332
Other	Varies		\$4,354
Total Cost			\$8,973

*The applicant must provide a quote from an insurance provider as part of this application (as Appendix M) to demonstrate the levels of insurance coverage and projected cost.

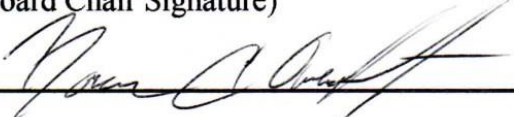
Health and Safety Requirements:

All public charter schools are required to follow the regulations regarding health and safety as stated in § 115C-238.29F (a).

We, the Board members at Prep 360 Academy will develop a written safety plan and policies to be shared with staff, parents and students and be available upon inspection from the Department of Public Instruction and local Health Departments.

(Board Chair Signature)

(Date)

 2-25-13

Facility:

Note that the SBE may approve a charter school prior to the school's obtaining a facility; however, students may not attend school and no funds will be allocated until the school has obtained a valid Certificate of Occupancy for Educational use to the Office of Charter Schools

What is your plan to obtain a building? Identify the steps that the board will take to acquire a facility and obtain the Educational Certificate of Occupancy

The Prep 360 Academy board has hired a local real estate agent to assist in the search of a facility in which the school can reside. Once the facility has been identified we will look at the various options of renting, renting to own, or purchasing. Once we have accomplished securing the facility our architect (Robert Runyan) who has built four area charter schools, will contact the appropriate inspectors to evaluate the facility and obtain the necessary permits (Educational Certificate of Occupancy).

Facility Contingency Plan:

Describe the method of finding a facility if the one the board has identified will not be ready by the time the public charter school will be opening. Include information regarding the immediate spatial needs of the school and identify any programs that will not be immediately offered because a permanent facility has yet to open.

If the situation arises that the facility is not ready for Educational Occupancy, Prep 360 Academy will utilize modular classrooms for the time being, until the necessary space is available (20,000Sq). Modular classrooms are a low costing but effective use of space for the purpose of Prep 360 Academy. If we have to utilize modular classrooms all our educational programs would not be affected and we would still be able offer the high quality education.

VI. FINANCIAL PLAN

In the following sections present a detailed description of assumptions and revenue estimates, including but not limited to the basis for revenue projections, staffing levels, and costs. The narrative should specifically address the degree to which the school budget will rely on variable income.

Budget: Revenue Projections from each LEA 2014-15

- All per pupil amounts are from the 2012-2013 year and would be approximations for 2014-2015.
- Federal funding is based upon the number of students enrolled who qualify. The applicant should use caution when relying on federal funding in year one to meet budgetary goals.
- These revenue projection figures do NOT guarantee the charter school would receive this amount of funding in 2014-2015.
- For local funding amounts, applicants will need to contact their local offices or LEA.

LEA #1 (Wake County Code 920)

Revenue	2012-2013 Per Pupil Funding	Projected LEA ADM	Approximate funding for 2014-2015
State Funds	4,434.28	125	554,285.00
Local Funds	3,743.48	13	48,665.24
Federal EC Funds	2,030.00	125	0.00
Totals			856,700.24

Prep 360 Academy

Total Budget: Revenue Projections 2014-15 through 2018-2019

INCOME: REVENUE PROJECTIONS	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
- <i>State ADM Funds</i>	<u>\$602,950.24</u>	<u>\$1,202,157.00</u>	<u>\$1,805,107.24</u>	<u>\$1,805,107.24</u>	<u>\$1,805,107.24</u>
- <i>Local Per Pupil Funds</i>	<u>\$253,750.00</u>	<u>\$507,500.00</u>	<u>\$761,250.00</u>	<u>\$761,250.00</u>	<u>\$761,250.00</u>
- <i>Exceptional Children Federal Funds</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
- <i>Other Funds*</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
- <i>Working Capital*</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL INCOME					
	<u>\$856,700.24</u>	<u>\$1,709,657.00</u>	<u>\$2,566,357.24</u>	<u>\$2,566,357.24</u>	<u>\$2,566,357.24</u>

***If the applicant is depending on other funding sources or working capital to balance the operating budget, please provide documentation such as signed statements from donors, foundations, bank statements, etc., on the availability of these funds.**

Prep 360 Academy has no other funding sources or working capital to balance the operating budget at this present time.

