Appendix A
Evidence of Need

The Academy’s board conducted an online community survey sent to parents and citizens of Union County. The survey was spread through email, social media, and word of mouth. A total of 322 individuals participated in the survey. Below are the results demonstrating need:

Question: If you had the opportunity, would you leave your current school for a new charter school?
- Yes: 76%
- No: 12%
- Undecided: 12%

Question: Where do you live?
- Monroe: 67%
- Wesley Chapel: 12%
- Indian Trail: 11%
- Wingate: 2%
- Other: 7%

Question: Do you have elementary aged children?
- Yes: 93%
- No: 7%

Question: Is your current district school failing to meet your needs as a parent?
- Yes: 72%
- No: 15%
- Undecided: 13%
### Curriculum Outline

#### Kindergarten

1. Listening and Speaking
2. Reading
3. Writing
4. Language Conventions
5. Poetry
6. Fiction
7. Visual Arts
8. Science Biographies

#### First Grade

1. Listening and Speaking
2. Reading
3. Writing
4. Language Conventions
5. Poetry
6. Fiction
7. Science Biographies

#### Second Grade

1. Listening and Speaking
2. Reading
3. Writing
4. Language Conventions
5. Poetry
6. Fiction
7. Science Biographies

#### Third Grade

1. Reading and Writing
2. Poetry
3. Fiction
4. Sayings and Phrases

#### Fourth Grade

1. Writing, Grammar, and Usage
2. Poetry
3. Fiction
4. Science Biographies

#### Fifth Grade

1. Writing, Grammar, and Usage
2. Poetry
3. Fiction
4. Science Biographies

### World

1. Geography (Spatial Sense)
2. Overview of the Seven Continents
3. American History
4. Native American Tribes
5. Early Exploration and Settlement
6. Symbols and Figures

#### Language Arts/English

1. Art from Long Ago
2. Elements of Art
3. Oral Poetry
4. Patterns and Classification
5. Numbers and Number Sense
6. Fractions and Decimals

#### History and Geography

1. World Geography (Spatial Sense)
2. Ancient Civilizations
3. Ancient Rome
4. The Middle Ages
5. The Renaissance and the Reformation
6. The American Revolution

#### Visual Arts

1. Elements of Art
2. Elements of Music
3. Elements of Art
4. Elements of Music
5. Elements of Music
6. Elements of Music

#### Music

1. Introduction to Music
2. World Music
3. Science Biographies
4. World Music
5. World Music
6. World Music

#### Mathematics

1. Numbers and Number Sense
2. Fractions and Decimals
3. Measurement
4. Geometry
5. Probability and Statistics
6. Pre-Algebra

#### Science

1. Human Body (Circulatory and Respiratory Systems)
2. Chemistry: Basic Terms and Concepts
3. Earth and Space Science
4. Science Biographies
5. Science Biographies

###Heroes & Villains Citizenship Outline:
(In alignment with social studies)

#### Grade 2:
- James Madison
- Dolley Madison
- Andrew Jackson
- Harriet Tubman
- Lewis & Clark

#### Grade 3:
- Amerigo Vespucci
- William Penn
- George Washington
- Thomas Paine
- John Adams
- Benedict Arnold

#### Grade 4:
- Thomas Jefferson
- George Washington
- Thomas Paine
- John Adams
- Benedict Arnold

#### Grade 5:
- Sojourner Truth
- Stonewall Jackson
- Frederick Douglas
- Robert E. Lee

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**Appendix C**

**Academic Calendar**

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<th>JULY 2018</th>
<th>AUGUST 2018</th>
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**Dates when school can not be in session due inclement weather or other unforeseen emergency will be made up in the following order of days, if needed:**

- May 24
- March 22
- February 15
- January 4

- January 3
- June 12
- June 13
- January 4

**Legend:**

- **First Day of School**
- **End of Quarter**
- **Teacher Workday/Professional Development**
- **Vacation/Holiday**
- **Testing Days**
Red Dotted Line: These are indirect connections, as some teachers and board members may be apart of the SIT and the PTO.

Solid Line: These show direct reports.
Bylaws

Monroe Charter Academy

ARTICLE I
Organization

Section 1. Name The Corporation’s name shall be Monroe Charter Academy.

Section 2. Principal Office The corporation’s principal office shall be located at 2132 Greenbrook Pkwy., Weddington, NC 28104. The Board of Directors may change the principal office from time to time.

