

# 2013 Charter School Application

Training  
November 29th & 30th, 2012

# Resources

- } Resource Manual (OCS web site)
  - } Finance and Business (Charter School Finance Guide)
  - } Initial Screening Form (Resource manual and OCS web site)
  - } Application Evaluation Rubric (Resource manual and OCS web site)
- 
- [Previous applications](#)
  - [107 Current NC public charter schools](#)
  - Charter school advocacy groups

# Today's Objectives

- } Receive multiple support resources.
- } Master the application specifications.
- } Discuss the requirements for each section of the application.
- } Answer all participant questions regarding the application requirements.
- } Review the evaluation tools.
- } Begin building a network of future charter school leaders.

# Time Line

January 4, 2013	Letter of Intent (LOI) – required for filing an application. A LOI must be supplied to the State by the 12:00 noon deadline even if an applicant seeks preliminary approval by an LEA.
March 1, 2013	Application due – if an applicant decides to seek preliminary approval from an LEA, the preliminary approval should be granted by the LEA in such a timeframe thereby allowing the application to be submitted to the State ahead of this established deadline.
March 8, 2013	A copy of the application due to the Local Education Agency in which the proposed charter school will reside in. Applicant must provide evidence to the Office of Charter Schools (i.e. signed letter).
January – May	Advisory Council review and interview.
June 2013	Recommendations to the State Board.
July 2013	State Board of Education preliminary approval.

# Due Date and Requirements

} By 12:00 Noon on or prior to March 1, 2013

Drop Off

301 N. Wilmington Street: Office of  
Charter Schools (2<sup>nd</sup> Floor – North Side)

**\*On March 1<sup>st</sup>, 2013 (Room 150)**

By Mail: ***Delivered by Due Date and Time***

Office of Charter Schools

6303 Mail Service Center

Raleigh, NC 27699-6303

# Letter of Intent

- } Due 12:00 Noon January 4, 2013
- } Individuals who submit a letter of intent will be the ONLY accepted applications come March 1, 2013.
- } Must be received by hard copy and signed by an Authorized Agent/Lead Contact of the application.

# Letter of Intent Content

Template on the OCS website

- } The Letter of Intent (LOI) must contain:
  - Proposed name of the public charter school.
  - Lead applicant name
  - Address
  - Telephone number
  - Email address
  - County of proposed school location
  - Signature of authorized agent (i.e. lead contact, board chair, etc.)
- } The Letter of Intent may contain:
  - Name of non-profit corporation
  - Proposed mission statement
  - Proposed grade structure
  - Proposed student projections
  - Proposed target student population

# Completed Application Includes

- } One (1) Single Sided Signed Hard copy that is complete
  
- } On One(1) flash drive or CD
  - One (1) PDF Electronic Copy Narrative
  - One (1) PDF Electronic Copy Appendices

**\*Electronic copies MUST match hard copy otherwise the application is incomplete.**



# Application Specifications

- } All elements of the proposal must be typed with 1-inch page margins and **12-point font, single-spaced**, in Times New Roman font.
- } Each major section (Mission, Purposes and Goals, Education Plan, Governance, Operations and Capacity, and Financial Plan) must begin on a separate page, as indicated in the template document. **Do not exceed 50 pages** for the proposal narrative. (Title Page, Table of Contents, and Appendices are not included in the narrative page limit.)
- } If a particular question does not apply to your team or proposal, **keep the section heading**, respond “Not Applicable,” AND state the reason this question is not applicable to your team or proposal. The questions may be deleted.
- } All narrative content **pages should be numbered** and the name of school should appear at the top of ALL pages

# Application Specifications

- } All required **Appendices should be clearly titled** and include page numbers (i.e. Appendix A and page numbers as- A1, A2, B1...).
- } Review all elements of your application for completeness before submitting. **An incomplete application may result in the elimination of the application.**
- } Late submissions **will not be accepted**. No exceptions.
- } Provide **written confirmation to the Office of Charter Schools** that within seven (7) days the applicant has provided one full copy of the application to the LEA in which the proposed charter school will be located (i.e. signed letter).

