



## Evidence of Need & Support

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### Background

The mission of Eminence Academy is to empower scholars to learn, grow, and lead in the pursuit of holistic excellence. Eminence scholars will exemplify the B.E.S.T. values: brilliance, excellence, stewardship, and teamwork.

### Evidences of Need

- Opportunities to improve scholar achievement
- Lack of public school choice
- Community survey data

### Opportunities to improve scholar achievement

There is a dire need for educational innovation in Duplin County. According to the NC School Report Cards, Duplin County Schools (DCS) proficiency scores on End-of-Grade and End-of-Course tests have continuously decreased for three consecutive years. In 2016, DCS earned a 31.5% proficiency on College and Career Readiness standards. Black and Hispanic/Latino students, which according to the US Census Bureau account for over half of the county population, earned 19.9% and 26.7% respectively.

The stated mission of Duplin County Schools is "to work collaboratively with the community to prepare all students for career, college, and life success." How can ALL students be adequately prepared for career, college and life success if only three out of every ten students meet the state criteria for college and career readiness proficiency as determined by NC? The aforementioned scores are simply unacceptable and are the auspices of the founding of Eminence Academy. Our proposed centrally located school site in Kenansville, NC will allow us the opportunity to achieve a diverse student population that mirrors the LEA while offering academic innovation.

The data below is derived from the NC Report Cards for 2016, the latest available version. *Students in grades 3-8 must complete state End-of-Grade (EOG) assessments in English language arts/reading and mathematics and students in grades 5 and 8 must complete state EOG assessments in science at the conclusion of each school year.*

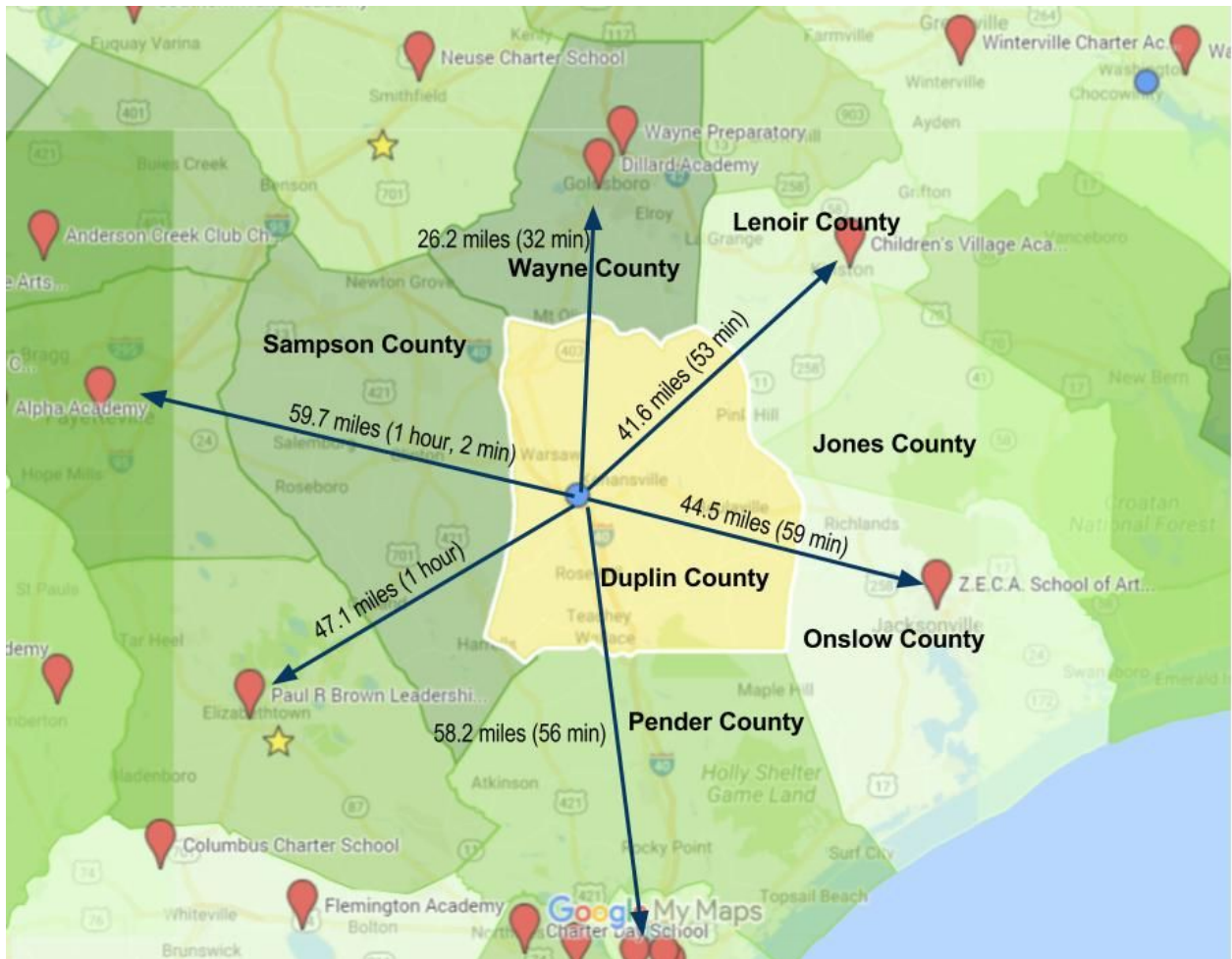
*Student performance on the EOG assessment is reported in levels ranging from 1-5.*

The below data was retrieved in September 2017 from [https://ncreportcards.ondemand.sas.com/SASVisualAnalyticsViewer/VisualAnalyticsViewer\\_guest.jsp?reportPath=/ReportCard/NC\\_SRC&reportName=NC+Report+Cards](https://ncreportcards.ondemand.sas.com/SASVisualAnalyticsViewer/VisualAnalyticsViewer_guest.jsp?reportPath=/ReportCard/NC_SRC&reportName=NC+Report+Cards) and uses the College and Career Readiness Standards for the Performance Level.

Measure	Duplin County Schools Proficiency	State Proficiency	White	Two or More Races	Hispanic	Black
Math EOG (All Grades)	29.3%	47%	40.2%	27.5%	26.3%	18.5%
Reading EOG (All Grades)	28.7%	45.8%	44.2%	29.7%	22.0%	17.8%
Science EOG (All Grades)	46.9%	63.1%	65.6%	48.3%	41.7%	30.1%
<b>All EOGs (All Grades)</b>	<b>31.5%</b>	<b>48.8%</b>	<b>45.5%</b>	<b>31.3%</b>	<b>26.7%</b>	<b>19.9%</b>

### Lack of Public School Choice

The Eminence Academy Foundation was incorporated in July 2017 for the specific purpose of establishing a charter school in Duplin County, North Carolina. As of the time of this application, there are no other public charter schools in Duplin County. Further, only three of the six counties surrounding Duplin have educational choice in the form of charter schools. Foundation trustees and volunteers worked diligently to survey the local community and identify evidence to support the establishment of Eminence Academy.



<sup>1</sup>Figure A

<sup>1</sup> Figure A - Map outlining proposed location for Eminence Academy, and lack of school choice in surrounding counties.

## Community Survey Data

The Eminence Academy Foundation conducted a community survey in Duplin county during the months of July, August, and September to gauge interest in the support for a charter school. The survey was administered in various locations throughout the county to ensure the validity of the responses provided. Further, a copy of the survey was posted on the website as well.

## Survey Results

<b>Total Responses</b>	<b>249</b>
Responses received in-person	224
Responses received online	25

### *Question 1 - I would support the establishment of a public charter school in Duplin County*

Yes	92%	229
No	8%	20

### *Question 2 - I would like to learn more about Eminence Academy*

Yes	96%	238
No	4%	11

### *Question 3 - If you could enroll your child in a charter school, such as Eminence, would you consider doing so?*

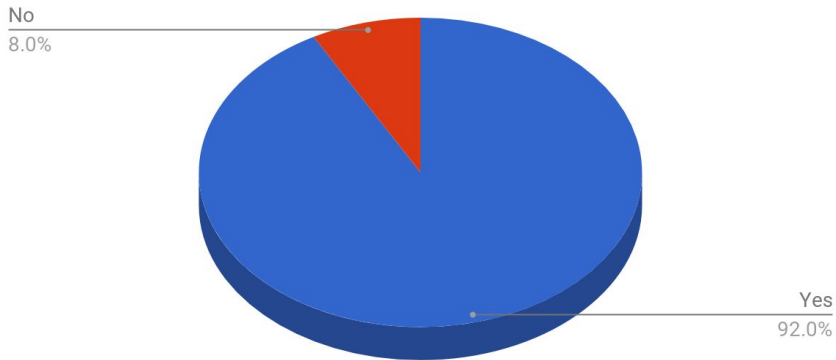
Yes	70.6%	176
No	9.4%	23
I would need more information first	20%	50

## Board Response to Survey Results

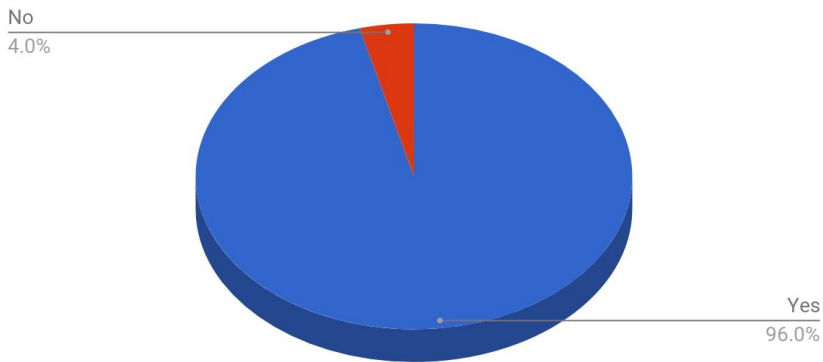
Unpacking the survey results, we have concluded that there is a significant level of interest in the development of a charter school to provide educational choice in Duplin County, North Carolina. While we originally were disappointed in the low number of “Yes” responses for Question 3, we are optimistic about the responses for “I would need more information first.” Our conversations with community members have led us to believe that a challenge we will need to overcome is the lack of understanding of public charter schools and educating the community on the similarities and differences of charter schools as compared to the local LEA.

We are excited that after sharing with respondents information about what our school would provide and our mission, many individuals thanked us for starting this and eagerly anticipate the approval of the school so that they can send their children to our school.