Section 3. Fiscal Year The fiscal year of the corporation shall begin on July 1 and end on the following June 30.

ARTICLE II
Purpose

Section 1. Purpose The purpose of the corporation shall be the operation of a public charter school under the North Carolina General Statutes 115C-218 et seq. (Article 14A) as now enacted or hereafter amended.

ARTICLE III
Members

Section 1. Members The organization shall have no members.

ARTICLE IV
Board of Directors

Section 1. General Powers The business of the corporation shall be conducted by a Board of Directors. Except as otherwise expressly provided by law, the Articles of Incorporation, or these bylaws, all of the power of the Corporation shall be vested in the Board of Directors.

Section 2. Number The number of the directors shall be a minimum of 5 and a maximum of 13 members. The actual number of directors shall be determined by the Board of Directors and may be changed only by a 60% vote of the Board of Directors at any duly held meeting.

Section 3. Terms The founding terms of the directors shall begin upon the filing of the Articles of Incorporation and end at the annual meeting in August of 2017. After the
founding terms, the terms of the directors shall be 3 years, with no director serving for more than three consecutive full terms. The terms of the directors shall be staggered so that no more than three director’s terms will expire in any one year.

Section 4. **Election** Directors replacing directors with expiring terms shall be elected by a 60% vote of the directors at the annual meeting of the Board of Directors or at any duly held meeting.

Section 5. **Vacancies** Any vacancies on the Board of Directors shall be filled by a 60% vote of the remaining Directors at any meeting.

Section 6. **Qualifications** Any person not precluded by law shall be eligible to serve on the board. A board candidate shall understand the mission and goals of the school and hold the fiduciary responsibility of a non for profit board member. The member shall be provided these bylaws, the Open Meetings Laws, the Charter School Statutes, the charter contract, the Conflicts of Interest Policy and the State Board of Education charter school policies.

Section 7. **Removal** Any director may be removed with or without cause by a 2/3 vote of the directors serving at the time at any duly held meeting.

Section 8. **Conflict of Interest** If a matter before the board places a director in a real or perceived conflict between the interests of the school and the interests of the director, whether the interest is pecuniary or other, the director shall inform the Board of Directors or a board member may bring such position before the board. The director with the conflict may thereafter be prohibited by the board from participating in discussions and votes on that matter. Each director shall sign a Conflict of Interest policy that shall be kept on file at the principal office of the Corporation. A conflict of interest shall be defined further as:

_A conflict of interest is a condition that exists when circumstances create, or are perceived to create, a risk that judgment or actions by a person or entity, regarding a primary interest, will be unduly influenced by a secondary interest of that person or entity. Interests may be pecuniary, professional, personal, or any interest that affects judgment or action._

**ARTICLE V**

**Meetings**

Section 1. **Regular Meetings** The Board of Directors shall hold regular monthly meetings at a time and place designated by the Board of Directors.
Section 2. **Special Meetings** Special Meetings of the Board of Directors may be called by the chairman or a majority of the members of the Board of Directors. Directors shall be given a minimum of 48 hours notice of any special meeting and all meetings shall comply with the open meetings laws.

Section 3. **Annual Meetings** Annual meetings of the Board of Directors shall be held in August of each year at a date and time to be determined by the Board of Directors.

Section 4. **Emergency Meetings** Emergency meetings of the Board of Directors may be called by the chairman or a majority of the directors then serving.

Section 6. **Participation** At any meeting, directors may participate by any electronic means that allows all participating members to simultaneously hear and speak to each other during the meeting. A director participating in this type of meeting shall be considered present at the meeting.

Section 7. **Manner of Acting** Except as otherwise provided in these Bylaws, the act of the majority of the directors present at a properly called meeting of the directors in which a quorum is present shall be the act of the Board of Directors.

Section 8. **Compliance with Open Meetings Laws** Notwithstanding any other provision of these Bylaws, the corporation shall comply in all respects with the North Carolina Public Schools Law, code section 115C-4 and any corresponding provision of subsequent North Carolina law, in connection with all regular, special, or emergency meetings of the Board of Directors.

**ARTICLE VI**

**Officers**

Section 1. **Officers** The Corporation’s officers shall consist of a chairman, a vice-chairman, a secretary, and a treasurer. Each officer shall have such authority and perform such duties as the Board of Directors may from time to time determine. No officer shall act in more than one capacity when the actions of two or more officers are required. Other officer positions may be added by a 2/3 vote of the board at a duly held meeting.