Prep 360 Academy

Personnel Budget: Expenditure Projections 2014-15 through 2018-2019

This Personnel list may be amended to meet the needs of the charter school: This list should align with the projected staff located in the Operations Plan (Appendix K).

<u>BUDGET EXPENDITURE PROJECTIONS Personnel</u>	<u>2014-2015</u>			<u>2015-2016</u>			<u>2016-2017</u>			<u>2017-2018</u>			<u>2018-2019</u>		
	<i># Staff</i>	<i>Salary per</i>	<i>Total salary</i>	<i>#</i>	<i>Salary per</i>	<i>Total salary</i>	<i>#</i>	<i>Salary per</i>	<i>Total salary</i>	<i>#</i>	<i>Salary per</i>	<i>Total salary</i>	<i>#</i>	<i>Salary per</i>	<i>Total salary</i>
<u>Personnel:</u>															
<u>Lead Administrator</u>	1	75,000.00	75,000.00	1	75000	75,000.00	1	75000	75,000.00	1	75000	75,000.00	1	75000	75,000.00
<u>Assistant Administrator</u>	1	30,000.00	30,000.00	1	60000	60,000.00	1	60000	60,000.00	1	60000	60,000.00	1	60000	60,000.00
<u>Core Content Teacher(s)</u>	5	36,666.67	183,333.35	10	38000	380,000.00	15	38000	570,000.00	15	38000	570,000.00	15	38000	570,000.00
<u>Electives/Specialty Teacher(s)</u>	1	36,666.67	36,666.67	2	38000	76,000.00	3	38000	114,000.00	3	38000	114,000.00	3	38000	114,000.00
<u>Exceptional Children Teacher(s)</u>	1	38,000.00	38,000.00	2	38000	76,000.00	3	38000	114,000.00	3	38000	114,000.00	3	38000	114,000.00
<u>Guidance</u>	0	0	0	1	38000	38,000.00	2	38000	76,000.00	2	38000	76,000.00	2	38000	76,000.00
<u>Substitutes</u>	72 Days	75.00	7,275.02	144 Days	75.00	10,800.00	216 Days	75.00	16,200.00	216 Days	75.00	16,200.00	216	75.00	16,200.00
<u>Office Staff</u>	1	30,000.00	30,000.00	2	30000	60,000.00	3	30000	90,000.00	3	30000	90,000.00	3	30000	90,000.00
<u>Total Personnel</u>	10	40,027.50	400,275.02	19	40,831.58	775,800.00	28	39,828.57	1,115,200.00	28	39,828.57	1,115,200.00	28	39,828.57	1,115,200.00

Prep 360 Academy

<u>Benefits:</u>	<u># Staff</u>	<u>Cost Per</u>	<u>Total</u>	<u># Staff</u>	<u>Cost Per</u>	<u>Total</u>	<u># Staff</u>	<u>Cost Per</u>	<u>Total</u>	<u># Staff</u>	<u>Cost Per</u>	<u>Total</u>	<u># Staff</u>	<u>Cost Per</u>	<u>Total</u>
<u>Health Insurance</u>	2	5,200.00	46,800.00	19	5,200.00	98,800.00	28	5,200.00	145,600.00	28	5,200.00	145,600.00	28	5,200.00	145,600.00
<u>Retirement Plan</u>	2	14.21%	56,879.08	19	14.21%	110,241.18	28	14.21%	158,469.92	28	14.21%	158,469.92	28	14.21%	158,469.92
<u>Life Insurance</u>	0	0	0	19	0.00	0.00	28	0.00	0.00	28	0.00	0.00	28	0.00	0.00
<u>Dental</u>	0	0	0	19	0.00	0.00	28	0.00	0.00	28	0.00	0.00	28	0.00	0.00
<u>Medicare</u>	2	1.45%	5,803.99	19	1.45%	11,249.10	28	1.45%	16,170.40	28	1.45%	16,170.40	28	1.45%	16,170.40
<u>Social Security</u>	2	6.20%	24,817.05	19	6.20%	48,099.60	28	6.20%	69,142.40	28	6.20%	69,142.40	28	6.20%	69,142.40
<u>Unemployment</u>	2	N/A	4,168.80	19	N/A	6,484.80	28	N/A	9,264.00	28	N/A	9,264.00	28	N/A	9,264.00
<u>Total Benefits</u>			<u>138,468.92</u>	<u>19</u>		<u>274,874.68</u>			<u>398,646.72</u>			<u>396,330.72</u>			<u>396,330.72</u>
<u>Total Personnel Budget</u>			<u>538,743.94</u>			<u>1,050,674.68</u>			<u>1,513,846.72</u>			<u>1,511,530.72</u>			<u>1,511,530.72</u>