# Application Process

- } Any individual or group of individuals may apply for a public charter school to one of three (3) preliminary chartering entities:
  - The State Board of Education (SBE),
  - The superintendent of the local education agency (LEA), or
  - One of the sixteen (16) campuses of the University of North Carolina System (likely the Dean of the School of Education).
- } Regardless of the path the applicant chooses, to receive final approval, **ALL applications must be submitted to the Office of Charter Schools, Room 150 North, 301 N. Wilmington Street, Raleigh, North Carolina, no later than 12:00 noon on March 1, 2013.**

# Evaluation Process

- } Office of Charter Schools:
  - Screens applications for completeness (see initial screening tool)
- } Public Charter School Advisory Committee
  - Subcommittees review application
  - Full PCSAC votes to grant interview
  - Full PCSAC asks clarifying questions (votes)
- } State Board of Education
  - Reviews recommendations and votes to grant preliminary approval.
  - Votes to grant final approval (contingent on meeting planning period requirements)

# Process (A deeper look)

1. Screened for completion by Office of Charter School staff members (Resource Manual Appendix A).
2. Complete applications reviewed by a subcommittee of the PCSAC (Resource Manual Appendix B).
3. Subcommittee vote to grant a review and interview by the full PCSAC
  - \*(Must have private non-profit organization approved by Secretary of State's Office).
4. Governing board clarifies and defends application to PCSAC.
5. Full PCSAC votes to move application to SBE.
6. SBE reviews application.
7. SBE votes to grant preliminary approval to charter school applicant.
8. Governing board participates in yearlong planning period (**Policy: TCS-U-013**).
9. SBE votes to grant charter school final approval.
10. Governing board receives up to a 10 year charter agreement (July 2014).

# Before writing a proposal

Develop a base of knowledge and investigate documents and resources such as:

- } NC charter school law
- } North Carolina Open Meetings laws
- } Federal programming
- } Previous charter school applications found on the NC Office of Charter Schools web site.

# Application Content

- } The sections developed by the initial board should **align with all other sections** of this application.
- } **Be clear and concise** with all sections of the application, mind the page limits and...edit, edit, edit.
- } **Do not assume** that the application reviewer has knowledge about your particular target student population, mission, education plan and programming.
- } **Provide clear evidences to support** the fidelity and vitality of this proposed plan.
- } Reviewers will want to know that your proposed organization **has the capacity to grow and build** upon the proposed written application plan.
- } Be sure to **include detailed specifications** when it comes to the overall plan and budgeting.
  - For example, if you propose a vocational high school, make sure you include a detailed description of the facility, stakeholder partnerships, resources, and staffing needed within the first five years of operation.

# Section I:

## Applicant Contact Information

- } **501 (c) (3) non-profit status:** Applicants must receive federal tax-exempt status no later than 24 months following final approval of the application.
- } **Grade Levels Served and Total Student Enrollment:** The projected enrollment figures should be tactical and realistic for the proposed region. Once the application is approved by the State Board of Education these projected enrollment numbers will drive the funding provided to the public charter school in at least year one of the charter's existence.
- } ***\*Application Note: Application should be signed by the lead contact or board chair to signify the initial members of the board were regularly involved in the overall development of the application.***

### Section I Technical Terms

**Private/Public Conversion** – Charter school applicants may apply to convert an existing private or traditional public school to a public charter school (§ 115C-238.29B (a)). This conversion shall provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently of existing schools.



# Section II: Mission, Goals and Purposes

(Three total Pages)

## Mission

- } “The mission says *why* you do what you do, not the means by which you do it.” – Peter Drucker
  - The mission needs to have an emotional attachment; it is the guiding light for everyone within the organization.
  - The mission should resonate with everyone whether they just joined an organization, or have been there since the *beginning*.

# Section II: Purposes

- } The State Board of Education may grant final approval of an application if it finds that the application would achieve one or more of the purposes set out in G.S. 115C-238.29A.
- } Applicants should demonstrate the ability to clearly describe how the proposed charter school will achieve one or more of the six legislated purposes.
- } These identified purpose(s) is/are meaningful, manageable and focused on improving student outcomes in the public charter school in addition to being clearly aligned to the proposed school mission.

# Six Legislative Purposes § 115C-238.29A

1. Improve student learning;
2. Increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as at risk of academic failure or academically gifted;
3. Encourage the use of different and innovative teaching methods;
4. Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site;
5. Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system; and
6. Hold the schools established under this Part accountable for meeting measurable student achievement results, and provide the schools with a method to change from rule-based to performance-based accountability systems. (1995 (Reg. Sess., 1996), c. 731, s. 2.)

