



Public Schools of North Carolina

2019 Charter Applicant Training

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Agenda

- Overview/Context
- Application Process
- Application Expectations
- Completing the Application
- Application Resources
- Training Wrap-Up/Questions & Answers



OVERVIEW



Charter Oversight in NC

State Board

- Goal – Every student has a personalized education
 - Increase the number of charter schools meeting academic, operational, and financial goals

CSAB

- Mission
 - To ensure the existence of high quality charter schools

OCS

- Mission
 - In conjunction with the SBE and CSAB, the Office of Charter Schools works to ensure the existence of high quality public charter schools by providing guidance and monitoring oversight to charter school non-profit board of directors and charter schools through a rigorous approval process, effective oversight, and meaningful collaboration



Promoting High-Quality Charters Through Rigorous Authorizing Processes

- Application
- Planning Year/Ready to Open (RTO)
- Annual Performance Framework
- Risk Assessment
- Renewal



APPLICATION PROCESS



Application Process

- 7 Step Process and Approval
 - 1) Applicant submits written application and fee
 - 2) Evaluators review and provide feedback
 - 3) Applicant groups provided an opportunity to clarify/submit missing information
 - 4) CSAB Committee Review of Applications/Applicant has opportunity to respond/CSAB vote on full interview invitation
 - 5) Full CSAB deliberates and interviews applicant groups
 - 6) CSAB makes recommendations to SBE
 - 7) SBE makes final decision



Application Process

- Per CHTR-012, the SBE approves the charter application timeline and process
- 2019 Approved Timeline and Process

APPLICATION AND APPLICATION FEE DUE DATE/TIME	
Fast-Track and Acceleration Applicants (2020 Opening)	5:00pm EST on July 29, 2019
Traditional Timeline Applicants (2021 Opening)	5:00pm EST on August 26, 2019



APPLICATION EXPECTATIONS



Application Expectations

- **Due Date and Requirements:**
 - Fast-Track/Acceleration Application and Fee due on or before **5 pm on July 29, 2019**
 - Fast-Track SBE Policy [CHTR-016](#)
 - Acceleration SBE Policy [CHTR-013](#)
 - Fast-Track/Acceleration applicants must request access to the application submission portal (Epicenter) by **July 22, 2019**
 - Traditional Timeline Application and Fee due on or before **5 pm on August 26, 2019**
 - Traditional applicants must request access to the application submission portal (Epicenter) by **August 19, 2019**



Application Expectations

- Be prepared to submit the *non-refundable* \$1000 application fee when submitting the application
 - Application fee must be mailed to OCS using the [Application Fee Payment Form](#)
 - Applications lacking the application fee will be deemed incomplete
 - Payment in the form of a check or certified funds



Application Expectations

- Late submissions **will not** be accepted. **No exceptions.**
- Applications must be submitted using the online portal using the specifications outlined on page 8 of the application
 - If a particular question does not apply to your team or proposal, respond “Not Applicable” *AND* state the reason this question is not applicable to your team or proposal
 - No plagiarism – give attribution where due
 - Certify statement



Application Expectations

- **Application Submission**

- Must take place in Epicenter
- Any application submitted outside of this format will not be accepted/considered
- Applicants may make changes/un-submit an application – but must resubmit by the stated deadline.

- **Official Communication**

- Applicants will receive official communication from OCS/CSAB/SBE through the online application system
- Applicants will submit official communication to OCS/CSAB/SBE through the online application system



Application Expectations

- **Establishing Articles of Incorporation**
 - G.S. 115C-218.1 outlines
 - Any **nonprofit corporation or municipality** seeking to establish a charter school may apply for a public charter school to one chartering entity - SBE
 - Before applying for a charter, applicant groups* must establish Articles of Incorporation for a nonprofit corporation through the NC Secretary of State
 - <http://www.secretary.state.nc.us/corporations/>
 - *Excludes applicant groups applying for municipal charter schools



COMPLETING THE CHARTER APPLICATION



Completing the Charter Application

- **Step 1: Planning**

- Visit the OCS Applications [website](#)
- Download and review all application and guidance materials
 - 2019 Charter Application
 - Budget Template
 - Resource Manual
- Attend charter applicant training or review training materials online (both voluntary)



Completing the Charter Application

- **Step 2: Complete the Application**
 - Submit your application as one full PDF document
 - Combine all completed application pages; all typed narratives; and all appendices (including a PDF version of the completed budget)
 - In addition, submit one electronic version of your completed excel budget template
 - Budgets are often more readable and clear in excel
 - Heed all page limits and formatting requirements (e.g., font size, margins, spacing, page numbering, etc.)