Section 2. **Election** Officers shall be elected by a majority vote of a quorum at the annual meeting. Each officer shall hold office until his death, removal, resignation, or disqualification or until his successor has been elected.

Section 3. **Removal** Any officer may be removed with or without cause by a majority vote of the Directors at any regular or special meeting.
Section 4. **Terms** Each officer shall hold office for a term of one year.

Section 5. **Vacancies** Any vacancy shall be filled by a majority vote of the Board of Directors at any regular or special meeting.

Section 6. **Chairman** The chairman shall be the principal executive officer of the corporation and, subject to the ultimate authority of the Board of Directors, shall oversee the general management of the affairs of the corporation. He shall preside at meetings of the Board of Directors. He may sign and execute instruments in the name of the Corporation except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation or shall be required by law otherwise to be signed or executed. He shall perform other duties incident to the office of the chairman and such other duties as from time to time may be assigned to him by the Board of Directors.

Section 7. **Vice-Chairman** In the absence of the chairman or in the event of his death, inability, or refusal to act, the vice-chairman shall perform the duties of the chairman, and when so acting shall have all of the powers of and be subject to all the restrictions of the chairman. The vice-chairman shall perform such other duties as from time to time may be assigned to him by the Board of Directors.

Section 8. **Secretary** The secretary shall keep the minutes of the meetings of the Board of Directors in books designated for that purpose. He shall see that all notices of meetings of the directors are duly given in accordance with these Bylaws and the North Carolina open meetings laws. He shall have charge of the books, records, and papers of the Corporation. He shall perform all duties incident to the office of secretary and such other duties that from time to time may be assigned to him by the Board of Directors.

Section 9. **Treasurer** The treasurer shall have charge and be responsible for all funds and securities, receipts, and disbursements of the Corporation. He shall be responsible for the deposit of all monies and securities of the Corporation in such banks and depositories as shall be designated by the Board of Directors. He shall in general perform or cause to perform, the entire duties incident to the office of treasurer and such other duties that from time to time may be assigned to him by the Board of Directors.

**ARTICLE VII**

**Contracts, Loans, Checks, and Deposits**

Section 1. **Contracts** The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.
Section 2. Loans No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. Checks All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by at least two such officers as shall from time to time be determined by resolution of the Board of Directors when the disbursement or the creation of debt exceeds $5,000. For checks or encumbrances less than $5,001 the board shall develop policies and procedures in coordination with the board treasurer.

Section 4. Deposits All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such depositories as the Board of Directors may select.

ARTICLE VIII
Indemnification

Section 1. Indemnification The corporation shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action, suit, proceeding by or in the right of the corporation) by reason of the fact that he is or was a director, officer, committee member, member, agent, or employee of the corporation or is or was serving at the request of the corporation as a member, director, officer, agent or employee of another entity, against expenses including attorneys’ fees, judgments, decrees, fines, penalties, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit, or proceeding if he acted, or failed to act, in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of no contest or its equivalent, shall not, of itself, create a presumption that the person acted or failed to act other than in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe his conduct was unlawful.

ARTICLE IX
Amendments
Section 1. Amendments These Bylaws may be amended by a 2/3 vote of a quorum present at any regular or special meeting provided that written notice of any proposed changes to the Bylaws are included in the notice of the meeting of the Board of Directors. Proposed changes to the Bylaws shall be submitted to the North Carolina State Board of Education for approval.

(We thank the board of Piedmont Classical High School for allowing us to use the framework of its Bylaws for our use.)
To all whom these presents shall come, Greetings:

I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION

OF

MONROE CHARTER ACADEMY

the original of which was filed in this office on the 9th day of September, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 9th day of September, 2016.

Elaine F. Marshall
Secretary of State
State of North Carolina  
Department of the Secretary of State  

ARTICLES OF INCORPORATION  
NONPROFIT CORPORATION  

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

1. The name of the nonprofit corporation is: Monroe Charter Academy

2. _x__ (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

3. The name of the initial registered agent is: W. Edward Goodall

4. The street address and county of the initial registered agent’s office of the corporation is:

   Number and Street: 2132 Greenbrook Pkwy.
   City: Weddington State: NC Zip Code: 28104 County: Union

   The mailing address if different from the street address of the initial registered agent’s office is:

   Number and Street or PO Box: 
   City: __________ State: ____NC__ Zip Code: ________ County: __________

5. The name and address of each incorporator is as follows:

   W. Edward Goodall, 2132 Greenbrook Pkwy., Weddington, NC 28104

6. (Check either a or b below.)
   a. ___The corporation will have members.
   b. _x__The corporation will not have members.