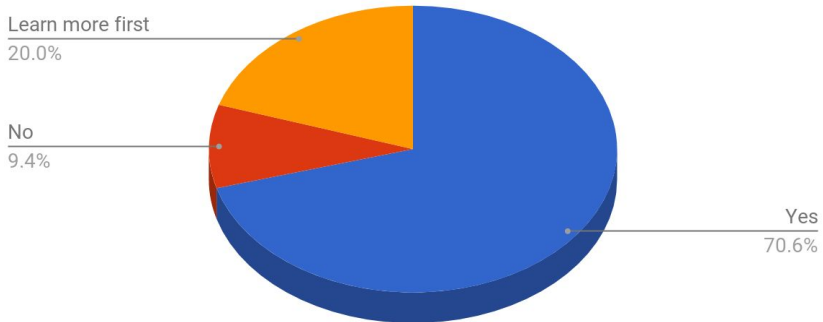
**I would support the establishment of a public charter school in Duplin County**



**I would like to learn more about Eminence Academy**



**If you could enroll your child in a charter school, such as Eminence, would you consider doing so?**



## By The Numbers

64

Approximately how many minutes a Duplin child would spend daily in transit to the closest charter school<sup>2</sup>

31.5%

Percentage of Duplin students who are currently deemed college and career ready<sup>3</sup>

238

Parents who are interested in learning more about Eminence Academy

360

Scholars and families Eminence Academy will ultimately serve

100%

Percentage Goal of Eminence Academy scholars earning College & Career Readiness Proficiency

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<sup>2</sup> Source: Google Maps. Closest charter school is 32 minutes one way, 64 minutes round trip

<sup>3</sup> Source: NC Report Cards 2016 for Duplin County.

**Proposed Mathematics Curriculum Outline for Elementary Grades**

Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
<b>Unit One</b> Numbers to 10	<b>Unit One</b> Sums and Differences to 10	<b>Unit One</b> Sums and Differences to 100	<b>Unit One</b> Properties of Multiplication and Division and Solving Problems with Units of 2-5 and 10	<b>Unit One</b> Place Value, Rounding, and Algorithms for Addition and Subtraction	<b>Unit One</b> Place Value and Decimal Fractions
<b>Unit Two</b> Multi-Dimensional Shapes	<b>Unit Two</b> Place Value Through Addition and Subtraction Within 20	<b>Unit Two</b> Addition and Subtraction of Length Units	<b>Unit Two</b> Place Value and Problem Solving with Units of Measure	<b>Unit Two</b> Unit Conversions	<b>Unit Two</b> Multi-Digit Whole Number and Decimal Fraction Operations
<b>Unit Three</b> Comparison of Length, Weight, Capacity, and Numbers to 10	<b>Unit Three</b> Ordering and Comparing Length Measurements as Numbers	<b>Unit Three</b> Place Value, Counting, and Comparison of Numbers to 1,000	<b>Unit Three</b> Multiplication and Division with Units of 0, 1, 6-9, and Multiples of 10	<b>Unit Three</b> Multi-Digit Multiplication and Division	<b>Unit Three</b> Addition and Subtraction of Fractions
<b>Unit Four</b> Number Pairs, Addition and Subtraction to 10	<b>Unit Four</b> Place Value, Comparison, Addition and Subtraction to 40	<b>Unit Four</b> Addition and Subtraction Within 200 with Word Problems to 100	<b>Unit Four</b> Multiplication and Area	<b>Unit Four</b> Angle Measure and Plane Figures	<b>Unit Four</b> Multiplication and Division of Fractions and Decimal Fractions
<b>Unit Five</b> Numbers 10-20 and Counting to 100	<b>Unit Five</b> Identifying, Composing, and Partitioning Shapes	<b>Unit Five</b> Addition and Subtraction Within 1,000 with Word Problems to 100	<b>Unit Five</b> Fractions as Numbers on the Number Line	<b>Unit Five</b> Fraction Equivalence, Ordering, and Operations	<b>Unit Five</b> Addition and Multiplication with Volume and Area
<b>Unit Six</b> Analyzing, Comparing, and Composing Shapes	<b>Unit Six</b> Place Value, Comparison, Addition and Subtraction to 100	<b>Unit Six</b> Foundations of Multiplication and Division	<b>Unit Six</b> Collecting and Displaying Data	<b>Unit Six</b> Decimal Fractions	<b>Unit Six</b> Problem Solving with the Coordinate Plane
		<b>Unit Seven</b> Problem Solving with Length, Money, and Data	<b>Unit Seven</b> Geometry and Measurement Word Problems	<b>Unit Seven</b> Exploring Measurement with Multiplication	
		<b>Unit Eight</b> Time, Shapes, and Fractions as Equal Parts of Shapes			

## Proposed Mathematics Curriculum Outline for Middle Grades

Sixth Grade	Seventh Grade	Eighth Grade
<p><b>Focus Areas</b>            Ratios and Proportions            Numbers and Operations            Expressions and Equations            Geometry            Statistics and Probability</p>	<p><b>Focus Areas</b>            Ratios and Proportions            Numbers and Operations            Expressions and Equations            Statistics and Probability            Geometry</p>	<p><b>Focus Areas</b>            Expressions and Equations            Geometry            Functions            Numbers and Operations</p>
<p><b>Unit One</b> Ratios and Unit Rates</p> <p><b>Unit Two</b> Arithmetic Operations Including Division of Fractions</p> <p><b>Unit Three</b> Rational Numbers</p> <p><b>Unit Four</b> Expressions and Equations</p> <p><b>Unit Five</b> Area, Surface Area, and Volume Problems</p> <p><b>Unit Six</b> Statistics</p>	<p><b>Unit One</b> Ratios and Proportional Relationships</p> <p><b>Unit Two</b> Rational Numbers</p> <p><b>Unit Three</b> Expressions and Equations</p> <p><b>Unit Four</b> Percent and Proportional Relationships</p> <p><b>Unit Five</b> Statistics and Probability</p> <p><b>Unit Six</b> Geometry</p>	<p><b>Unit One</b> Integer Exponents and Scientific Notation</p> <p><b>Unit Two</b> The Concept of Congruence</p> <p><b>Unit Three</b> Similarity</p> <p><b>Unit Four</b> Linear Equations</p> <p><b>Unit Five</b> Examples of Functions from Geometry</p> <p><b>Unit Six</b> Linear Functions</p> <p><b>Unit Seven</b> Introduction to Irrational Numbers Using Geometry</p>





# Eminence Academy

## July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April 2020





S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Holiday (No School)
	Schoolwide Assembly/Convocation
	Staff Development (No School)
	Last Day of Quarter

190	Instructional Days
7.5	Instructional Hours Per Day
35	Half - Instructional Days
4.5	Hours Per half instructional day
<b>1582.5</b>	<b>Total Instructional Hours</b>

<b>Start Time</b>	7:30 AM	7:30 AM
<b>End Time</b>	4:00 PM	12:00 PM
	<b>8:30:00</b>	<b>4:30:00</b>
<b>Full Day</b>		<b>Half-Day</b>

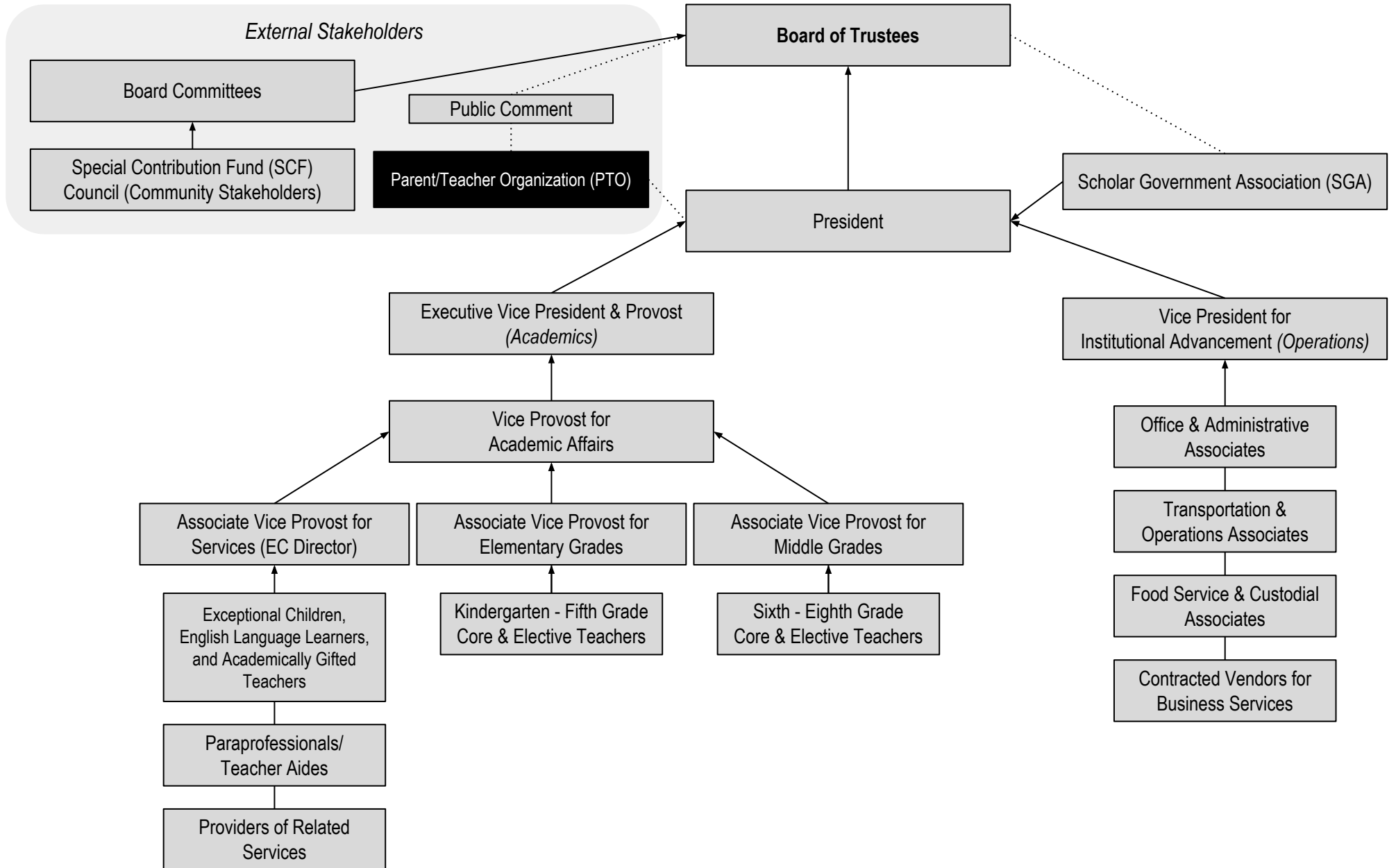
## 2019 - 2020 School Calendar

July 2019	
Independence Day	4
August 2019	
Summer Staff Institute	5-16
Back to School Night	15
First Day of School	19
September 2019	
Labor Day Holiday	2
Opening Convocation - 12 pm	6
October 2019	
Columbus Day Holiday	14
End of Quarter 1	31
November 2019	
Staff Development	1
Quarter 1 Parent Conferences	4
Veterans Day	11
Thanksgiving Holiday	27-29
December 2019	
Winter Holiday	23-31
January 2020	
Winter Holiday (cont.)	1-3
Martin Luther King, Jr. Day	20
End of Quarter 2	23
Staff Development	24
Quarter 2 Parent Conferences	27
February 2020	
President's Day Holiday	17
March 2020	
Spring Staff Institute	4-6
April 2020	
End of Quarter 3	2
Staff Development	3
Spring Break	6-10
Quarter 3 Parent Conferences	17
May 2020	
Memorial Day Holiday	22-25
June 2020	
Quarter 4 Parent Conferences	15
Last Day of School	18
Staff Development	19



# Eminence Academy

## Organizational Chart



**HABEKAH B. CANNON**  
4515 Easthaven Drive | Charlotte, NC 28212  
(919) 648-6216 | habekahcan@gmail.com

**EDUCATION:**

**NORTH CAROLINA CENTRAL UNIVERSITY SCHOOL OF LAW**, J.D. May 2017

**HAMPTON UNIVERSITY**, Hampton, VA

Bachelor of Science, *summa cum laude*, Criminal Justice, GPA 3.7, May 2014

**Activities:** Golden Key Honor Society, Criminal Justice Honor Society, President of Hampton University Sociology Club and Life Member of the NAACP.