Prep 360 Academy

Operations Budget: Expenditure Projections 2014-15 through 2018-2019

PREP 360 ACADEMY APPLICATION

	2014-15	2015-16	2016-17	2017-18	2018-19	
	125	250	375	375	375	ADM
STATE REVENUE	13	25	38	38	38	EC
	\$602,950.24	\$1,202,157.00	\$1,805,107.24	\$1,805,107.24	\$1,805,107.24	
TOTAL STATE REVENUE	\$602,950.24	\$1,202,157.00	\$1,805,107.24	\$1,805,107.24	\$1,805,107.24	
LOCAL REVENUE						
	\$253,750.00	\$507,500.00	\$761,250.00	\$761,250.00	\$761,250.00	
TOTAL LOCAL REVENUE	\$253,750.00	\$507,500.00	\$761,250.00	\$761,250.00	\$761,250.00	
TOTAL REVENUE	\$856,700.24	\$1,709,657.00	\$2,566,357.24	\$2,566,357.24	\$2,566,357.24	
1. Salaries & Bonuses						
Salary - Teacher	\$220,000.00	\$456,000.00	\$684,000.00	\$684,000.00	\$684,000.00	
Salary - Substitute	\$5,400.00	\$10,800.00	\$16,200.00	\$16,200.00	\$16,200.00	
Salary - EC Teacher	\$38,000.00	\$76,000.00	\$114,000.00	\$114,000.00	\$114,000.00	
Salary - Executive Director	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	
Salary - Dean of Students	\$30,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	

Prep 360 Academy

Salary - Guidance	\$0.00	\$38,000.00	\$76,000.00	\$76,000.00	\$76,000.00
Salary - Office	\$30,000.00	\$60,000.00	\$90,000.00	\$90,000.00	\$90,000.00
Total 1. Salaries & Bonuses	\$398,400.00	\$775,800.00	\$1,115,200.00	\$1,115,200.00	\$1,115,200.00
2. Benefits					
Social Security Cost	\$30,477.60	\$59,348.70	\$85,312.80	\$85,312.80	\$85,312.80
Retirement Cost	\$56,612.64	\$110,241.18	\$158,469.92	\$158,469.92	\$158,469.92
Health Insurance Cost	\$46,800.00	\$98,800.00	\$145,600.00	\$145,600.00	\$145,600.00
Unemployment Cost	\$4,168.80	\$6,484.80	\$9,264.00	\$6,948.00	\$6,948.00
Total 2. Benefits	\$138,059.04	\$274,874.68	\$398,646.72	\$396,330.72	\$396,330.72
3. Books & Supplies					
Textbooks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Instructional Supplies	\$15,000.00	\$30,000.00	\$45,000.00	\$45,000.00	\$45,000.00
EC Instructional Supplies	\$650.00	\$2,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Office Supplies	\$4,800.00	\$9,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Board of Directors Supplies	\$200.00	\$250.00	\$300.00	\$300.00	\$300.00
Postage	\$1,200.00	\$1,800.00	\$2,400.00	\$2,400.00	\$2,400.00
Memberships	\$1,000.00	\$1,250.00	\$1,500.00	\$1,500.00	\$1,500.00
Total 3. Books & Supplies	\$22,850.00	\$44,300.00	\$65,200.00	\$65,200.00	\$65,200.00