7. Attached are provisions regarding the distribution of the corporation’s assets upon its dissolution.

8. Any other provisions which the corporation elects to include are attached.
9. The street address and county of the principal office of the corporation is:

Principal Office Telephone Number: 704-236-1234

Number and Street: 2132 Greenbrook Pkwy.

City: Weddington State: NC Zip Code: 28104 County: Union

The mailing address if different from the street address of the principal office is:

Number and Street or PO Box: 

City: State: Zip Code: County:

10. (Optional): Please provide a business e-mail address:

Privacy Redaction

The Secretary of State's Office will forward your business automatically at the address provided at no charge when a document is filed. The e-mail provided will not be viewable on the website. For more information on why this service is being offered, please see the instructions for this document.

11. These articles will be effective upon filing, unless a future time and/or date is specified: 

This is the _4__th day of Sept. ______________, 2016.

________________________
Incorporator Business Entity Name

________________________
Signature of Incorporator

W. Edward Goodall, Incorporator

Type or print Incorporator's name and title, if any
Purpose of Corporation

This corporation is organized for the following purpose(s) (check as applicable):

___ religious,

X charitable,

X educational,

___ testing for public safety,

___ scientific,

___ literary,

___ fostering national or international amateur sports competition, and/or

___ prevention of cruelty to children or animals,

including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 (herein the "Code") (or the corresponding provisions of any future United States Internal Revenue Code).

Prohibited Activities

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to, its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3)
of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

Distributions Upon Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.
Below are the **estimated annual premiums** for Monroe Charter Academy:

**Property Premium Estimate**
- **Contents**: $140,000
- **Deductible**: $1,000
- **Form**: Special
- **Equipment Breakdown**: Included

**General Liability Premium Estimate**
- **Rating Basis**:
  - Students: 250
  - Faculty: 22
- **Limits**:
  - Per Occurrence Limit: $1,000,000
  - Annual Aggregate: $3,000,000
  - Sexual Abuse & Molestation:
    - Per occurrence: $1,000,000
    - Aggregate: $3,000,000
  - Employee Benefits:
    - Per occurrence: $1,000,000
    - Aggregate: $3,000,000

**School District & Educators Legal Liability (D&O/ E&O) Premium Estimate**
- **Premium Estimate**: $4,277
  - Per occurrence: $1,000,000
  - Aggregate: $2,000,000

**Additional Defense**: $100,000/$50,000/$100,000

Named insured includes the insured Organization (School Entity), its school board, School Committee, Board of Trustees, Board of Governors or similar governing body, elected or appointed members of the Board of Education, Board of Trustees, School Directors, School Committee, Board of Governors or similar governing board, Employees, Student Teachers, School Volunteers, and students while serving in a supervised internship program sponsored by the “educational institution”.

Wrongful Act to include any actual or alleged act, error, omission, misstatement, misleading statement, neglect, or breach of duty by or on behalf of the Insured Organization, including educational malpractice or failure to educate, negligent instruction, failure to supervise, inadequate or negligent academic guidance of counseling, improper or inappropriate academic placement or discipline.
Fidelity Bond Estimate $332
Limit $250,000

Auto Premium Estimate $181
Hired & Non Owned Autos Only
Limit of Liability $1,000,000

Head of Class Endorsement $82

Workers Compensation Premium Estimate $4,070
Statutory State - NC
Employers Liability $500/ $500/ $500
Payroll Estimate $740,000

Umbrella Premium Estimate $2,387
Limit of Liability $1,000,000

TOTAL ESTIMATED PREMIUM $13,236

Student Accident Coverage $7.00/ student

These premiums are subject to change based on Underwriter review and approval of completed applications.

Disclaimer: The abbreviated outlines of coverages used throughout this proposal are not intended to express legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. The policy terms, conditions, and exclusions will prevail. Please read the policy forms for specific details of coverage.

09/08/2016
Extra Pages

Explanation of Charter Goals:

Operational Goals:

Goal 1:
The Academy will have an average attendance rate of 90%.