**EXPERIENCE:**

***Intern.* Orange County Public Defender's Office; Chapel Hill, NC, January 2017-March 2017**

- Represented indigent clients on criminal misdemeanor matters in District Court. Conducted legal research and wrote legal memorandums. Completed 100 hours of service.

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***Intern.* Charlotte Mecklenburg Public Defender's Office; Charlotte, NC, May 2016-August 2016**

- Represented indigent clients on criminal misdemeanor matters in District Court. Conducted client and police officer interviews. Conducted legal research and assisted in trial preparation. Represented clients in bond hearings and entered pleas on behalf of clients. Completed over 300 hours of service.

***Intern.* Office of the Juvenile Defender; Raleigh, NC, January 2016-May 2016**

- Counseled juveniles involved in delinquency matters. Assisted with matters that pertained to juvenile policy by conducting legal research and drafting memoranda of law.

***Intern.* Becton Law Firm; Durham NC, October 2015-January 2016**

- Drafted seller transfer documents for property. Drafted Preliminary Title Opinions for insurance companies and Final Title Opinions for property closings.

***Intern.* Judicial Intern; D.C. Superior Court Washington, DC, May 2015-August 2015**

- Conducted legal research, prepared bench memoranda, and drafted opinions for Judge Karen A. Howze, in the Criminal Traffic Division.

***Pro Bono.* Guardian ad Litem; Durham, NC, March 2015-May 2017**

- Served as an advocate for abused and neglected children in Durham County. Conducted research and investigated matters that pertaining to children. Prepared court reports that reflected the best interest of the children.

***Pro Bono.* Elder Law Project; Durham, NC, August 2015-May 2017**

- Assisted Legal Aid Attorneys in drafting wills for clients.

***Volunteer.* Teens in Transition Coordinator; Durham, NC, August 2015-May 2017**

- Served at the Durham County Detention Center, providing problem-solving skills to juveniles while encouraging healthy social lives and promoting positive self- image.

***Volunteer.* AmeriCorps; Hampton, VA, August 2013 - May, 2014**

- Completed 300 hours of volunteer work, serving several elementary schools.

# Da'Quan M. Love

116 Candlewood Drive Wallace, NC 28466 • 804-252-7430 • DaQuanLove@gmail.com

## Educator • Administrator • Fundraiser • Leader

*An accountable, challenge-driven educator and community leader with a proven record of achievement, leading teams that accomplish collective growth and results. An expert constituent engagement, lobbying, and fundraising professional. Selected by Profound Gentlemen as the 2017 Educator of the Year.*

### NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

National Board Member

- Vice Chair of the National Convention Planning and Advocacy & Policy committees.
- Served on the Finance, Youth Work, Education, Legislative & Political Affairs, and Constitutional Review committees.
- Appointed as a member of the NAACP National Charter School Taskforce.

### Key Strengths

Nonprofit Administration  
Fundraising & Development  
Event Planning  
Resource Management  
Program Management

### Professional Experience

#### INDEPENDENT SCHOOL DISTRICT 4248 - T.R.U.T.H. Preparatory Academy

Dean of Scholarly Achievement & Institutional Advancement  
5th Grade Teacher

Saint Paul, MN

Dec. 2016 – Aug. 2017  
Jul. 2016 – Dec. 2016

*Managed over \$1M in annual operating budgets responsible for curriculum & instruction, technology, state assessment and reporting, transportation, and food/nutrition services serving 240 scholars.*

- Developed and executed the school district's master student recruitment, enrollment, onboarding and retention plan, meeting quarterly goals and objectives
- Served as the district instructional technology (IT) administrator, and oversaw implementation of major data-driven instruction initiatives as well as accompanying software roll-outs
- Created and monitored the school's professional development and teacher evaluation plan, facilitating training to all staff both individually and collectively using scholar and teacher data
- Worked with all stakeholders to encourage their involvement in the school to include: parents, community members, civic leaders and public officials

#### HAMPTON UNIVERSITY

Assistant Director of Alumni Affairs & Gifts Officer

Hampton, VA

Aug. 2015 – Jul. 2016

*Led Young Alumni fundraising efforts leading to a 42% increase in young alumni gifts and cooperatively raised \$3.2M from alumni donors. Managed the alumni scholarship program and supervised 32 student employees.*

- Executed events, programs, and web-series that strategically engaged students and alumni increasing giving
- Served as a major gifts officer, identifying and cultivating prospective donors including students and alumni
- Created a robust fundraising program establishing a historic increase in young alumni donors
- Developed the comprehensive digital and social media strategic plan for the Office of Alumni Affairs/Development

#### NORTHAMPTON COUNTY SCHOOLS

Social Studies Teacher and Teacher Leader

Jackson, NC

Aug. 2014 – Jul. 2015

*Successfully increased student proficiency with students achieving the highest test scores in the school district for American History II. Taught humanities subjects including: Civics and Economics, Sociology, and American History.*

- Worked directly with the district superintendent in the capacity of Teacher Leader to plan and implement a successful district-wide teacher recruitment and marketing program
- Developed district-wide professional development sessions on a variety of subjects and led community service

### Education

**NORTH CAROLINA STATE UNIVERSITY** – Masters of Arts in Teaching, Special Education – December 2018  
*2017 Profound Gentlemen Educator of the Year*

**HAMPTON UNIVERSITY** – Bachelor of Arts in Political Science, Minor in Leadership Studies – May 2014  
*69th Student Government Association President*  
*2013 & 2014 Who's Who Among Students in American Colleges and Universities*

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# BRITTANY MOORE

702 MIAMI AVENUE  
WALLACE, NC 28466

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BMOORE@DUPLINSCHOOLS.NET



TELEPHONE  
910-463-8745

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## OBJECTIVE

Educator with 5+ years teaching experience as well as knowledge acquired from principal residency in school administration, seeking an Assistant Principal position to utilize my ability to cultivate and sustain teamwork, discipline, program implementation tasks, and research-based instructional practices and strategies

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## SKILLS

- EFFECTIVE COMMUNICATION
  - PROBLEM-SOLVING
  - STRONG INTERPERSONAL SKILLS
  - CRITICAL THINKING
  - ADMINISTRATIVE AND ORGANIZATIONAL
  - ABILITY TO UPHOLD RULES AND REGULATIONS
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## EXPERIENCE

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### PRINCIPAL RESIDENT/WARSAW ELEMENTARY

August 2017 – Current

Work with the principal to develop and implement policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

### ENGLISH LANGUAGE ARTS TEACHER/WARSAW ELEMENTARY

August 2014 – Current

Third year serving as the English department chair, fourth year serving as grade level chair, cooperated with colleagues to develop pacing guides and curriculum that increased our students' growth by 57%, plan daily, weekly, and monthly lesson plans that include engaging and differentiated instruction for all students, trained fellow educators in innovative teaching techniques on a school and district level.

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## EDUCATION

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### BACHELOR OF ARTS/ ENGLISH AND EDUCATION STUDIES/ MAY 13, 2013

Guilford College

### MASTER OF SCIENCE/EDUCATIONAL LEADERSHIP AND ADMINISTRATION/ CURRENT

Walden University

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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NC Leaders of Tomorrow 2017

Global Leaders Teacher Institute 2015- 2016

Ameson Year in China 2013-2014

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**Nikyia-Iman A. Sharp**  
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Durham, NC 27713  
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Nikyia.Sharp@gmail.com

## **EDUCATION**

**North Carolina Central University** Durham, NC  
Juris Doctorate (dual degree) May 2020

**North Carolina Central University** Durham, NC  
Masters of Public Administration (dual degree) May 2020

**Hampton University** Hampton, VA  
Bachelor of Arts Degree May 2014

## **WORK EXPERIENCE**

*Manager, Enterprise Rent-A-Car, Riverside, CA* 2014-2015

- Successfully completed national management training program after being selected from a national candidate pool.
- Manage branch operations and ensure compliance with all company policies, federal, state, and local laws
- Maintain consistent sales development in sales by expanding marketing efforts and referral sources.

## **LEADERSHIP EXPERIENCE**

*Chief of Staff, Hampton University Student Government Association* 2013-2014  
*Summer Fellow, Bredfeldt, Odukoya, & Suarez, LLP, Corona, CA* 2012-2013  
*Member, Delta Sigma Theta Sorority, Inc.* 2012 - Present

## **COMMUNITY INVOLVEMENT**

- North Carolina NAACP
- Hampton NAACP - President
- Toys for Tots – Volunteer Leader
- Office of Virginia Senator Mamie Locke – Volunteer Legislative Aide
- Office of Delegate Mamy E. BaCote – Volunteer Legislative Aide
- Hampton University Proton Therapy Institute Lobby Day Committee - Organizer
- First Step Sober Living Foundation – Volunteer Leader
- Saving Another Man Child Services – Volunteer

# Sardavia Williams

12 Coconut Circle • Smithfield, NC • 919-614-1707 • sardavia.williams@gmail.com

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## WORK EXPERIENCE

### KIPP Academy Charlotte

*Dean of Culture & Students*

Charlotte, NC

July 2017 to Present

- Led school wide efforts to develop a restorative culture rooted in student achievement through family engagement and created tools to track data to measure program effectiveness
- Coordinate, implement, and reinforce a school-wide discipline system with meaningful incentives and consequences.
- Develop and conduct professional development on the school's vision for student culture and the corresponding routines, procedures, merit and demerit system, and consequences.

### East Garner Middle Magnet School

*7th Grade Math Intervention/Magnet Bank On It/Magnet Fantasy Sports Teacher*

Garner, NC

July 2016 to July 2017

- Effectively applied strategies (e.g. Intervention, differentiation, extension) and best practices (e.g. models, think-alouds, protocols, mini-lessons, peer critique, reflection, effective group work, high expectations) to ensure student success.
- Maintained and constantly reflected on data wall and student data notebooks (17, 25, and 33 points of growth.)
- Enhanced, created and implemented financial literacy and sports curriculum for elective courses to meet IB standards and to increase student engagement and creativity.

### Teach for America

*Manager, Teacher Leadership Development*

Eastern North Carolina

July 2014 to May 2016

- Managed, coached and developed corps members across all content areas and grade levels to be strong teacher leaders that work together with their students toward a clear and compelling classroom vision and goal, using Elena Aguilar's Art of Coaching training techniques and frameworks.
- Facilitated data driven conversations to evaluate our data landscape in order to train staff and inform a strategy centered on obtaining data and progress monitoring, as it pertains to teacher impact and student attainment that is locally relevant and nationally comparable.
- Analyzed student achievement data and problem solving with corps members to prioritize the teacher actions that most impact student performance.