Prep 360 Academy

4. Technology

Internet Services	\$600.00	\$900.00	\$1,200.00	\$1,200.00	\$1,200.00
Instructional Software	\$1,000.00	\$17,500.00	\$20,000.00	\$20,000.00	\$20,000.00
Non-Capitalized Hardware	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Office Software	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Non-Capitalized Office Hardware	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Total 4. Technology	\$8,600.00	\$25,400.00	\$32,200.00	\$32,200.00	\$32,200.00

5. Non-Cap Equipment & Leases

Instructional Equipment	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$3,000.00
Reproduction Costs	\$15,000.00	\$20,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Office Equipment	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Total 5.					
Non-Cap Equipment & Leases	\$17,500.00	\$22,500.00	\$35,000.00	\$35,000.00	\$35,000.00

6. Contracted Student Services

Speech Services	\$6,000.00	\$12,000.00	\$18,000.00	\$18,000.00	\$18,000.00
Total 6.					
Contracted Student Services	\$6,000.00	\$12,000.00	\$18,000.00	\$18,000.00	\$18,000.00

Prep 360 Academy

7. Staff Development

Workshop Expenses	\$10,000.00	\$12,000.00	\$14,000.00	\$16,000.00	\$18,000.00
Total 7. Staff Development	\$10,000.00	\$12,000.00	\$14,000.00	\$16,000.00	\$18,000.00

8. Administrative Services

Advertising	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Audit Services	\$0.00	\$9,000.00	\$9,500.00	\$10,000.00	\$10,500.00
Bank Fees	\$200.00	\$250.00	\$500.00	\$500.00	\$500.00
Financial Services	\$15,000.00	\$30,000.00	\$45,000.00	\$45,000.00	\$45,000.00
General Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Services	\$6,000.00	\$6,000.00	\$7,500.00	\$7,500.00	\$7,500.00
Student Information Services	\$6,250.00	\$12,500.00	\$18,750.00	\$18,750.00	\$18,750.00
Technology Support Services	\$5,000.00	\$7,500.00	\$10,000.00	\$12,500.00	\$15,000.00
Background Checks & Fingerprints	\$1,200.00	\$1,500.00	\$3,000.00	\$3,000.00	\$3,000.00
Total 8. Administrative Services	\$43,650.00	\$76,750.00	\$104,250.00	\$107,250.00	\$110,250.00

9. Insurances

Workers Compensation	\$5,000.00	\$7,500.00	\$11,250.00	\$11,250.00	\$11,250.00
General Liability	\$4,500.00	\$5,400.00	\$6,480.00	\$6,480.00	\$6,480.00

Prep 360 Academy

Property	\$4,000.00	\$4,800.00	\$5,760.00	\$5,760.00	\$5,760.00
Scholastic Accident	\$1,500.00	\$1,800.00	\$2,160.00	\$2,160.00	\$2,160.00
Total 9. Insurances	\$15,000.00	\$19,500.00	\$25,650.00	\$25,650.00	\$25,650.00
10. Rents & Debt Service					
Building Rent	\$100,000.00	\$200,000.00	\$300,000.00	\$300,000.00	\$300,000.00
Total 10. Rents & Debt Service	\$100,000.00	\$200,000.00	\$300,000.00	\$300,000.00	\$300,000.00
11. Facilities					
Building Repairs & Maintenance	\$10,000.00	\$20,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Building Supplies & Materials	\$4,000.00	\$5,000.00	\$7,500.00	\$7,500.00	\$7,500.00
Contracted Custodial Services	\$20,000.00	\$30,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Custodial Supplies & Materials	\$3,000.00	\$4,500.00	\$6,000.00	\$6,000.00	\$6,000.00
Security Monitoring	\$900.00	\$1,500.00	\$2,100.00	\$2,100.00	\$2,100.00
Total 11. Facilities	\$37,900.00	\$61,000.00	\$85,600.00	\$85,600.00	\$85,600.00
12. Utilities					
Electricity	\$18,000.00	\$30,000.00	\$36,000.00	\$39,600.00	\$43,560.00
Water & Sewer	\$2,400.00	\$4,000.00	\$4,800.00	\$5,280.00	\$5,808.00