Completing the Application (cont'd)

– Tips for completing each section

- Make sure each section of the application aligns with every other section, and that the application is a cohesive plan.
- Be clear and concise. Edit, edit, edit.
- Don't assume the reviewer has knowledge about your particular student population, mission, education plan, etc.
- Provide clear evidences to support the viability of your plan.
- Demonstrate that your board has the capacity to implement the application plan.
- Include detailed specifications regarding each aspect of the plan and where it is reflected in the budget.



Completing the Application

- **Application Contact Information**
 - Lead Applicant/Contact
 - Should be signed by the lead contact or board chair
 - Will receive all official notification from OCS
 - Update OCS with any changes to the Lead Contact information after application submission
 - 501(c)(3) Status
 - Due 24 months after final approval
 - Does not apply to municipal charters



Completing the Application

- **Application Contact Information**
 - Third Party Assistance
 - Special Requests
 - Private/Public Conversion ([115C-218.1\(a\)](#))
 - Replication
 - Fast Track ([CHTR-016](#))
 - Acceleration ([CHTR-013](#))
 - Alternative ([CHTR-020](#))
 - Grade Levels Served and Total Student Enrollment
 - Enrollment Summary
 - Projected Enrollment of Special Demographic Groups



Completing the Application

- Grade Levels Served and Projected Student Enrollment, cont'd
 - Projections should be tactical and realistic
 - Ensure the enrollment table aligns with all other portions of the application and budget
- **Charter Application Special Requests**
 - Acceleration
 - Conversion
 - Replication
 - Fast Track
 - Alternative
 - Proposed Management Organization (EMO/CMO)



Completing the Application

- **Mission, Purposes, and Goals**

- Mission and Vision

- Mission should be 35 words or less
 - Guiding light for entire application
 - Easily communicated

- Educational Need/Targeted Student Population

- **Purposes of Proposed School**

- Six Legislative Purposes

- SBE may grant approval if application would achieve one or more of the purposes in statute
 - Clear description of how purpose will be achieved is critical
 - Must be meaningful, manageable, and aligned with school mission



Completing the Application

- **Mission, Purposes, Goals**
 - Goals must be S.M.A.R.T. goals
 - Specific: A specific goal has a much greater chance of being accomplished than a general one.
 - Measurable: A clear criteria for measuring progress towards attainment of each goal set should be established. Don't forget the baseline!
 - Achievable: Given the baseline, ensure that the goal is one that the school can feasibly reach within the time period set forth.
 - Realistic: Ensure the goals represent objectives towards which the organization is both willing and able to work.
 - Time-Bound: EVERY goal should have a period of time attached to it.



Completing the Application

- **Education Plan**

- Instructional Plan
 - Basis learning environment, sample scope and sequence, curriculum alignment, academic calendar
- Instructional Methods
- Assessment Strategies
- High School Graduation/Postsecondary Readiness
- Alignment with Targeted Student Population
- Special Populations and “At Risk” Students
- Exceptional Children
- School Culture and Discipline



Completing the Application

- **Student Performance Standards**
 - Expound on academic goals created in Mission, Purposes and Goals section by grade level
 - Do not cut/paste original goals
 - Outline how each grade level goal accomplishes the previously written organizational goals
 - Detail clear policies/requirements for promotion and graduation for all students



Completing the Application

- **Governance and Capacity**
 - Private Non-Profit Corporation
 - Must be approved by the Secretary of State's Office **before** applying
 - May take 7-10 days to complete
 - Federal Tax ID (not required to submit application)
 - Detail the following
 - Members of the Nonprofit
 - Projected Staff
 - Staffing Plans (Recruitment, Hiring, Etc.)
 - Staff Evaluations/Professional Development
 - Marketing, Recruiting, and Enrollment**