# Section II: Goals

A goal without a plan...is a wish (Herman Edwards)

## Examples of Systems for Goals

- } **Backwards Design** Backward designs typically involve three stages:
  - identify the results desired
  - determine acceptable levels of evidence that support that the desired results have occurred
  - design activities that will make desired results happen
  
- } **S.M.A.R.T.** stands for:
  - **Systemic:** A specific goal has a much greater chance of being accomplished than a general goal.
  - **Measurable:** A clear criteria for measuring progress toward attainment of each goal set should be established.
  - **Attainable:** Goals that are important to the organization are easy to figure out how to make them come true.
  - **Realistic:** Realistic goals represent an objective toward which the organization is both *willing* and *able* to work.
  - **Time Bound:** A goal should be time bound. Deadlines too far in the future are easy to put off, goals set too close tend to be unrealistic and have little success.

# Section II: Accountability Resources

- } Accountability Model for NC Public Schools
  - } READY Model piloted in 2012-2013
  - } SBE Policy TCS-U-10 –
    - overall 60% proficiency or meets growth in two of three years (otherwise SBE shall revoke charter)
  - } Session Bill 2012-142 –
    - Third grade reading proficiency > Promotion
- \*See Accountability Web Site and Application Resource Manual for additional resources*

# Organizational Goals (examples)

Academics	Governance, Operations and Finance
<ul style="list-style-type: none"><li>· Overall academic proficiency;</li><li>· Individual and student academic growth</li><li>· Monitor student subgroup achievement gaps in both proficiency and growth</li><li>· Student attendance</li><li>· Postsecondary readiness (for high schools)</li><li>· Student Graduation rates</li></ul>	<ul style="list-style-type: none"><li>· School leadership effectiveness (board and lead administrator)</li><li>· Pupil attrition rate, Pupil wait-list</li><li>· Standing within community</li><li>· Compliance with all applicable laws, regulations, and terms of the charter contract.</li><li>· Financial performance and viability</li><li>· Board performance</li><li>· Monitoring of school improvement plans – board goals</li><li>· Teacher Working Conditions Survey</li></ul>

# Strategic Planning

- } Strategic planning takes a grand vision & turns it into a roadmap for the future.
- } It's the process to provide direction to the school and meaning to day-to-day activities.
- } It examines a school's values, current status, & environment, and relates those factors to the school's future state, usually expressed in 3-5 year periods.

# Strategy Formulation (examples)

- } Vision & mission statement review
- } SWOT analysis
- } Review of existing school plan(s)
- } Long-term goals (5-10 yrs)
- } Short-term objectives (1-3 yrs)
- } Baseline/current status
- } Position (not person) responsible
- } Fiscal impact
- } Reporting milestones



# Section II: Reflection and Questions

## } Keys to success:

- Alignment with mission
- Clear and Precise
- Demonstrate Fidelity and Viability
- Evidences to support target student population

# Section III: Education Plan

(10 Total Pages)

- } The sections developed by the initial board should **align with all other sections** of this application.
- } **Be clear and concise** with all sections of the application, mind the page limits and...edit, edit, edit.
- } **Do not assume** that the application reviewer has knowledge about your particular target student population, mission, education plan and programming.
- } **Provide clear evidences to support** the fidelity and vitality of this proposed plan.
- } Reviewers will want to know that your proposed organization **has the capacity to grow and build** upon the proposed written application plan.
- } Be sure to **include detailed specifications** when it comes to the overall plan and budgeting.
  - For example, if you propose a vocational high school, make sure you include a detailed description of the facility, stakeholder partnerships, resources, and staffing needed within the first five years of operation.

# Instructional Program

} Application asks for:

- Detailed description of the overall instructional program
- Instructional methods
- Assessment strategies
- How this program meets the needs of the targeted student population

# K-8? High School? Or K-12?

- } Describe the basic learning environment
- } Provide a sample scope and sequence
- } Identify how the curriculum aligns with
  - The mission
  - Targeted Student Population
  - NC Accountability Model
- } Remember, public charter schools do NOT have to follow the NC Common Core curriculum – but they will be held accountable for student mastery.
- } Be sure to include academic calendar
  - (185 days or 1,025 hours)
  - Charter schools not held to same *“Start and End Dates” as traditional*

# Special Programs & “At-Risk Students”

- } Charter schools are public schools and serve ALL students.
- } They are required to provide a FULL continuum of services to meet the unique needs of ALL students with disabilities

## Additional web based resources

- } Federal Programming:
- } Title I: Improving the academic achievement of the disadvantaged
- } Title III: Instruction for the limited English proficient & immigrant students
- } Exceptional Children:
- } Exceptional Children Policies:

# Student Performance Standards

- } Review the section on Goals and Accountability (Section II)
  - Academic Goals should be identical
- } Clear policies and requirements for promotion and graduation.
  - Charters do not have to follow State curriculum – but do have to follow NC Accountability model.

