



NORTH CAROLINA CHARTER SCHOOL APPLICATION

Sample Application - Schools 2016

Public charter schools opening the fall of 2016

Due by 5:00 pm EST, September 26, 2014

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

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

CHARTER SCHOOL
2015 Application Process
To open a charter school in the 2016-2017 school year

APPLICATION DUE DATE/TIME

September 26, 2014 A complete **online** application package, in the Office of Charter Schools **by 5:00 pm EST.**

Non-Refundable \$1000 Application fee due to the Office of Charter Schools

Application Fee Payment Details can be found on the Office of Charter Schools Website

APPLICATION SPECIFICATIONS

Applicants can submit applications prior to the deadline September 26, 2014 at 5:00 pm EST. **All applications must be submitted using the online portal** and applicants are to use the following specifications:

1. All required Appendices should be clearly titled, include page numbers (i.e. Appendix A and page numbers as- A1, A2, B1...), and submitted in the appropriate places within the application.
2. **Any** answer given within the application which is not original to the applicant, the applicant must provide a citation to the source of the answer.
3. Review all elements of your application for completeness before submitting. **An incomplete application will result in the elimination of the application.**
4. **Any** document attached to the application or within the online system **must be** in PDF format.
5. Late submissions **will not** be accepted. No exceptions.

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I. APPLICATION CONTACT INFORMATION

Name of proposed charter school: *Sample Application - Schools 2016*

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

Name of non-profit organization under which charter will be organized or operated: *Sample Application - Schools 2016*

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

Name of contact person: *Sample Application - Schools 2016*

Title/Relationship to nonprofit: *Sample Application - Schools 2016*

Mailing address: *Sample Application - Schools 2016*
Raleigh NC 27516

Primary telephone: *919-807-3263* Alternative telephone: *919-807-3263*

E-Mail address: *Sample Application - Schools 2016@email.com*

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

County: *CALDWELL*

LEA: *140-Caldwell County Schools*

Was this application prepared with the assistance of a third party person or group?

No:

Yes: *X*

If so, provide the name of the third party person or group.

List the fee provided to the third party person or group.

Provide a **full** detailed response of the assistance provided by the third party person or group while preparing this application and when the assistance will end.

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

No :

Yes : *X*

If so, Public *X* or Private:

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

Submit the following evidences to support the conversion of the traditional public to a charter school:

- *Statement of Support signed by the majority of the teachers and instructional support personnel currently employed at the school*
- *Last payroll outlining current staff receiving compensation from the traditional public school*
- *Current school enrollment*
- *Parent support of the conversion*

Outline the 3 year financial history of the proposed converted charter school in the chart below and attach the past 3 year tax returns.

Financial History YR2011	Financial History YR2012	Financial History YR2013

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

No: ☒

Yes:

What is the name of the nonprofit organization that governs this charter school? Sample Application - Schools 2016

Is this application for Virtual charter school: Yes: ☐ No: ☒

Grade Levels Served and Total Student Enrollment:

Projected School Opening: Year Month

Will this school operate on a year round schedule?

No: ☒

Yes:

Proposed Grade Levels Served and Total Student Enrollment (3 Years)

Academic School Year	Grade Levels	Total Projected Student Enrollment
First Year		
Second Year		
Third Year		

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

I certify that I have the authority to submit this application, that the initial board members and I were regularly involved in the development of this application, and that no part of this application is plagiarized. All information contained herein is complete and accurate. I realize that any misrepresentation will result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the non-profit organization.

Signature

Title

Printed Name

Date

II. MISSION and PURPOSES

(No more than three total pages in this section)

Mission:

*State the Mission of the proposed charter school in **thirty-five words or less**. The mission statement defines the organization's purpose and primary objectives, describing why it exists. The mission statement provides the foundation for the entire proposal.*

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

Clearly describe the mission of the proposed charter school:

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

- 1. Provide a description of Targeted Population in terms of demographics. In your description, include how this population will reflect the racial and ethnic composition of the school system in which it is located. Describe the rationale for selecting the location and student body.*
- 2. What will be the total projected enrollment at the charter school and what percentage of the Average Daily Membership (ADM) does that reflect when compared to the Local Education Agency (LEA) of the same offered grade levels? (i.e. If the proposed school will be grades 9-12, only compare the total enrollment to the total enrollment of the LEA is grades 9-12).*
- 3. Explain how the charter school's education plan will compare to or differ from that of the local LEA(s).*
- 4. In the appendices (Appendix A1), you must provide evidence through a narrative or visual of this educational need through survey data, or times and locations of public meetings discussing this proposed charter school. (Please do not provide more than one sample survey form).*
- 5. Designate how this proposed virtual school model is a fit for North Carolina which has a strong NC Virtual Public School program already in existence. Specifically identify and describe the un-served or under-served needs that are currently missed by NCVPS.*