### Corp Member (CM) Advisor (Tulsa, OK Summer Institute)

March 2014 to July 2014

- Created a culture of joy, respect, inspiration and hard work for 15 CMs of all backgrounds to productively engage on topics of diversity, community, and achievement and to prepare to teach in rural and urban schools in various states.
- Effectively gauged CM strengths and learning needs relative to goals to differentiate planning, interventions, and coaching.
- 80% or more of CMs consistently felt supported and well developed per institute survey data under my leadership.

### Washington County Union Middle School/Teach For America

*6th, 7th and 8th Grade Math Teacher (Intervention specialist/Corps Member)*

Plymouth, NC

June 2012 to July 2014

- Made district history with 96% (22/23 students) proficiency on Math 1 EOC test.
- Exceeded expected growth according to EVAAS: 95% of students made significant gains on the 2012-2013 6<sup>th</sup> Grade E.O.G Test
- Selected to teach math intervention to grades 6-8 students that score 1's and low 2's on 2012-2013 E.O.G Test.
- Spearheaded 6-8 math intervention specialist role using EVAAS, ClassScape & PowerSchool data analysis to create individualized learning plans and to progress monitor student achievement and teacher impact.

## LEADERSHIP & DEVELOPMENT

### Ron Clark Academy Experience

October 2016

### TLD Fellowship (TFA)

*TLD Fellow*

Oakland, CA; Washington, DC; Virtual

August 2015 to May 2016

### Management Leadership for Tomorrow (MLT)

*Career Preparation Fellow*

New York, NY

July 2010 to Dec 2012

## LICENSURE

**NC Licensure** -Middle School Mathematics (6-9)

Alternative Teacher Certification- East Carolina University (ECU)

August 20, 2012

Greenville, NC

**EDUCATION** -The University of North Carolina at Greensboro (UNCG)

**Bachelor of Science, magna cum laude, Business Administration concentration Social Entrepreneurship**

Graduated May 2012

Cumulative GPA: **3.75/4.00**; **Dean's List**: Fall 2008-2011, Spring 2009-2012; **Chancellor's List**: Fall 2009- 2011, Spring 2010- 2012

## Appendix F:

### **Charter School Board Member Information Form**

*Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.*

Serving on a public charter school board is a position of public trust and as a board member 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, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

#### **Background**

1. Name of charter school on whose Board of Directors you intend to serve: **Eminence Academy**
2. Full name: Habekah B. Cannon

Home Address: 4515 Easthaven Drive, Charlotte, NC 28212

Business Name and Address: Mecklenburg Public Defender's Office

Telephone No.: (919) 648-6216

E-mail address: habekahcan@gmail.com

3. Brief educational and employment history.

#### Education

- Hampton University From 06/2011 To 05/2014
- North Carolina Central University School of Law From 08/2014 To 05/2017- Juris Doctorate

#### Employment History

- Charlotte Mecklenburg Public Defender's Office
- Office of the Juvenile Defender
- Becton Law Firm/Becton Realty Group
- Washington Bar Association Judicial Council

1. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No:  Yes:

2. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?

I was recruited during a networking event in Duplin County. My experience with the criminal and juvenile justice system ignited my interest in serving on the board of Eminence Charter School. It is my belief that a



quality education or the lack thereof, is too often linked to the justice system. I connect with the mission of the school and want to serve children in their efforts to attain a quality education.

3. What is your understanding of the appropriate role of a public charter school board member?  
As a trustee, it is my responsibility to ensure that the organization fulfills all obligations as provided in the charter granted to the foundation by the State.
4. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.

I have previously served on the Wayne County Parks and Recreation Board. I gave valuable insight into the workings of a publically accountable board.

5. Describe the specific knowledge and experience that you would bring to the board.  
Having obtained my Juris Doctorate, I will serve as the board's legal representative. I will ensure that the board is aware of all applicable laws as it pertains to charter schools in North Carolina. Further, I will ensure that the school operates within those legal boundaries. Finally, I will advise and counsel the board when necessary.

### **School Mission and Program**

1. What is your understanding of the school's mission and guiding beliefs?  
The school's mission focuses on the achievement of the individual student, as it pertains to the student's entire life. The school will focus on the student's academic achievements, personal growth, and character skills.

2. What is your understanding of the school's proposed educational program?

We have developed a strong academic program consisting of a curriculum that exceeds state standards and promotes high school and college readiness.

Teachers will challenge their students to think critically and prepare them for high school by fostering positive behaviors that will help our kids succeed. For example, during the first few weeks of the school year, students will learn how to be a student at Eminence. Teachers are going to teach students study skills such as: organizing assignments, managing projects, and creating study schedules so they will be better prepared to handle the high level of rigor at the school.

3. What do you believe to be the characteristics of a successful school?  
I believe that a successful school has excellent leadership, excited teachers, rigorous and interactive educational programs, and eager students.
4. How will you know that the school is succeeding (or not) in its mission?  
I will hold the President accountable by frequently reviewing the student data and the financials.

### **Governance**

1. Describe the role that the board will play in the school's operation.  
The board will hire a president to carry out the policy and the vision of the charter school.
2. How will you know if the school is successful at the end of the first year of operation?  
I will know if the school is successful by thoroughly reviewing student data and school financials.

3. How will you know at the end of five years of the schools is successful?  
I will know the school is successful in five years by student scholastic achievement, student enrollment rates, as well as staff and community feedback.
  
4. What specific steps do you think the charter school board will need to take to ensure that the school is successful?  
Frequent reviews of student data and school financials. Hold the president accountable and adhere to best-practices concerning board governance. Provide surveys to staff and parents soliciting feedback as it pertains to the school.
  
5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?  
Utilize the procedure outline in the By-laws and call for a special meeting to address the concerns.

\*Please include the following with your Information Form

- a one page resume
- a national criminal background check

\*If you responded within the application that disciplinary action has been taken against any past or present professional licenses, provide a detailed response below outlining the disciplinary action taken and the license validity.

### **Certification**

I **Habekah B. Cannon, J.D.**, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for **Eminence Charter School** is true and correct in every respect.



Signature

9/18/2017

Date

**Appendix F:**

**Charter School Board Member Information Form**

***Note:** To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.*

Serving on a public charter school board is a position of public trust and as a board member 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, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

**Background**

1. Name of charter school on whose Board of Directors you intend to serve: **Eminence Academy**

2. Full name: Da'Quan Marcell Love

Home Address: 116 Candlewood Drive Wallace, NC 28466

Business Name and Address: Fulltime Graduate Student, NC State University Raleigh, NC 27695

Telephone No.: (804) 252-7430

E-mail address: DAQUANLOVE@GMAIL.COM

3. Brief educational and employment history.

Educational History – NC State University, MAT (December 2018), Hampton University, BA (2014)

Employment History – T.R.U.T.H. Preparatory Academy: Dean of Scholarly Achievement and Institutional Advancement; 5<sup>th</sup> Grade Teacher (2016-2017), Hampton University: Assistant Director for Young Alumni Affairs (2015-2016), Northampton County Schools, NC: High School Social Studies Teacher; District Teacher Leader (2014-2015).

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No:       Yes:

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?

During a few conversations with colleagues, we discussed the possibility of opening a charter school in North Carolina. After conducting research, we decided that we should pursue the development of this school for the betterment of the children in our community. We incorporated ourselves and began the application process. I wish to serve on the board of Eminence Academy because I am committed, wholeheartedly, to the mission, vision, aims and goals of this school. Growing up in a single-parent household and being the first person in my family to attend college has given me a unique perspective to visualize the untapped potential

of the children in our community. I want to serve on this board and make our vision a reality because I want to help serve as a catalyst for positive change and improved educational outcomes in Duplin.

6. What is your understanding of the appropriate role of a public charter school board member?  
A board member is a fiduciary of the school, entrusted by the state to provide an academic program that meets the obligations established in the charter, and appropriately uses taxpayer funds. A board member works to set policy, and the school leader is charged with working to manage the day-to-day operations of the school.
7. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.  
I have served as a member of the National Board of Directors of the National Association for the Advancement of Colored People (NAACP) since 2013. In this capacity, I served as vice chair of the Advocacy and Policy, as well as the Convention Planning Committees. I was a member of the Finance, Personnel Benefits, Legislative and Political Action, Health, and Education committees. Relevant to this application, I was appointed to serve as a member of the NAACP Charter School Taskforce that traveled the country examining the positive and negative contributions of public charter schools to the American education system. My service as a national board member for a multi-million dollar national nonprofit organization provides me with a wealth of knowledge, skills and resources that will prove useful to serve the interests of Eminence Academy.  
In addition, I also serve as a member of the Richmond Boys Choir Board of Directors, where I have served on the Finance, and Executive Search committees.
8. Describe the specific knowledge and experience that you would bring to the board.  
**Board Governance** – Having served on the NAACP National Board has provided me with an understanding of delineating the roles of the board and its executive. Further, my experience drafting board policy and governance documents will be supportive to the board's mission.  
**Financial Management** – Helping to oversee a budget more than 30 million on the NAACP Finance Committee has allowed me to learn how to read and interpret financial reports, ask pertinent questions and find ways to cut costs while retaining programmatic integrity.

### **School Mission and Program**

1. What is your understanding of the school's mission and guiding beliefs?  
Our mission is to empower scholars to learn, grow and lead in the pursuit of holistic excellence.
2. What is your understanding of the school's proposed educational program?  
The proposed instructional program is derived from a belief that all scholars have the ability to learn when given the tools and support necessary to do so. Curriculum is aligned with state standards and supplements common core and pre-AP standards.
3. What do you believe to be the characteristics of a successful school?  
The characteristics of a successful school are: proper board governance, effective management, excellent teachers, and a culture of excellence.
4. How will you know that the school is succeeding (or not) in its mission?  
We will know the school is succeeding in its mission by using a data-driven approach to consistently monitor scholar data and visualize growth. When scholars are growing, we will know we are being

successful. Further, continuous monitoring of schoolwide goals will help us further evaluate the success of our school.

## **Governance**

1. Describe the role that the board will play in the school's operation.  
The board's role is to provide policy, meet the requirements of the state charter, as well as hire and evaluate a school leader to operate the school. Board members will volunteer as much as possible to remain connected to the school.
2. How will you know if the school is successful at the end of the first year of operation?  
If we have met our enrollment goals, scholar achievement goals, and financial goals, we will know that our first year was successful.
3. How will you know at the end of five years of the schools is successful?  
At the end of the first five years, we will know our school is successful by measuring our accomplishment of school goals, enrollment numbers, as well as scholar achievement data. If our school is consistently ranked B or higher, and scholars grow academically annually, we will know that our school is a success.
4. What specific steps do you think the charter school board will need to take to ensure that the school is successful?  
The board will have to remain vigilant in ensuring that the school is reaching its goals by ensuring that the board's committee work is being accomplished with fidelity, external resources are being brought to the table, and we continue to recruit board members who have a diverse set of experiences that can help the school be successful.
5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?  
If I believed this type of situation was occurring, I would bring my concerns to the attention of the full board.