Complete the Application

- **Governance and Capacity**
 - Detail the following
 - Parent and Community Involvement
 - Admissions Policies
 - Weighted Lottery, if applicable
 - All members of the Board of Directors must be familiar with
 - NC Open Meetings Laws
 - NC Charter Schools Laws
 - State Board of Education Policies (CHTR Series)



Completing the Application

- **Operations**

- Transportation, Lunch, and Facility Plans
- Civil Liability and Insurance
- Health and Safety Requirements
- Start-Up Plan



Completing the Application

- **Financial Plan**

- Budget (Located as separate document)
 - Revenue Projections
 - Personnel Budget
 - Operations Budget
 - Overall Budget Summary
- Budget Narrative
 - Breakeven Point of Student Enrollment
- Financial Compliance



Completing the Application

- **Application Fee**

- Must be submitted by deadline
- Mailed to DPI, checks made payable to NC Department of Public Instruction
- \$1000, non-refundable

- **Signature Page**

- Application should be signed by Lead Applicant, electronic signature is fine
- Hard copy, signed and notarized is due after approval



Completing the Application

- **Appendices**

- All appendices must include the title page template (provided in application)
 - A1 – Acceleration Evidences
 - A2.1 – Public Conversion Evidences
 - A2.2 – Private Conversion Evidences
 - A3.1 – Replication Educational Outcomes
 - A3.2 – Replication Financial Records (IRS 990)
 - A4.1 – Executed CMO/EMO Contract (if contracting with an EMO/CMO)
 - A4.2 – EMO/CMO Facility Buyout Agreement
 - A4.3 – EMO/CMO Financial History (Bank Statements)
 - A4.4 – IRS Form 990



Completing the Application

- **Appendices, cont'd**

- A – Evidence of Parent/Community Support*
- B – Curriculum Outline for Each Grade Band the School Will Ultimately Serve*
- C – 9-12 Core Content Electives
- D – Yearly Academic Calendar*
- E – Daily and Weekly Schedule for Each Grade Band the School Will Ultimately Serve*
- F – Federal Documentation of Tax-Exempt Status
- G – Organizational Chart*
- H – Charter School Board Member Response and Resume*
- I – Board Member Background Certification Statement and Completed Background Check*



Completing the Application

- **Appendices, cont'd**

- J - Proposed By-Laws of the School's Board of Directors*
- K – Articles of Incorporation or Municipal Charter*
- L – Insurance Quotes*
- M – Revenue Assurances and/or Working Capital Report**
- N – Proposed School Budget for Year 1 through Year 5
- O – Additional Appendices Provided by Applicant (10 page limit)
- P – Required Signed and Notarized Documents*



Application Resources



Application Resources

- **General Information**
 - [Resource Manual](#) (OCS Website)
 - [Charter School Finance Guide](#) (Financial Business Services)
 - [Application Rubric](#) (OCS Website)
 - [Previously Submitted Applications](#) (OCS Website)
 - [Current NC Public Charter Schools](#) (OCS Website)



Application Resources

- **Transportation and Lunch**

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>

Child & Nutrition Resource

<http://childnutrition.ncpublicschools.gov/>



Application Resources

- **Accountability**
- [Accountability Web Site](#)
- [State Board of Education Policy CHTR-001](#)
- [GS 115C-218.30](#)



Application Resources

- **Federal Programs**
- Title I, Title III, etc.
- Exceptional Children Policies
- GS 115C-107.7
- School Nutrition Services



Application Resources

Financial

- Revenue projections -
<http://www.ncpublicschools.org/fbs/allotments/support/>
- [N.C. Capital Facilities Finance Agency](#)
- Office of Charter Schools -
<http://ncpublicschools.org/charterschools/>



Application Resources

- NC Secretary of State's Office - <http://www.secretary.state.nc.us/corporations/>
- North Carolina General Statute - <http://www.ncleg.net/>
- State Board of Education Policy Manual - <https://stateboard.ncpublicschools.gov/policy-manual>
- NCDPI Website - <http://www.ncpublicschools.org/>



Questions/Contact Information



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