# Student Conduct

- } Should align with the overall mission, proposed education plan, and will benefit the targeted student population (cannot exclude).

Some resources that may support you:

- } **NC Public School Law 115C-391**: Especially the sections regarding
  - Clear policies regarding the conduct of students GS 115C-391(a)
  - Expulsion
  - Federal Laws and Regulations
  - Exceptional Children GS 115C-107.7 (a)
  - Suspensions
- } **North Carolina Positive Behavior Intervention Systems model** <http://www.ncpublicschools.org/positivebehavior/>

# Reflection and Questions

- } Keys to Success
- } Alignment with mission
- } Clear and Precise
- } Demonstrate Fidelity and Viability
- } Evidences to support target student population



# Section IV: Governance, Operations and Capacity (10 total pages)

- } The sections developed by the initial board should **align with all other sections** of this application.
- } **Be clear and concise** with all sections of the application, mind the page limits and...edit, edit, edit.
- } **Do not assume** that the application reviewer has knowledge about your particular target student population, mission, education plan and programming.
- } **Provide clear evidences to support** the fidelity and vitality of this proposed plan.
- } Reviewers will want to know that your proposed organization **has the capacity to grow and build** upon the proposed written application plan.
- } Be sure to **include detailed specifications** when it comes to the overall plan.

# Section IV: Governance

- } **Private Nonprofit Corporation:** Applicants must obtain private nonprofit organization status approved by the Secretary of State's Office by the time of the review and interview for preliminary approval by the Public Charter School Advisory Council (PCSAC). Usually it takes seven to ten days if all paperwork is in order. A proposed charter school must have a federal tax ID number (EIN) prior to opening. Even when a private nonprofit already exists, there may be an advantage of forming a new corporation. Review the pros and cons carefully.
- } <http://www.secretary.state.nc.us/corporations/>
- } **Tax-Exempt Status 501(c)(3):** If the non-profit organization has yet to obtain the 501(c)(3) status, the tax-exempt status must be obtained from the Internal Revenue Service within twenty-four (24) months of the date the Charter Application is given final approval.

# Section IV: Governance

} All board members should know the answer to these five questions:

1. Why are we here?
2. How can each member of this board be of most value to the organization?
3. How do we define success?
4. What components should we track as a board to know when we get there?
5. What behavior are we settling for?

# What is the Board responsible for?

- } Everything! – But here are a few
  - Student learning
  - Fiscal responsibility
  - Standing in community
  - Employer to all staff
  - Adopt policies
  - Approves procedures and plans
  - Approves school wide goals
  - Evaluate lead administrator

# Diversity – the Hallmark of a Well-Recruited Board

- } Term limits and staggered terms
- } Meet Monthly – (devoting min. 8 hours)
- } Believes & understand the mission
- } Prioritize organization over personal agenda
- } Recruit a strong/transparent mix (Skill- Sets)
  - Fundraising
  - Finance
  - Facilities
  - Governance
  - Human Resources
  - Public Relations

# Policies (examples)

Boards should establish policies for managing school emergencies before they occur.

- } Governance
- } Finance
- } Human Resources
- } Operations
- } School visitors
- } Grievances
- } Employee conflict
- } Accidents
- } Bullying
- } Natural disasters
- } Ordered lockdowns
- } Acts of violence
- } Loss of an administrator

# Charter School Laws (GS 115C-238.29)

- } The law includes **specific requirements** for:  
Teacher Licensure, Student admissions, Charter renewal, Background checks for all employees, Criminal History checks through the SBI for all personnel & board members responsible for fiscal management.
- } The law includes many other requirements, pertinent to the day to day operations of every charter school. Board members should have copies of and be familiar with the law.

# NC Open Meetings Laws

- } Meetings must be open to the public and provide notice in advance of the meeting date, time, and location:
  - Regular Meetings: Seven Days and Posted (web site, and any other media approved by board)
  - Special Meeting: 48 hours
    - Including Subcommittee Meetings
  - Emergency Meeting: Immediately after notice is given to **ALL** board members

\* Board Meeting Minutes approved monthly and kept in a location available to public



# By Laws / Policies

- } Beware of boilerplate language or simply copying the information from an approved application submitted in the past.
- } Ensure all aspects of the application align.