Prep 360 Academy

Waste Management	\$3,600.00	\$4,320.00	\$5,184.00	\$5,702.40	\$6,272.64
Telephone	\$4,500.00	\$5,500.00	\$6,500.00	\$6,500.00	\$6,500.00
Mobile Communications	\$2,500.00	\$3,000.00	\$3,600.00	\$3,600.00	\$3,600.00
Total 12. Utilities	\$31,000.00	\$46,820.00	\$56,084.00	\$60,682.40	\$65,740.64

13. Transportation & Travel

Contracted Pupil Transportation	\$5,500.00	\$11,000.00	\$16,500.00	\$16,500.00	\$16,500.00
Travel Reimbursements	\$500.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00
Total 13. Transportation & Travel	\$6,000.00	\$12,000.00	\$18,000.00	\$18,000.00	\$18,000.00

14. Capital Purchases

Cap Instructional Computers	0.00	\$30,000.00	\$50,000.00	\$50,000.00	\$25,000.00
Cap Instructional Equipment	\$0.00	\$30,000.00	\$75,000.00	\$75,000.00	\$25,000.00
Cap Office Equipment	\$0.00	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00
Total 14. Capital Purchases	\$0.00	\$66,000.00	\$131,000.00	\$127,000.00	\$52,000.00

Prep 360 Academy

TOTAL EXPENSES	\$834,959.04	\$1,648,944.68	\$2,398,830.72	\$2,402,113.12	\$2,337,171.36
	\$21,741.20	\$60,712.32	\$167,526.52	\$164,244.12	\$229,185.88
	\$21,741.20	\$82,453.52	\$249,980.04	\$414,224.16	\$643,410.04
	\$10,000.00	\$20,000.00	\$30,000.00	\$40,000.00	\$50,000.00
	\$10,000.00	\$30,000.00	\$60,000.00	\$100,000.00	\$150,000.00
FUNDS AVAILABLE AFTER RESERVE					
	\$11,741.20	\$52,453.52	\$189,980.04	\$314,224.16	\$493,410.04

Prep 360 Academy

Overall Budget:

BUDGET OPERATIONS EXPENDITURE PROJECTIONS	2014-2015	2015-2016	2016-2017	2016-2017	2017-2018
TOTAL EXPENDITURES (PERSONNEL)	\$536,459.04	1,050,674.68	1,513,846.72	1,511,530.72	1,511,530.72
TOTAL EXPENDITURE (OPERATIONS)	298,500.00	598,270.00	884,984.00	890,582.40	825,640.64
TOTAL EXPENDITURES	834,959.04	1,648,944.68	2,398,830.72	2,402,113.12	2,337,171.36
TOTAL REVENUE	856,700.24	1,709,657.00	2,566,357.24	2,566,357.24	2,566,357.24
ANNUAL NET PROJECTIONS	21,741.20	60,712.32	167,526.52	164,244.12	229,185.88

Narrative:

1. Describe the budgetary projections and explain the analysis utilized to project these specific enrollment figures. If your budget projections are lower than anticipated, how will the school adjust this budget and what is the determined break-even point for student enrollment?

The School will open with a target of 125 sixth graders. It will grow by 125 each year until reaching its maximum planned enrollment of 375 in year when it will serve students in grades 6-8. In addition the School is anticipating that 10 percent of its membership will be students with special needs (EC) and appropriate amounts of state funding have been included in the revenue calculations. The School has also budgeted for the appropriate amount of EC personnel and extra monies for outside contractors if needed. No Federal monies have been included in the budget calculations as these funds will only be used to supplement, not supplant our existing programs. Likewise no child nutrition monies have been allocated as the School anticipates the nutrition program to be a break-even endeavor.