\*Please include the following with your Information Form

- a **one page** resume
- a national criminal background check

\*If you responded within the application that disciplinary action has been taken against any past or present professional licenses, provide a detailed response below outlining the disciplinary action taken and the license validity.

## **Certification**

I, Da'Quan Love, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for **Eminence Academy** Charter School is true and correct in every respect.

Signature



September 21, 2017

Date

**Appendix F:**

**Charter School Board Member Information Form**

***Note:** To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.*

Serving on a public charter school board is a position of public trust and as a board member 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, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

**Background**

1. Name of charter school on whose Board of Directors you intend to serve: **Eminence Academy**

2. Full name: Brittany Dawan Moore

Home Address: 702 Miami Avenue, Wallace, NC 28466

Business Name and Address: Linzzie's Event Center, 120 NE Railroad St, Wallace, NC 28466

Telephone No.: 910-463- 8745

E-mail address: bmoore@duplinschools.net

3. Brief educational and employment history.

2007-2009- Teacher Assistant at Tailored Learning Center

2010-2013- Director of Medical Records at Envision of Life

2011-2013- Systemwide Communication Operator for Cone Health System

2013-2014- Teacher for Ameson Year in China

2014 - Current- Eighth grade English Language Arts teacher at Warsaw Elementary School

2017- Current Principal Resident- Warsaw Elementary School

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No:

Yes:

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?

I was recruited to join the Board of Directors through conversation of shared interest regarding opening a school that would provide rigorous, relative, and exceptional opportunities for students in Duplin County to excel in their academic endeavors.

6. What is your understanding of the appropriate role of a public charter school board member?

It is my understanding that as a public charter school board member, it is my responsibility to ensure equal learning opportunities and facilitation for all students who will attend Eminence Academy.

7. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.

My previous experience as the Director of Medical Records at Envision of Life is relevant to serving on the charter school's board because there are specific duties in which I will be responsible for and ensuring the needs of the greater community are being met as well. Although medical and education are two very different fields, both require the ability to ensure business is conducted in a fair and adequate manner. Additionally, as a principal resident at Warsaw Elementary School, being immersed in the daily operation of the public-school system has given me a great deal of knowledge I can use as a board member. As a Guilford College alumni, I serve a vice president on the Board of Alumni Relations, granting me the opportunity to conduct business and communication in an effective manner. This position also cultivates opportunities to build and maintain relationships between the institution and alumni.

8. Describe the specific knowledge and experience that you would bring to the board.

I would bring my knowledge of the Duplin educational system to the board, understanding where the children are coming from and the potential gaps in knowledge we will need to be prepared to address at the school. As a business owner (Linzzie's Events Center), I bring business and financial knowledge to the board as I have experience with starting new successful business ventures.

### **School Mission and Program**

1. What is your understanding of the school's mission and guiding beliefs?

I understand that the school's mission, "to empower scholars to learn, grow, and lead in the pursuit of holistic excellence", means that students will be provided with an education at Eminence Academy that is unique and meets the needs of all its pupils in a way that transforms them into our leaders of our future generations.

2. What is your understanding of the school's proposed educational program?

I understand that the school's proposed educational program is in place to cultivate life-long learners in a way the students are prepared for a globally competitive society. The curriculum compliments the life skills that will be taught and rigorously prepare scholars for high school, college and life.

3. What do you believe to be the characteristics of a successful school?

I believe the characteristics of a successful school is to be unique, rigorous, engaging, and relative to the needs of the students. It must have a strong financial foundation and good leaders who work towards the school's mission.

4. How will you know that the school is succeeding (or not) in its mission?

I will know that the school is or is not succeeding in its mission, based upon the student's academic and developmental growth since enrolling at the academy.

### **Governance**

1. Describe the role that the board will play in the school's operation.

The board is the primary foundation in the school's operation. The role of the board is included but not limited to academic achievement accountability, finances, and operations.

2. How will you know if the school is successful at the end of the first year of operation?  
I will know if the school is successful at the end of the first year if the school has met the goals that have been set, and the school's mission has been fulfilled.
3. How will you know at the end of five years of the schools is successful?  
At the end of five years of the school being open, I will know if it is successful when students are pursuing holistic excellence and our strategic plan is being fulfilled.
4. What specific steps do you think the charter school board will need to take to ensure that the school is successful?

I think the school board will need to take the following steps to ensure success:

- a. Board members are meeting regularly
  - b. Roles of each board member are executed to provide unity
  - c. An open-line of communication is established and maintained and a productive relationship exists between the board and school leadership
  - d. Board members reflect, analyze, and evaluate often
  - e. Board members are visible in the school.
5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

I would refer to the board's policy and procedures on ethics, then discuss individually the issue at hand with each individual involved. If a situation is too strenuous or beyond repair, I would recommend coming together as board to decide and vote if the persons involved should be dismissed due to their negligence and unprofessionalism.

\*Please include the following with your Information Form

- a one page resume
- a national criminal background check

\*If you responded within the application that disciplinary action has been taken against any past or present professional licenses, provide a detailed response below outlining the disciplinary action taken and the license validity.

### Certification

I, Brittany Moore, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for \_\_\_Eminence Academy\_\_\_\_\_ Charter School is true and correct in every respect.

*Brittany Moore*

Signature

September 21, 2017

Date



## Appendix F:

### **Charter School Board Member Information Form**

*Note: To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.*

Serving on a public charter school board is a position of public trust and as a board member 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, and the school's fulfillment of its public obligations and all terms of its charter.

As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

#### **Background**

1. Name of charter school on whose Board of Directors you intend to serve: Eminence Academy
2. Full name: Nikyia-Iman Sharp

Home Address: 100 Lauren Springs Drive #122 Durham, NC 27713

Business Name and Address: NCCU 1801 Fayetteville St, Durham, NC 27707

Telephone No.: (951) 334-6649

E-mail address: Nikyia.Sharp@gmail.com

3. Brief educational and employment history.

I am currently a law student at North Carolina Central University in Durham, NC. Prior to law school, I served as a manager for Enterprise Holdings, Inc. after completing a rigorous management training program. I earned my bachelor's degree from Hampton University majoring in Political Science.

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No:       Yes:

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?

My colleague, Dr. Habekah Cannon informally shared with me that she was working with a group of people to start a charter school in Duplin. Having friends that previously worked with Teach for America who lived in the area, I've known about the interesting educational landscape in the county. She talked to me about the school's vision and purpose of educating children of all backgrounds with the goal of building their confidence so they would be able to be successful in life. I was very intrigued and a short telephone conversation somehow turned into an hours-long discussion on how we could literally change the lives of young people by giving them hope for their futures. I am very excited to serve on the board for the Eminence Academy Foundation because I believe that this school can be the change-maker that so many kids need.

6. What is your understanding of the appropriate role of a public charter school board member?  
A board member's role on a public charter school board is to provide the overarching vision of the school and provide the parameters (school policy) for the vision to be accomplished. The board is responsible for hiring an executive (Academy President) who manages the daily operations of the school. As a board member, it is my responsibility to hold the executive accountable by monitoring quarterly reports, asking relevant questions and being committed to transparency. In the first few years, I understand that the board will be very busy to craft policies and establish a strong financial foundation for the future of the school.
7. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.  
While I have not served as a formal board member of a non-profit organization, I have been privileged to have participated in many leadership experiences that support my capability to serve. My understanding is that a board member serves to contribute his/her time, knowledge and resources to support the organization's growth. I am very committed to fulfilling this and all other obligations as necessary because I truly believe in the mission of our school.
8. Describe the specific knowledge and experience that you would bring to the board.  
As an aspiring lawyer, I bring of course an aspect of legal knowledge that can be helpful when making critical decisions. Having served as a manager for one of America's largest privately-held companies, I bring an aspect of business expertise to the board. Understanding the complexities of business, especially financial management and controls will be valuable to the board.

### **School Mission and Program**

1. What is your understanding of the school's mission and guiding beliefs?  
The school's mission is to empower scholars to learn, grow and lead in the pursuit of holistic excellence. Eminence Academy is being organized so that scholars will learn character skills that support their academic performance. The school believes in the data instructional model where teachers collect scholar data frequently and change how they teach as a result. Also, the school seeks to be a joyful place where children are excited to learn and are excited about college.
2. What is your understanding of the school's proposed educational program?  
As I understand it, the school's educational program is structured using the Common Core and pre-AP standards. Teachers will focus on using scholar data to tailor their instruction, and scholars will take learning style surveys so that teachers can better reach the scholars. The school will be focused on interventions that support scholars who may need additional assistance with grasping the content.
3. What do you believe to be the characteristics of a successful school?  
A successful school has a strong board with vision and purpose that holds the executive accountable for reaching goals, and teachers who are willing to do whatever it takes for scholars to be successful. Also, a successful school is welcoming of parents and works on their schedules to maximize their support. Of course, a successful school has to be fiscally sound by being conservative with taxpayer dollars and holding the executive accountable for making sure that funds are spent wisely. A successful school is a place where everyone is working on the same team with a clear mission.
4. How will you know that the school is succeeding (or not) in its mission?  
I will know that the school is being successful in reaching its mission by looking at the school data on a consistent basis. Prior to each board meeting, I will review the reports and information to track trends

and prepare questions to ask of the executive. I will look at our strategic goals and measure our progress and make recommendations as needed.

## Governance

1. Describe the role that the board will play in the school's operation.  
The board does not play a significant role in the daily operations of the school. However, all board members have committed to volunteering in the school and soliciting business/community partners outside of our board member duties. We will monitor the executive and provide feedback as appropriate.
2. How will you know if the school is successful at the end of the first year of operation?  
I'll know if Eminence is successful at the end of the first year if we meet our academic, operational and financial goals.
3. How will you know at the end of five years of the schools is successful?
4. I'll know if Eminence is successful at the end of five years if we meet our academic, operational and financial goals for that time period.
5. What specific steps do you think the charter school board will need to take to ensure that the school is successful?  
I believe that the first and best thing we can do as a board is work very hard during the planning year to give us a strong start. Seeing that we already have an identified executive is an important part of that. We will need to focus on exceeding the number of seats for the first lottery by marketing ourselves in the community and work with the President to recruit quality teachers. Financially, we will need to be fiscally conservative by saving money whenever possible and raising money to support the school. We must remain focused on achieving our mission and continue working as a tight team in order for us to be successful.
6. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?  
In this scenario, I would immediately consult the Conflict of Interest Policy for guidance and proceed to call for a special board meeting to address the issue.

\*Please include the following with your Information Form

- a one page resume
- a national criminal background check

\*If you responded within the application that disciplinary action has been taken against any past or present professional licenses, provide a detailed response below outlining the disciplinary action taken and the license validity.

**Certification**

I, Nikyia-Iman Sharp certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for **Eminence Academy** Charter School is true and correct in every respect.



Signature

September 18, 2017

Date

**Appendix F:**

**Charter School Board Member Information Form**

***Note:** To be completed individually by each proposed founding charter school board member. All forms must be signed by hand.*

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As part of the application for a new charter school, the State Board of Education requests that each prospective board member respond individually to this questionnaire. Where narrative responses are required, brief responses are sufficient.