The Academy will attain this goal through keeping accurate attendance numbers through PowerSchool and maintaining a healthy relationship with parents/guardians to ensure their child/children are excited to come to school everyday. In order to maintain that healthy relationship with parents, we plan on teachers meeting with parents on a quarterly basis and offering other opportunities outside of school to build a healthy school culture. The principal with the assistance of the Office Manager will report attendance data directly to the board on a monthly basis. The principal will address (if needed) any concerns about the attendance data.

Goal 2:
The Academy will retain an average of 85% of our students through the first year and 90% in the years following.

The Academy understands the economic trends of Anson County and its recent tendency to be a little more transient than surrounding counties. We will attain an 85% average by ensuring our parents are satisfied with their child’s/children’s education through a Parent Satisfaction Survey. The survey will be given to parents twice a year (halfway through and the end of the year). The survey results will be given to the Board’s academic committee to review and recommend changes/improvements. **We will not include fifth graders who have successfully graduated from the Academy in these numbers.

Goal 3:
The Academy will conduct a Parent Satisfaction Survey twice a year and achieve a satisfaction rate of 85% year one, 90% year two, and 95% thereafter.

The Academy will conduct a Parent Satisfaction Survey halfway through the school year, gauging their satisfaction and asking for constructive feedback on what the Academy needs to do to improve. There will be another survey at the end of the school year to give constructive feedback and rate all areas of the Academy. The principal with the assistance of the Office Manager will prepare and give a report to the full board after each survey. The board will then share the report and appropriate information with the School Improvement Team and the Academic Committee. Both will evaluate the report and make recommendations if needed.

Financial Goals:

Goal 1:
The Academy will have a cash reserve at end of year one of $50,000 and increase that by a minimum of $50,000 annually to achieve a reserve of $150,000 at end of year three.

The Academy will have a close relationship with our LINQ accounting service provider. The board treasurer with the assistance of the Office Manager will make sure that there is a monthly financial report given to the Financial Committee. Once the financial committee reviews the report, they will recommend any changes if needed to the full board.
Appendix O
Extra Pages

Goal 2: The Academy will make finances of the school transparent by putting the annual audited financial report on our website when received.

The Academy will provide a full report of the school’s finances on the website on an annual basis. The report will be available in PDF format to download and print. The treasurer with the assistance of our LINQ service provider will prepare the public report. The report will then be approved by the Financial Committee, then finally the full board. Once the full board approves the report, the Office Manager will upload it to the school’s website and parents will be notified. If a parent has questions regarding the Academy’s financial report, the board will dedicate time at the next board meeting to address these questions.

Academic Goals:

Goal 1: The Academy, beginning in year 2, will exceed the results of the READY EOG (Proficiency) results of the Anson district elementary schools, exceed it by 4% points in year three, by 6 points in year four, and by 8 points in year five.

This goal will be measured by the End-of-Grade assessment required by the state of North Carolina once a year. The metrics that the Academy will use to attain this goal is the NWEA MAP testing (three times a year). We will also be measuring fluency through DIBELS to ensure that students are able to take these tests with confidence. The principal, with the assistance of the Office Manager will report the results of the NWEA testing to the board’s Academic Committee three times a year. The board will then notify parents of their own child/children’s results and the Academy’s progress as a whole. The Principal will report the results of the End-of-Grade assessment to the full board. Once the board is notified, the Academy will notify parents and students on the results in relation to our goal.

Goal 2: The Academy will meet EVAAS growth in year 2 and 3 and exceed growth in year 4 & 5 forward.

The Academy will attain this goal through the NWEA MAP testing (three times a year), grades 2-5 and ensuring progress through a report three times a year to the Academic Committee from the principal. The principal will also share the progress with the School Improvement Team. The Academic Committee and the School Improvement Team will then have the opportunity to make any recommendations to the full board on improvements. Once the board is notified, the Academy will notify parents and students on the results in relation to our goal.

Goal 3: Students in grades 2-5 will demonstrate their understanding of citizenship each year by volunteering their time or attending a civic event.

The Academy will attain this goal by making it a requirement at the end of each school year. Students will be able to show off their project on “Citizenship Night” where parents, teachers, and community members will be invited to attend. At the end of each year, the teachers responsible for the project will produce a report to the full board, detailing the progress of the students and their understanding of citizenship.
Governance Goals:

Goal 1:
The board will meet a minimum of 10 times a year and have an 80% cumulative attendance rate or higher.