# EMO/CMO

- } The EMO/CMO cannot legally take place of the board.
- } The board, not the EMO or State: Employees the staff of the school
- } The board, not the EMO/CMO, is ultimately responsible for the operations and fiscal responsibility of the public charter school. Their error is your error because you contracted with them.

# Governance Web Based Resources

- } Reach the High Bar: Governance support organization  
} <http://www.reachthehighbar.com/>
- } Board Effectiveness articles, member descriptions, and Quiz  
} <http://www.reachthehighbar.com/free-resources.html#articles>
- } North Carolina Office of Charter Schools Governance Resource Page:  
} <http://charterschoolgovernance.wikispaces.com>
- } NC Office of Charter Schools Best Practices Articles (Governance):  
} <http://www.ncpublicschools.org/charterschools/best/>
- } NC Public School Laws and Policies:  
} <http://www.ncpublicschools.org/parents/laws/>
- } NC Open Meetings Laws (Article 33C):  
} [http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_143/Article\\_33C.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_143/Article_33C.html)
- } Dr. David Carpenter: [www.brianlcarpenter.com](http://www.brianlcarpenter.com)
- } Marci Cornell-Feist: Charter Schools Trustees Guide

# Section IV: Governance Application Requirements

- } Organization chart
- } Draft of by laws (including conflict of interest policy)
- } Evidence of State approved Non-Profit
- } One page resume AND responses from each initial board member
- } Size, terms, duties, procedures, policies, meeting schedule, and relationships with any third parties.

# Operations & Capacity: Projected Staff

- } *\*Application Note: Be mindful that your projected staff, especially administration and office staff, aligns with the:*
- *Projected student enrollment (to staff ratio)*
  - *Proposed school mission*
  - *Proposed education plan and programming*
  - *Proposed budget*
  - *Teachers credentials that meet federal and state laws*

# Operations & Capacity: Enrollment and Marketing

## Marketing plans should be:

- **Clear** - They should be an unambiguous statement of 'exactly' what is to be done.
- **Quantified** - The predicted outcome of each activity should be, as far as possible, quantified, so that its performance can be monitored.
- **Focused** - The temptation to proliferate activities beyond the numbers which can be realistically controlled should be avoided.
- **Realistic** - They should be achievable.
- **Agreed** - Those who are to implement them should be committed to them, and agree that they are achievable. The resulting plans should become a working document which will guide the campaigns taking place throughout the organization over the period of the plan.

*\* The final stage of any marketing planning process is to establish targets (or standards) so that progress can be monitored.*

# Marketing Stages (example)

1. Initial application process (November 2012 – February 2013)
2. Selection Process (March 2013 – June 2013)
3. Preliminary Planning Period (July 2013 – March 2014)
4. Final Approval, Student Enrollment, and Planning Period (March 2013 – July 2014)
5. First 20 Days of School (approximately August 2014)
6. First Semester of School (August 2014 – January 2015)
7. Open Enrollment/ Enrollment Period for 2015 – 2016 year (January 2015 – July 2015)
8. Finalizing Plans and Expansion for Year Two. (May 2015 – August 2015)

# Operations & Capacity: Admissions

- } Charter schools are public schools and any student who qualifies under the admission to a public school is qualified for admission to a charter school.
- } A public charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability.
- } Read through § 115C-238.29F (g) of the North Carolina charter school law.

***\*Transparency is the key – be clear about preferences and procedures.***

***(i.e.) Initial Board member = Board members listed in the SBE approved application.***



# Operations & Capacity: Transportation Plan

- } **Transportation Plan:** All charter schools are required to have a transportation plan.
  - how the governing board will ensure no child is denied access to school due to lack of transportation.
  - may provide transportation by bus for students enrolled at the school.

## NC Public School Bus Safety Web Based Resources

School Bus safety <http://www.ncbussafety.org/safety.html>

Laws and Policies

<http://www.ncbussafety.org/NCLaws.html>

Operational Requirements

<http://www.ncbussafety.org/library.html>

# Operations & Capacity: Facility

In identifying or planning facilities for a charter school, the following suggested considerations should provide a useful starting point:

- } **Existing Public School Facility**

- Obtain verification from the local building inspector that there are no outstanding building code violations for educational occupancy.

- } **Existing Non-Public School Facility**

- Obtain verification from the local building inspector that there are no outstanding building code violations for educational occupancy.

- } **Existing Non-School Facility**

- Obtain a certificate of occupancy for educational occupancy from the local building inspector. The local building inspector should determine if modifications must be approved by the North Carolina Department of Insurance for building code compliance.