The purpose of this questionnaire is twofold: 1) to give application reviewers a clearer introduction to the applicant team behind each school proposal in advance of the applicant interview, in order to be better prepared for the interview; and 2) to encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

**Background**

1. Name of charter school on whose Board of Directors you intend to serve: **Eminence Academy**

2. Full name: Sardavia Latrice Williams

Home Address: 8926 Cadman Drive Apt 208 Charlotte, NC 28216

Business Name and Address: KIPP Charlotte 931 Willann Drive Charlotte, NC 28215

Telephone No.: 919-614-1707

E-mail address: sardavia.williams@gmail.com

3. Brief educational and employment history.

**EMPLOYMENT**

KIPP Academy Charlotte – Dean of Culture and Students

East Garner Middle School – 7<sup>th</sup> Grade Math Intervention Specialist

Teach for America – Manager, Teacher Leadership Development

Union Middle School – 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Math Intervention Specialist

**EDUCATION, LEADERSHIP & DEVELOPMENT**

University of North Carolina at Greensboro – Bachelor of Science

Ron Clark Academy Leadership Experience

TLD Fellowship, Teach for America

Management Leadership for Tomorrow Fellowship

4. Have you previously served on a board of a school district, another charter school, a non-public school or any not-for-profit corporation?

No:

Yes:

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?

I heard about what the foundation was doing and I agreed with the idea of opening a charter school in Duplin County. One of my friends connected me with some of the board members who asked me to join their team and I agreed. I want to serve on the board of Eminence because my family and I are deeply connected to the Duplin community. Much of my career as an educator has been centered in or around Duplin County and I know firsthand just how beneficial a school like Eminence has the potential to be.

6. What is your understanding of the appropriate role of a public charter school board member?  
The role of a public charter school board member is to oversee the mission of the school. It's our job to make sure the school's visions are being upheld through ethical practices and accountability.
7. Describe any previous experience you have that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.  
I have uniquely qualified to serve on this board because of my current experience working at a charter school, KIPP Charlotte and my connection to the Duplin community. In my current professional role, I'm working to make transformational change to ensure that scholars are college and career ready while being empowered to be the future leaders and agent of change. In my experience as a Teach for America Manager, Teacher Leadership and Development, I developed many relationships in the community that will prove fruitful to the success of Eminence Academy.
8. Describe the specific knowledge and experience that you would bring to the board.  
**Community Knowledge and Building Relationships** – I am a well-known member of the Warsaw community, where my family has lived for many years. The relationships I have cultivated in the community provide a basis for the school to develop from. As a result, we have built significant interest amongst parents who want to see Eminence Academy grow and prosper so their children can succeed.  
**School Culture & Character Development** – This is truly one of my strength areas because I have worked for many year building school culture and developing character in scholars. These experiences will help us develop a world-class character development curriculum for the school.

### **School Mission and Program**

1. What is your understanding of the school's mission and guiding beliefs?  
It is our goal that all scholars will leave Eminence high school, college and career ready with 21<sup>st</sup> century skills who are productive citizens and leaders of their communities. These scholars will leave with great confidence and intrinsic motivation for success in high school and college.
2. What is your understanding of the school's proposed educational program?  
We are using some of the nation's finest curriculum resources to push our scholars' thinking and build their problem solving and analytical skills. The educational program will rigorously cultivate the knowledge necessary for their success.
3. What do you believe to be the characteristics of a successful school?  
A successful school is first and foremost a school that values inclusiveness with a lens towards equity and social justice. A productive communications plan that involves all stakeholders and reinforces the culture of excellence. The educational program must have strong goals and desired outcomes linked to the mission of the school, and the board must progress monitor those goals quarterly while readjusting the plan as needed. A successful school has well structured systems, routines and procedures using the mindset "Inspect what we expect." Further, a strong school has strong school leaders who coach their teachers to be strong instructional leaders and classroom managers. In a successful school, school leaders are unapologetic about having courageous conversations that confront issues head on to get the

team on track. Finally, a successful school must have the strong, positive support of community members and parents. Parents should be welcomed in the school and contribute to building joy that we hope to instill in our scholars.

4. How will you know that the school is succeeding (or not) in its mission?

If our scholars are learning through looking at NWEA MAP, EOG scores and other types of data that provide schoolwide trends, we will know our school is being successful. The board will conduct walk throughs of the school to examine the growth of school culture, and measure the number of extracurricular and leadership opportunities available to scholars. Tracking and unpacking data as a board will give us the perspective we need to measure success and hold the President accountable.

## **Governance**

1. Describe the role that the board will play in the school's operation.

The board is responsible for making sure we get the "right people on the bus" (Jim Collins) to ensure that our school reaches its organizational mission and goals. We must ensure that our finances are spent conservatively and funds are spent with a mission-driven mindset. Finally, the board must hold the president accountable for operating a safe and orderly school that produces high scholar achievement. The board must set high standards and ensure that those standards are being met.

2. How will you know if the school is successful at the end of the first year of operation?

We will know that our school is successful at the end of the first year if 100% of our teachers are retained for the following year. Our scholars will meet their annual growth goals because every teacher actively participates in professional development and craft and execute quality instructional plans. Every teacher will receive coaching from school leadership to continuously improve instructional practices and standardize instruction. Teachers will have experienced leadership opportunities that allow them to contribute to the school community and positively impact school culture. The school will be successful if year one goals are being met and progress towards year two through five goals are making appropriate progress.

3. How will you know at the end of five years of the schools is successful?

At the end of five years, we will have teachers who have remained at Eminence for multiple years. The faculty and staff is inclusive, diverse and equitable, while the school has a targeted focus for achieving its goals. We will have met our enrollment goals annually because of our strong family, school and community partnerships. Our professional development focus will have proven successful through high levels of scholar achievement as exemplified by a grade of A on the NC Report Card.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful?

- 1) Get the right people on the bus – Ensure that the school board hires a president and holds them accountable for hiring people who are aligned with the mission of the organization
- 2) Spend Low, Raise High – The board must spend state tax dollars responsibly by reducing spending and committing itself to raising unrestricted funds to support strategic organizational goals
- 3) Adopting Board Policy – We must adopt policies that outline the vision and goals of the school, and support the school leader who provides the roadmap and leadership for us to reach these goals.
- 4) Scholar-Centered Mindset – We should make sure that every action the board takes is mindful of the impact on all scholars regardless of their background, gender, ethnicity, etc.
- 5) Challenge and Respectfully Disagree – Board members must be willing to challenge the status quo and have a willingness to "stand up against the masses to be a voice for the few."

5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?  
I would address the situation with the alleged individual with the mindset to seek to understand. I would provide them with the opportunity to explain and encourage them to disclose their perspective to the board. Otherwise, I would bring this to the board's attention promptly and encourage an investigation to begin in accordance with the bylaws and adopted policies.

\*Please include the following with your Information Form

- a **one page** resume
- a national criminal background check

\*If you responded within the application that disciplinary action has been taken against any past or present professional licenses, provide a detailed response below outlining the disciplinary action taken and the license validity.

**Certification**

I, Sardavia Williams, certify to the best of my knowledge and ability that the information I am providing to the North Carolina State Board of Education as a prospective board member for **Eminence Academy** Charter School is true and correct in every respect.

*Sardavia Williams*

Signature

September 20, 2017

Date





## BYLAWS OF EMINENCE ACADEMY FOUNDATION, INC.

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### ARTICLE I

#### ***Name and Incorporation***

1. *Name.* The name of the Corporation shall be Eminence Academy Foundation. It is hereinafter referred to as “the Corporation.”
2. *Principal Office.* The principal office of the Corporation shall be located at 116 Candlewood Drive, Wallace, NC 28466 or such other location designated by the Board of Trustees.
3. *Registered Office.* The registered office of the Corporation required by law to be maintained in the State of North Carolina may be, but need not be, identical with the principal office.
4. *Other Offices.* The Corporation may have offices at such other places, either within or without the State of North Carolina, as the Board of Trustees may designate or as the affairs of the Corporation may require from time to time.

### ARTICLE II

#### ***Purpose***

1. *Purposes.* The Corporation is organized for the purpose of being a Charter School under the Charter School Act of 1996, as codified in North Carolina General Statute 115C-238.29A et seq.

### ARTICLE III

#### ***Membership***

1. *Membership.* The Corporation shall have no members.

### ARTICLE IV

#### ***Board of Trustees***

1. *General Powers.* The Business and affairs of the Corporation shall be managed by its Board of Trustees. 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 Trustees. The ultimate purpose of the Board of Trustees is to safeguard the existence, values and philosophy as provided in the charter for Eminence Academy Foundation, Inc. The Board is responsible for maintaining the integrity of the education offered by the academy, insuring the future of the academy, and enhancing the Academy’s reputation in the community. The Board is ultimately responsible for fulfilling the obligations outlined in the Charter granted to the Corporation by the North Carolina State Board of Education. The specific duties of the Board of Trustees shall include but not be limited to:
  - a. Final approval of personnel based on the recommendation of the President, or any committee appointed and charged with such tasks;

- b. Reviewing and evaluating the academy on an ongoing basis;
  - c. Reviewing the administrative, academic, and financial policies on a regular basis and ensuring the financial and academic health of the organization;
  - d. Keeping a complete record of all meetings and actions and making such records available as appropriate to all interested parties upon reasonable request;
  - e. Insuring that the academy's affairs are conducted consistent with the purposes of the corporation and the laws of the United States and the State of North Carolina; and
  - f. The Board Shall be the final authority in resolving grievances by parents and/or guardians, teachers or other staff. In resolving such grievances, the Board shall follow steps outlined in Board-adopted grievance policies.
2. *Number and Term.*
- a. The number of trustees constituting the Board of Trustees shall be at least three (3) and no more than thirteen (13). The actual number of trustees shall be determined from time-to-time at the discretion of the board. Any decrease in the total number of trustees will require a two-thirds majority vote of the total number of trustees following a 30-day written notice. No decrease in number of trustees shall have the effect of shortening the term of any incumbent Trustee.
  - b. At the end of the first year, the Board of Trustees shall provide for a rotation of trustees by designating some of the founding trustees to serve terms of one, two, or three years. Thereafter, trustees shall hold office for three years or until their successors assume office. Each board member's term will expire on the June 30th following his or her third year anniversary date.
3. *Election of Trustees.* Trustees shall be elected at any regular or special meeting of the Board of Trustees by a vote of a majority of the Trustees then in office.
4. *Resignation and Removal.* A trustee may resign by submitting his or her resignation in writing to the Chairman of the Board of Trustees. A Trustee may be removed for cause at a meeting of Trustees by an affirmative vote of two-thirds of Trustees. The Board may remove any Trustee who:
- a. Has failed to attend two or more of the Board's Regular Meetings in any calendar year;
  - b. Has been declared of unsound mind by a final order of court;
  - c. Has been convicted of a felony; or
  - d. For such other good causes as a two-thirds majority of the Board may determine.

Trustees being considered for removal shall receive at least 10 business days written notice of such proposed action and shall have the opportunity to address the Board regarding such action prior to any vote on such removal.

A Trustee who has three absences without written notice from Regular Meetings of the Board shall be deemed to have resigned.