The board will ensure that the Academy is operating properly and meeting expectations by planning on meeting at least once a month. The board chair with the assistance of the Office Manager, will set up a date and time each month to meet. Once a date is set and at least 80% of the members can attend (in person or virtually), parents will be notified via email, telephone, or a typed note sent home with the student. The Office Manager will also post the board’s meeting date, time, and location on the website. If there is an urgent board meeting called, parents will be notified immediately via email and telephone.

Goal 2:
The Academy will not receive a non-compliance violation letter from the Office of Charter Schools.

The Academy’s board will constantly make sure that they are in compliance with the Office of Charter Schools, reporting financials properly, and ensuring that they are fostering a healthy learning environment for child. The board will meet every month and listen to reports by the School Improvement Team and the Parent Teacher Organization to identify any issues. The board’s treasurer will work with our LINQ service provider to ensure compliance in financial reporting. The board will also work closely with the Office of Charter Schools to meet important reporting deadlines. The board will notify parents of the Academy’s compliance in the annual report.

Goal 3:
Every board member will receive a minimum of 8 hours of group, in-person governance training each year.

The Academy’s board will seek a minimum of eight hours of governance training to ensure that the Academy is meeting expectations. The board chair will be responsible for seeking out the appropriate opportunities, including opportunities provided by NCDPI/Office of Charter Schools. The board will seek attend each opportunity for training as a team. After a training is completed, the board will notify all parents, teachers, and stakeholders via email.
Staffing Clarification:

Curriculum Coordinator: The curriculum coordinator will be a core content teacher who is identified early on in the hiring process to assist the principal in implementing Core Knowledge. This teacher will receive the appropriate amount of professional development to assist other teachers throughout the year with implementing the curriculum. This teacher, because of their added responsibilities, will be compensated appropriately as seen in the salary range for core content teachers. (This is why the curriculum coordinator does not show up in the budget).

Academy Mentors:

The Academy was fortunate enough to have mentors through this process. They provided guidance on the education plan, professional development, staffing, meals, and transportation.

Erin Kirkpatrick from Union Day School assisted the board with meals and transportation costs. She shared her knowledge on the process and possible unexpected costs with both.

Kirby McCrary from Millennium Charter Academy assisted the board by providing more knowledge on how Core Knowledge is implemented and rural charter populations. He also showed how the Academy can cut costs on professional development by teaming up with another Core Knowledge school.

Dr. Emily Orr, founder of Longleaf School of the Arts assisted the board with staffing. Her knowledge and lessons from when she opened Longleaf helped the board provide adequate staffing and the right amount of contracted services.
Board of Directors of Monroe Charter Academy,

Eastern Union County is in need of a Charter School option for our children. We are fortunate to have two new Charter Schools in Western Union County and our existing Union Academy Charter School is extremely popular. Two factors make it difficult for children in Eastern Union County to attend a Charter School. The lottery process is swamped with applicants and the distance to travel is a burden for families in the East. Please consider a Charter School to serve the children in the area of the county where choices are limited and the need is great.

Stony Rushing
Chairman, Union County Board of Commissioners

To: East Monroe Charter Board of Directors
From: Jerry B. Simpson, Union County Commissioner
Subject: East Monroe Charter School

Union County Public Schools has a well known reputation for quality education and scholastic standards achievement. Despite that fact, inadequacies continue to exist as a result of socioeconomic differences that arise as you move from the affluent western side of Union County to the Eastern half of Union County where a much lower income level exists.

A Charter School located on the Eastern side of Union County could provide a much needed choice for families who lack the financial means to commute to schools which offer a greater opportunity for success.

I strongly support this effort and offer my assistance in any way possible.

Sincerely,

Jerry B. Simpson
To: Eddie Goodall, President  
**Goodall Consulting Corporation**  
2132 Greenbrook Pkwy.  
Weddington, NC 28104

Dear Eddie:

As an existing charter school partner to you, we are pleased to provide you with this memorandum of understanding, which shall evidence the intent of Alliance Education Services, Inc. (AES) to have certain of its client accounts and/or co-investors and assignees designated by AES in its sole discretion to coordinate financing for up to $10,000,000 for acquiring land and constructing school facilities and up to $1,500,000 for equipping the school facilities with furniture, fixtures, equipment, and technology to be relating to Anson Charter Academy and Monroe Charter Academy, subject to terms and conditions to be agreed upon. This memorandum of understanding is (i) a preliminary, non-binding statement of the intentions of the parties and does not contain all matters upon which agreement must be reached for the transactions contemplated herein to be consummated, (ii) not an offer of financing by AES, (iii) not intended to be and does not constitute a legally binding offer or obligation and (iv) not the basis of any contractual or pre-contractual obligation on the parties. No legally binding obligations will be created, implied, or inferred until fully integrated definitive legal agreements are executed and delivered by all parties to such agreements. Without limiting the generality of the foregoing, it is the parties' intent that, unless and until that event occurs, (x) no agreement shall exist among such parties, (y) there shall be no obligations, contracts, or agreements whatsoever that shall be deemed created or entered into based on such things as oral evidence, extended negotiations, "handshakes," oral understandings, or courses of conduct (including reliance or changes of position) and (z) each party shall have the absolute right to terminate negotiations for any reason or no reason without any liability or any penalties. This memorandum of understanding is intended for discussion purposes only and is subject to change in AES's sole discretion.

Sincerely,

**Alliance Education Services, INC.**

By:

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Justin H. Matthews, M.Ed.

Title: Chief Operating Officer
Appendix P:

Charter School Required Signature Certification

Note: Outlined below is a list of areas that must be certified by the proposed Board of Directors. Any forms Not Applicable to the proposed charter school indicate below with N/A and provide a brief explanation for providing such response.

Serving on a public charter school board is a position of public trust and board members of a North Carolina public charter school; you are responsible for ensuring the quality of the school’s entire program, competent stewardship of public funds, the school’s fulfillment of its public obligations, all terms of its charter, and understanding/overseeing all third party contracts with individuals or companies.

❖ The selected Board Attorney that he/she has reviewed with the full Board of Directors, listed within the application, all the governance documents and liabilities associated with being on the Board of a Non Profit Corporation.
  o Name of the Selected Board Attorney: Kimberly Herrick, Attorney at Law
  o Date of Review: Sept. 7, 2016
  o Signature of Board Members Present (Add Signature Lines as Needed):
    • Anthony Rodriguez
    • Willie Owens
    • Brian Johnson
    • Melissa Davis
    • Carmelina Brockmann

❖ The selected Board Auditor that he/she has reviewed with the full Board of Directors, listed within the application, all the items required for the annual audit and 990 preparations.
  o Name of the Selected Board Auditor: Courtney L. Lane, CPA LBA Haynes Stree
  o Date of Review: Sept. 7, 2016
  o Signature of Board Members Present (Add Signature Lines as Needed):
    • Anthony Rodriguez
    • Willie Owens
    • Brian Johnson
    • Melissa Davis
    • Carmelina Brockmann
If contracting with a CMO/EMO, that the selected management company has reviewed with the full Board of Directors, listed within the application, all the items required and the associated management contract and operations.

- Name of the Contact for Selected EMO/CMO: [signature]
- Date of Review: [signature]
- Signature of Board Members Present (Add Signature Lines as Needed):
  - Anthony Rodriguez
  - Willie Owens
  - Brian Johnson
  - Carmelina Brockmann

If contracting with a financial management service provider that the selected financial service provider has reviewed with the full Board of Directors, listed within the application, all the financial processes and services provided.

- Name of the Contact: [signature]
- Name of the Selected Financial Service Provider: [signature]
- Date of Review: [signature]
- Signature of Board Members Present (Add Signature Lines as Needed):
  - Anthony Rodriguez
  - Willie Owens
  - Brian Johnson
  - Carmelina Brockmann

If the proposed Board of Directors, listed within the application, is contracting with a service provider to operate PowerSchool that the service provider has reviewed all of the financial processes and services provided.

- Name of the Contact: [signature]
- Name of the Selected PowerSchool Service Provider: [signature]
- Date of Review: [signature]
- Signature of Board Members Present (Add Signature Lines as Needed):
  - Anthony Rodriguez
  - Willie Owens
  - Brian Johnson
  - Carmelina Brockmann

Certification: Eddie Goodall, as Board Chair, certify that each Board Member has reviewed and participated in the selection of the individuals and vendors attached to this document as evidenced by the full Board of Director signatures outlined above. The information I am providing to the North Carolina State Board of Education as Monroe Charter Academy Charter School is true and correct in every respect.

Signature: [signature]  Date: [signature]