- } **New Public Charter School Facility**

- Consult with the School Planning Section (not required) to review plans. However, plans for facilities of 10,000 square feet or for assembly spaces for 300 or more occupants must be approved by the North Carolina Department of Insurance for state building code compliance. Obtain a certificate of occupancy from the local building inspector.

\*No funding will be allocated without Educational Certificate of Occupancy  
(Local Inspections)

# Reflection and Questions

- } Alignment with mission
- } Clarity
- } Fidelity and Viability
- } Evidences to support target student population

# Section V: Finance Plan

- } The sections developed by the initial board should **align with all other sections** of this application.
- } **Be clear and concise** with all sections of the application, mind the page limits and...edit, edit, edit.
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- } Be sure to **include detailed specifications** when it comes to the overall plan.

# Section V: Financial Plan

(Three Total Narrative Pages)

## } Revenue projections (note amended November 2012)

- The 2012-2013 ADM data is posted at <http://dpi.state.nc.us/fbs/allotments/support/>

## } Total Budget Revenue

## } Personnel Budget: Expenditures

## } Operations Budget: Expenditures

## } Overall Budget –

- Most charter schools develop their budget for 5%-10% less than projected ADM

## } *There are no “state funded” start-up fees for North Carolina charter schools.*

## } *NC public charter schools are funded three times a year. The approximate allotment schedule is August (34% of projected ADM), November (32%), and February (32%).*

## } *The final two allotments are calculated by the remaining balance of the actual ADM.*

# Revenue Resources:

- } **NC Finance and Business services:**  
<http://www.ncpublicschools.org/fbs/>
- } **Charter Schools Financial Operations:**  
<http://www.ncpublicschools.org/fbs/charterschools/>
- } **NCDPI Finance & Business Charter School Resource Guide:**  
<http://www.dpi.state.nc.us/docs/fbs/finance/reporting/gudes/charterschoolfinance.pdf>
- } **2012-2013 State Allotments:**  
<http://www.ncpublicschools.org/fbs/allotments/state/>

# Financial Audits

- } General statute 115C-238.29B (b) (6) ensures that all public charter schools develop procedures regarding financial audits.
- } Procedures and methods for conducting an independent financial audit along with identifying a firm\* (or multiple firms), approved by the NC Local Government Commission, they will contract with to conduct the annual audit.

***\*Application Note: Failure to identify a firm could deem the application incomplete.***

# Reflection and Questions

- } Alignment with mission
- } Clarity
- } Fidelity and Viability
- } Evidences to support target student population



# VI: Agreement Page

## } LEA Impact Statement:

- The only responsibility of the applicant is to deliver a copy of the completed application to the Local Education Agency in which the charter school is proposed to reside.
- The applicant should develop a letter to be signed by an authorized member of the LEA. A copy of this evidence must be delivered to the Office of Charter Schools otherwise the application will be deemed incomplete.

## } Applicant Signature:

- Should be signed by Board chair or board member
- An unsigned application is an incomplete application and will NOT be moved forward to the PCSAC.

# Required Appendices

(No Total Page Limits)

- } Appendix A: Evidence of educational Need (5 max.)**
- } Appendix B: Curriculum Scope (If K-12 need three)**
- } Appendix C: Draft Student handbook**
- } Appendix E: Initial Board Member Response & Resume**
- } Appendix F: Proposed by laws**
- } Appendix J: (If contracting with an EMO/CMO)**
- } Appendix K: Projected Staff List**
- } Appendix L: Draft employment policies**
- } Appendix M: Insurance Quotes**
- } Appendix P (If identifying working capital/revenue**

# Most Important

- } Recruit a diverse and dedicated board to carry you through the first three to five years
- } SBE approved application – NO amendments during the process (except legal compliance)
- } Alignment throughout the application

# Don't Forget

## } Letter of Intent

- 12:00 Noon January 4, 2013

## } Complete Application

- 12:00 Noon March 1, 2013

# Today's Objectives

- } Receive multiple support resources.
- } Master the application specifications.
- } Discuss the requirements for each section of the application.
- } Answer all participant questions regarding the application requirements.
- } Review the evaluation tools
- } Build a network of future charter school leaders.

# Office of Charter Schools

} Tom Miller

} [Thomas.miller@dpi.nc.gov](mailto:Thomas.miller@dpi.nc.gov)

} 919-807-3492

} Governance Wiki:

◦ <http://charterschoolgovernance.wikispaces.com/>

} Planning Year Wiki:

◦ <http://nccharterschoolplanning.wikispaces.com/>