5. *Vacancies.* Any vacancy occurring in the Board of Trustees may be filled by the affirmative vote of a majority of the remaining trustees even though less than a quorum, or by the sole remaining trustee.
6. *Compensation.* The Board of Trustees may not compensate trustees for their services as such, but may provide for the payment of any or all reasonable expenses incurred by trustees in conducting corporate business.
7. *Conflict of Interest.* All Board members shall be given a copy of North Carolina General Statutes §55-8-31 (Director Conflict of Interest), and shall abide by it and all applicable statutes. Should a conflict of interest arise, the conflicted member shall abstain from voting and leave the premises until the issue is decided. Conflict of interest policy will be executed upon election to the board and renewed annually. No staff member who happens to be a member of the Board of Trustees shall vote on any hiring, firing or salary issues.
8. *The President.* The President of the Academy shall serve as an ex-officio member of the Board of Trustees. The President may participate in open meetings by reason of his or her position, rather than through election. Participation in closed session meetings is by invitation of the Board. The ex-officio member will not have voting rights on the Board of Trustees.
9. *Faculty Representative.* A representative of the faculty shall serve as an ex-officio member of the Board of Trustees. The Faculty Representative may participate in open meetings by reason of his or her position, rather than through election. Participation in closed session meetings is by invitation of the Board. The ex-officio member will not have voting rights on the Board of Trustees.

## **ARTICLE V**

### ***Meetings of the Board of Trustees***

1. *Annual Meetings.* The annual meeting of the Board of Trustees shall be held in June of each year on a date selected by the Trustees, at any place chosen by the Trustees, for the purpose of election trustees and officers of the Corporation and for the transaction of any other business properly before the Board of Trustees.
2. *Regular Meetings.* Insofar as possible, the Board of Trustees will meet monthly on the second Tuesday of the month with the exception of July and December.
3. *Special Meetings.* A special meeting of the Board of Trustees may be called by or at the request of the Board Chairman, Board Treasurer, President or any two trustees.
4. *Place of Meetings.* The annual or any special meeting of the Board of Trustees may be held at the principal office of the Corporation or at such other place, either within or without the State of North Carolina, as shall be designated in the notice of the meeting or in a waiver of notice of the meeting signed by all the Trustees then in office. Meetings may be held via teleconference provided they comply with North Carolina's open meeting laws and any other related laws.
5. *Commitment to Open Meetings.* All meetings of the Board of Trustees will comply with North Carolina law governing "Meetings of Public Bodies" as explained in Article 33C of the General Statutes.

6. *Notice of Meetings.* The Secretary shall give written notice of each annual meeting of the Board of Trustees to each trustee at least ten days before the meeting. Persons calling a special meeting of the Board of Trustees as (outlined in Article V, 2) shall give written notice thereof (or cause the Secretary to give notice) to each Trustee at least three days before the meeting. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a meeting of the Board of Trustees, except as otherwise provided by law or these Bylaws. All meetings must comply with North Carolina Public meeting notification laws.
7. *Waiver of Notice.* Any trustee may waive notice of any meeting, either before or after the meeting. Written waivers of notice shall be filed by the Secretary with the corporate records and as part of the minutes of the meeting. The attendance by a trustee at a meeting shall constitute a waiver of notice of such a meeting, except where a trustee attends a meeting for the express purpose of objective to the transaction of any business because the meeting is not lawfully called or convened. Public notice as required by NC law, may not be waived.
8. *Quorum.* A simply majority of the current number of trustees shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees, except as otherwise provided in these Bylaws.
9. *Manner of Acting.* Except as otherwise provided in these Bylaws, the act of the majority of trustees present at a meeting of the Board of Trustees shall be the act of the Board of Trustees. The Board shall use Robert's Rules of Order as guidance for conducting the Corporation's business.
10. *Participation by Telephone.* Any or more trustees may participate in a meeting of the Board of Trustees by means of a conference telephone or similar communications device that allows all persons participating in the meeting to hear each other. Participation by these means shall be deemed presence in person at the meeting. Participation by telephone will be duly noted in the minutes.

## **ARTICLE VI**

### **Officers**

1. *Officers of the Corporation.* The officers of the Corporation shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer. Other officers may from time to time be elected by the Board of Trustees. Any two or more offices, except Chairman and Secretary, may be held by the same person. No officer may act in more than one capacity where the actions of two or more officers are required. The executive committee will consist of the Chairman, Vice Chairman, Secretary, Treasurer, and immediate Past Chairman.
2. *Election and Term.* The officers of the Corporation shall be elected by the Board of Trustees at the annual meeting, and each officer shall serve a term of one year, beginning July 1. Board members may serve additional terms in any capacity as elected by the majority board. In the event an office becomes vacant, the Board of Trustees will promptly elect a replacement for the remainder of the term.

3. *Removal.* Any officer or agent elected or appointed by the Board of Trustees may be removed by a majority vote of the Board of Trustees whenever in its judgement the best interests of the Corporation will be served thereby.
4. *Bonding.* The Board of Trustees may by resolution require any officer, agent or employee of the Corporation to give bond to the Corporation, with sufficient sureties, conditioned on the faithful performance of the duties of his/her respective office or position, and to comply with such other conditions as may from time to time be required by the Board of Trustees.
5. *Chairman of the Board of Trustees.* The Chairman shall preside at all meetings of the Board of Trustees and act as the liaison between the Board and the President. The Chairman is responsible for the agenda for each meeting of the Board of Trustees. Trustees may also request that specific agenda items be included, and the Chairman shall accommodate such requests in so far as is reasonably possible. The Chairman may delegate, as needed, to any other officer any or all of the duties of the office of Chair. The Chairman shall appoint the chairs and members of all Board committees, with the exception of the Finance Committee, subject to ratification by a majority of the Board of Trustees. The Chairman shall have such other powers and duties as may be prescribed by the Board of Trustees or by these Bylaws.
6. *Vice Chairman of the Board of Trustees.* The Vice Chairman shall have such duties and responsibilities as may be delegated to him or her by the Chairman. In the absence of the Chairman, the Vice Chairman shall perform all the duties of the Chairman, and when so acting, shall have all the responsibilities of and be subject to all the restrictions as fall upon the Chairman, including president at meetings of the Board of Trustees. The Vice Chairman shall have such other powers and duties as may be prescribed by the Board of Trustees or by these Bylaws.
7. *Secretary of the Board of Trustees.* The Secretary shall keep or cause to be kept the minutes of the meetings of the Board of Trustees, and that all records and accounts of the board's business are kept in proper order. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. The Secretary shall have such other powers and duties as may be prescribed by the Board or by these Bylaws.
8. *Treasurer of the Board of Trustees.* The Treasurer shall have charge of and be responsible for all funds and securities, receipts, and disbursements of the Corporation, and shall have oversight of the financial records, investments and other evidences of school properties and assets. The Treasurer may delegate day-to-day management of finances to the President or the President's designee approved by the Board. The Treasurer shall be the chair of the Finance Committee, which shall prepare an annual budget, in conjunction with the President, for the consideration and approval of the Board of Trustees. The treasurer shall ensure that all financial accounts and records are kept in accordance with generally accepted accounting practices, and shall oversee preparation and filing of all tax returns required by law.
9. *Validity of Signatures.* In case any officer whose signatures shall appear on any bond, note, or other evidence of indebtedness of the Corporation shall cease to be an officer or

hold an office different from that held at the time of signature before the delivery of such instrument, such signature shall nevertheless be valid and sufficient for all purposes the same as if he or she had remained in such office until such delivery.

## **ARTICLE VII**

### ***Indebtedness***

1. No indebtedness of the Corporation in excess of \$7,000 shall be incurred other than in the normal course of business, except as may be approved by resolution adopted by a majority of the Board of Trustees.
2. In case any officer whose signatures shall appear on any bond, note, or other evidence of indebtedness of the Corporation shall cease to be an officer or hold an office different from that held at the time of signature before the delivery of such instrument, such signature shall nevertheless be valid and sufficient for all purposes the same as if he or she had remained in such office until such delivery.

## **ARTICLE VIII**

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

1. *Contracts.* A majority of the Board of Trustees may authorize any officer or officers, agents 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.
2. *Loans.* A majority of the Board of Trustees may authorize any officer or officers, agents 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.
3. *Checks and Drafts.* All checks, drafts or other orders for the payment of money issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents, or employee or employees of the Corporation and in such manner, including facsimile signatures, as shall from time to time be determined by resolution of the Board of Trustees. Such resolution shall be made annually by the Board of Trustees or more frequently as needed. These signatories shall be authorized by a majority vote of the Board of Trustees, annually, in compliance with audit requirements.
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 Trustees may select.

## **ARTICLE IX**

### ***Advisory Boards and Task Forces***

1. *Advisory Boards and Task Forces.* The Board of Trustees from time to time may establish or abolish advisory committees as it deems necessary for the purpose of providing advice to the Board of Trustees to matters pertaining to the operation and governance of the school. Members of an advisory committee may come from outside of the Board of Trustees.

2. Members of advisory committees (Advisory Boards and Task Forces) shall have no authority to direct Eminence Academy Foundation, Inc. or Eminence Academy, but shall serve only to advise the Board of Trustees and/or administration at the discretion and direction of the Board of Trustees. Any advice provided by members of an advisory committee and so taken into action by the Board of Trustees shall be made at the sole discretion of the Board of Trustees. The advisory committee membership shall be a matter of public record for the Corporation.
3. Each advisory board and task force shall present an annual report to the Board of Trustees at the annual meeting, and meet at least twice a year at a time and place designated by the Board of Trustees.
4. *Election and Term.* The members of advisory committees shall be elected by majority vote of the Board of Trustees, and each member shall hold office for a term of up to one year. All advisory committee terms will expire on June 30 and membership will be reviewed at the annual meeting of the Board of Trustees. Individuals may be re-elected for additional term(s) by majority vote of the Board of Trustees.
5. *Removal.* Any member of an advisory committee may be removed by majority vote of the Board of Trustees at any time in conjunction with a regular or special meeting of the Board of Trustees.

## **ARTICLE X**

### ***General Provisions***

1. *Seal.* The Corporate seal of the Corporation shall contain the name of the Corporation and shall be in such form as approved by resolution of the Board of Trustees.
2. *Committees.* The Board of Trustees may establish committees as needed with members not being from the Board of Trustees. The number of non-trustees shall not exceed the number of trustees on any committee without the expressed consent of the Board of Trustees.
3. *Indemnification.* The Corporation shall indemnify its officers and Trustees to the maximum extent required or permitted by Part 5 of Article VIII of Chapter 55A of North Carolina General Assembly as from time to time amended, and such officers and trustees shall be deemed to have relied upon the Part.
4. *Fiscal Year.* The fiscal year of the Corporation shall be as fixed by resolution of the Board of Trustees.
5. *Public Records.* The Board of Trustees will comply with laws pertaining to Public Records as detailed in North Carolina General Assembly (NCGS Chapter 132).
6. *Ex-officio term.* Ex-officio status may be granted for a term of up to one year, to be reviewed at the annual Board of Trustees meeting. The Ex-Officio Trustee may participate in open meetings by reason of his or her position, rather than through election to the board. Participation in closed session meetings is strictly by invitation of the Board.
7. *Emeritus term.* Trustee emeritus status may be granted for a term as defined by the Board of Trustees. Trustees with emeritus status may participate in open meetings by reason of his or her position, rather than through election to the board. Trustees with

emeritus status may not vote on any matter. Participation in closed session is strictly by invitation of the Board.