2. Describe the systems and processes by which the school will manage accounting, purchasing, payroll, and audits. Specify any administrative services expected to be contracted for the school, and describe the criteria and procedures for the selection of contractors.

The School has contracted with Mr. Tom Williams and Acadia North Star to provide financial and student information services. While Acadia NorthStar has a fine reputation for excellent service the Board is acutely aware that it is still totally responsible for the performance of its contractors and will exercise due diligence and oversight in all matters.

3. Explain how the spending priorities align with the school’s mission, curricular offerings, transportation plans, and professional development needs. Be able to depict in chart format and discuss in a narrative how the school will maintain a small, contingency reserve and operate using sound fiscal practices. As you construct the budget, include any and all documentation about cash on hand, bonds, real estate, or grants as part of this application package.

In accordance with the mission of the School, funds have been set aside for a Dean of Students and multiple Guidance personnel. These positions will be crucial to the School meeting its vision of leadership and discipline in the curriculum. The School plans on setting aside \$10,000 in contingency reserve the first year, \$20,000 the second, \$30,000 the third, \$40,000 the fourth and \$50,000 in the fifth year of operations for a total reserve of \$150,000. In addition to that set aside, the school should have an additional accumulation of almost \$500,000 after the fifth year. This is exhibited in chart format at the bottom of the total Operations Budget on page.

4. Indicate the amount and sources of funds, property or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated, and include evidence of commitment for any funds on which the school’s core operation depends.

The School will be partnering with North Carolina State University and anticipates receiving equipment in the first year such as desks, tables, chairs, computers, etc. There are no other outside sources of funding or grants at this time.

5. Discuss the school’s contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated. What is the school’s break-even student enrollment figure for each of the first five years?

Like many Charter Schools, we anticipate that the first year will be the most difficult. In our first year we can miss our target enrollment by 3 students without having to resort to other budgetary cuts. In year two that number grows to 9 and in years three and four it grows again to 27 reaching its maximum amount of almost 36 in year 5.

6. Year one cash flow contingency, in the event that revenue projections are not met in advance of opening.

This is only likely to occur in the event of under enrollment. In that case projected expenditures in operations and staff will be reduced commensurately

Financial Audits:

Describe the procedure and method for conducting an independent financial audit for the proposed charter school.

We have already met with Kristen Hoyle, CPA of Thomas, Judy & Tucker CPAs and will be using that firm for our independent financial audit. This firm and particularly Ms. Hoyle have many years of experience in auditing charter schools in North Carolina. Ms. Hoyle has already met with the School and Mr. Williams from Acadia NorthStar to ensure proper internal controls and audit procedures are clearly laid out for all to follow from the very first day of operations.

Provide the name and contact information of the firm approved by the NC Local Government Commission (LGC) that will conduct the audit. If a firm has yet to be identified please list the firms the board has investigated.

Name: Kristen Hoyle, CPA

Address: 4700 Falls of Neuse Rd., Ste 400, Raleigh, NC 27609

Phone Number :(919) 571-7055

Fax Number: (919) 516-0277

VII. AGREEMENT PAGE

LEA Impact Statement:

Pursuant to G.S. 115C-238.29B(d), the charter school applicant must submit a copy of the application to the LEA in which the school will be located. The applicant must submit their application to the LEA within **seven (7) days** from the due date so that proof of submission can be included in the complete application packet. The LEA may then submit information or comment directly to the Office of Charter Schools for consideration by the State Board of Education.

Prep 360 Academy

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Prep 360 Academy

Applicant Signature:

The foregoing application is submitted on behalf of Prep 360 Academy. The undersigned has read the application and hereby declares that the information contained in it is true and accurate to the best of his/her information and belief. The undersigned further represents that the applicant has read the Charter School Law and agrees to be governed by it, other applicable laws, and SBE regulations.

Print/Type Name: Dr. Norman Overstreet

Board Position: Director of Academia and Curriculum

Signature: *Norman Overstreet* Date: 2-25-13

Sworn to and subscribed before me this
25th day of February, 2013.
Ashley Long
Notary Public Official Seal

My commission expires: 3-8, 2013.