8. *Amendment of Bylaws.* Except as otherwise provided by law, the Articles of Incorporation or herein, these Bylaws may be amended or repealed and new Bylaws may be adopted as a whole by the affirmative vote of a majority of the Trustees then holding office at any annual, regular or special meeting of the Board of Trustees; provided, however, that notice of the proposed action shall have been included in the notice of the meeting or shall have been waived as provided in these Bylaws. The Board has a responsibility to notify the NC Department of Public Instruction of any board approved amendments to these by-laws.

SIGNED:

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
Date





# NORTH CAROLINA

## Department of the Secretary of State

**To all whom these presents shall come, Greetings:**

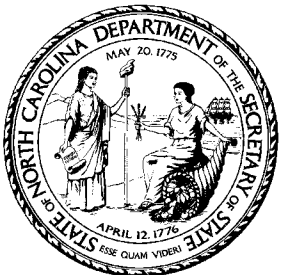
I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

### ARTICLES OF INCORPORATION

OF

### EMINENCE ACADEMY FOUNDATION

the original of which was filed in this office on the 25th day of July, 2017.



Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 25th day of July, 2017.

*Elaine F. Marshall*

Secretary of State

**ARTICLES OF INCORPORATION  
OF  
EMINENCE ACADEMY FOUNDATION**

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 corporation is EMINENCE ACADEMY FOUNDATION.
2. The corporation is organized for the purpose of being a Charter School under the Charter School Act of 1996, as codified in the North Carolina General Statutes 115C-238.29A et seq. The corporation is a charitable or religious corporation within the meaning of North Carolina General Statute 55A-1-40(4).
3. The street address and county of the initial registered office of the corporation in the State of North Carolina is: 116 Candlewood Drive, Wallace, NC 28466 in Duplin County.
4. The mailing address of the initial registered office of the corporation is: 116 Candlewood Drive, Wallace, NC 28466 in Duplin County.
5. The name of the initial registered agent is: Da'Quan M. Love.
6. The name and address of the incorporator are: Da'Quan M. Love, 116 Candlewood Drive, Wallace, NC 28466 in Duplin County.
7. The corporation will not have members.
8. Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for payment of all liabilities of the corporation, dispose of all 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 charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Service Code, as the Board of Directors determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not 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 organization or organizations, as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

9. To the fullest extent permitted by the North Carolina Nonprofit Corporation Act as it exists or hereafter be amended, no person who is serving or who has served as a Director of the corporation shall be personally liable for monetary damages for breach of any duty as Director. No amendment or repeal of this Article, or the adoption of any other amendment to these Articles of Incorporation inconsistent with this Article, shall eliminate or reduce the protection granted herein with respect to any matter that occurred prior to such amendment, repeal, or a adoption.
10. The street address and the county of the principal office of the corporation is: 116 Candlewood Drive, Wallace, NC 28466 in Duplin County.
11. The mailing address of the principal office is: 116 Candlewood Drive, Wallace, NC 28466.
12. These articles will be effective upon filing.  
This is the 18th day of July, 2017.

A handwritten signature in black ink, appearing to read 'DM Love', with a long horizontal flourish extending to the right.

Signature of Incorporator

Da'Quan M. Love

# INSURANCE PEOPLE

Below are the estimated annual premiums: **Eminence Academy**

**Property Premium Estimate** **\$450**

Contents	\$300,000
Deductible	\$1,000
Form	Special
Equipment Breakdown	Included

**General Liability Premium Estimate** **\$1,363**

**Rating Basis:**

Students	200
Faculty	15

**Limits:**

Per Occurrence Limit	\$1,000,000
Annual Aggregate	\$3,000,000
Sexual Abuse & Molestation	\$1,000,000 per occurrence \$3,000,000 aggregate
Employee Benefits	\$1,000,000 per occurrence \$3,000,000 aggregate

**School District & Educators Legal Liability (D&O/ E&O)**

**Premium Estimate** **\$3,057**

	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Additional Defense	\$100,000/\$50,000/\$100,000

Named insured includes the insured Organization (School Entity), it's 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.

# INSURANCE PEOPLE

<b>Fidelity Bond Estimate</b>		<b>\$332</b>
Limit	\$250,000	
<b>Auto Premium Estimate</b>		<b>\$2,300</b>
2 School Buses		
Limit of Liability	\$1,000,000	
<b>Head of Class Endorsement</b>		<b>\$82</b>
<b>Workers Compensation Premium Estimate</b>		<b>\$3,874</b>
Statutory State - NC		
Employers Liability	\$500/ \$500/ \$500	
Payroll Estimate	\$628,250	
<b>Umbrella Premium Estimate</b>		<b>\$2,387</b>
Limit of Liability	\$1,000,000	
<b>TOTAL ESTIMATED PREMIUM</b>		<b>\$13,845</b>
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

08/28/2017

The Law Office of  
Lisa Gordon Stella, PLLC

4325 Swarthmore Road • Durham, NC 27707  
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September 21, 2017

Tom Miller  
NC Charter School Accelerator

Re: Eminence Academy Foundation

Dear Dr. Miller,

Today, I provided training to full Board of Directors of the Eminence Academy Foundation, listed within the application, regarding the governance documents and liabilities associated with being on the Board of a Non-Profit Corporation. This training was held via telephone conference with the following Board of Directors in attendance:

Da'Quan Love, Chair  
Dr. Habekah Cannon, Secretary  
Brittany Moore  
Nikyia Iman Sharp  
Sardavia Williams

Topics covered included, non-profit legal obligations, charter school laws, open meetings, public records, fiduciary responsibilities, liability and governance.

Sincerely,



Lisa Gordon Stella, Esq.

Cc: Da'Quan Love



## Les Merritt CPA-CFP

September 21, 2017

Eminence Academy Foundation  
PO Box 1546  
Wallace, NC 28466

To the Board of Trustees':

We have enjoyed speaking with you concerning your interest in beginning a new charter school in the State of North Carolina for the 2019-2020 school year.

A strong Board for the Eminence Academy, the proposed charter school, is the foundation for a successful charter school. It seems that Eminence Academy Foundation is taking the right steps in building a successful charter school in Duplin County.

During our conversation with Da'Quan Love, Board Chairman, we reviewed and explained the many audit and 990 requirements related to the operation of a charter school in North Carolina. We informed the Board of filing requirement of the audit for the year ending June 30<sup>th</sup>, by the October 31<sup>st</sup> deadline required by the State of North Carolina. We also informed the Board of the Form 990 tax return filing deadline being the 15<sup>th</sup> day of the 5<sup>th</sup> month following the fiscal year end, June 30<sup>th</sup>. The Form 990 tax return would be due November 15<sup>th</sup>. The Internal Revenue Service offers a 3-month extension of time to file if there is a need.

We would also like to make mention, during our discussion, how imperative it is to get the filing of the 501(c)(3) complete with the Internal Revenue Service for their approval. This process can sometimes be lengthy, so the importance of submitting the application as quickly as possible is a must.

We have included a short biography of our Company and also our last peer review to assist you in the documentation process of your charter school application.

We look forward to working with you throughout your journey after the approval process of your application. If you need any additional assistance, please feel free to contact our office at (919) 269-8553, anytime.

Sincerely,

Leslie W. Merritt, Jr., CPA  
Leslie Merritt, CPA, PC



## Les Merritt CPA-CFP

Leslie Merritt, CPA, PC was founded in 2012 by Leslie Merritt, Jr. He formed this company after spending a time in public office. Before his stint in public office, Les was a partner at Merritt and Petway, P.A. in 1994 and then took on two additional partners in 1999 and became Merritt, Petway, Mills & Hockaday, P.A. When making the decision in 2012 to come back into the public accounting arena, Les wanted to build a firm committed to providing quality services to small and middle market companies, governmental, and not-for-profit organizations in North Carolina.

At Leslie Merritt, CPA, PC, we provide a wide range of assurance, attestation and consulting services, including but not limited to:

Audits	New business formation
Reviews	Entity selection
Compilations	Merger and acquisition support
Agreed upon procedure engagements	Succession planning
Projection engagements	Sale of business
Fraud examination and forensic services	Accounting policies and procedures

Leslie Merritt, CPA, PC has created a reputation of excellence and integrity known throughout the State of North Carolina by providing superior customer service and experienced and specialized personnel to clients. The firm has the ability to process an intricate knowledge of available external resources and integrate those resources to benefit our clients. Striving for excellence, our firm submits to a quality review of its practice every three years by an independent Certified Public Accountant approved by the American Institute of Certified Public Accountants. The most recent quality control review is included within this report.

The clients served within the governmental and not-for-profit industry include charter schools and private foundations. The firm audits approximately 8 charter schools on an annual basis and is experienced in the governmental accounting and auditing standards specific to this type of governmental entity.





William L. Stark and Company  
Certified Public Accountants

## System Review Report

June 24, 2015

To the Owner  
Leslie Merritt, CPA, PC  
and the Peer Review Committee of the North Carolina Association  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Leslie Merritt, CPA, PC (the firm) in effect for the year ended November 30, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Leslie Merritt, CPA, PC in effect for the year ended November 30, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Leslie Merritt, CPA, PC has received a peer review rating of *pass*.

*William L. Stark and Company*

**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.

- Name of the Selected Board Attorney: Lisa Gordon Stella, Esq.
- Date of Review: September 21, 2017
- Signature of Board Members Present (Add Signature Lines as Needed):

- Brittany Moore
- J. Blain
- H. Sharp
- Sardana Williams
- D. J. M.

- ❖ 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.

- Name of the Selected Board Auditor: Les Merritt, CPA-CFP
- Date of Review: September 21, 2017
- Signature of Board Members Present (Add Signature Lines as Needed):

- Brittany Moore
- J. Blain
- H. Sharp
- Sardana Williams
- D. J. M.

- ❖ 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: *Not applicable; board will not contract with CMO*
- Date of Review: *Not applicable; board will not contract with CMO*
- Signature of Board Members Present (Add Signature Lines as Needed):

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

❖ 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: *Not applicable; the board has elected to not contract with a financial management service provider at this time*
- Name of the Selected Financial Service Provider: *Not applicable; the board has elected to not contract with a financial management service provider at this time*
- Date of Review: *Not applicable; the board has elected to not contract with a financial management service provider at this time*
- Signature of Board Members Present (Add Signature Lines as Needed):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

❖ 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: *Not applicable; the board has elected to not contract with a PowerSchool operator at this time*
- Name of the Selected PowerSchool Service Provider: *Not applicable; the board has elected to not contract with a PowerSchool operator at this time*
- Date of Review: *Not applicable; the board has elected to not contract with a PowerSchool operator at this time*
- Signature of Board Members Present (Add Signature Lines as Needed):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Certification**

I, **Da'Quan Marcell Love**, 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 **Eminence Academy** Charter School is true and correct in every respect.

  
\_\_\_\_\_

Signature

9/21/2017

\_\_\_\_\_

Date