Purposes of the Proposed Charter School: *In one page or less, describe how the proposed charter school will achieve one or more of the six legislated purposes, as specifically addressed in the NC charter school statute GS 115C-238.29A, and the proposed school's operations.*

The Six Legislative Purposes of a Charter School are:

- 1. Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site.*
- 2. Hold schools accountable for meeting measurable student achievement results.*

3. *Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system.*
4. *Improving student learning.*
5. *Increasing learning opportunities for all students, with a special emphasis on at-risk or gifted students.*
6. *Encourage the use of different and innovative teaching methods.*

Goals for the Proposed Charter School:

1. *Provide specific and measurable goals for the proposed school for the first 5 years of operation outlining expectations for the proposed school's operations, academics, finance, and governance. Address how often, who, and when the information will be communicated to the governing board and other stakeholders.*
2. *How will the governing board know that the proposed public charter school is working toward attaining their mission statement?*

III. EDUCATION PLAN

(No more than ten total pages in this section)

NOTE: *All sections of the Education Plan should align with all other sections of this application. The State Board of Education shall give priority consideration to the applicants who demonstrate potential for significant, meaningful innovation in education. Provide precise and clear explanations. Lack of response to any question or proper documentation will deem the application incomplete.*

Instructional Program:

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

Virtual Platform Delivery:

1. *Describe the portal or learning management system and how it works. Include information on how much synchronous teacher interaction students will receive for instruction. What other types of direct, real time contact will students receive from instructional and/or administrative staff of the virtual charter school?*
2. *Explain how the virtual charter school will ensure hands-on laboratory and physical/kinesthetic experiences as part of the students' education.*
3. *Enrollment:*
 - a. *Define attendance at the virtual charter school. Describe how this will be regularly collected and examined by administrative staff to track student progress.*
 - b. *Portray the proposed student enrollment over the first three years of operation. Explain how those figures were collected and from where the applicant believes they will draw the largest number of students.*
 - c. *Discuss the problem of student turnover in virtual charter schools. What strategies will be utilized to ensure this acceptable rate will not be surpassed? Provide information on how these procedures will be clearly implemented before and during operation of the virtual charter school.*
 - d. *Offer assurances that the proposed virtual school will identify, address, and resolve attendance issues so that this school will not be overfunded. Include descriptions of the proposed virtual school's absentee or truancy policy as well as policies for withdrawing students.*
4. *Education:*
 - a. *Describe how the school will ensure that teachers are planning instruction, assessing learning, and reporting outcomes to parents and administrators.*
 - b. *Define the administrative evaluation protocol for each staff member. Include information about when the staff will be informed of the evaluation instrument to be used and how the administration will utilize this tool to supervise staff.*

- c. *Share the process for providing frequent, ongoing monitoring of an individual student's program that will be used to verify each student is participating in the virtual system.*
 - d. *Provide the intervention procedures utilized when students begin to struggle on assessments or fail to provide relevant work production.*
 - e. *Discuss how the proposed school plans to implement the statewide testing requirements that include online as well as paper and pencil tests. Particularly, assurances must be provided that the school will comply with the 95% rule.*
 - f. *Explain the processes used by the school to regularly update its content offerings.*
 - g. *List all equipment, services, training, or software that will be provided to all students (i.e. textbooks, internet connectivity, hardware/software, or storage devices). Also, specify what equipment each student or family is responsible to provide, and how the proposed school will assist those who cannot meet these access components.*
 - h. *Share the availability of hardware or application support that will be made available to every student within the virtual charter school*
 - i. *Describe the proposed virtual charter school's procedures to deliver instruction in the event of impaired equipment or loss of connectivity due to inclement weather conditions (i.e. hurricanes, ice storms).*
 - j. *Share the plans for shipping and handling of textbooks, supplies, and other educational tools to the enrolled students (as well as back to the vendor upon conclusion of the year or withdrawal by the parents).*
5. *With virtual charter schools being new to North Carolina, describe the typical day for a charter school student and charter school teacher.*

Curriculum and Instructional Design:

Describe the basic learning environment (e.g., classroom-based, independent study), including class size and structure for each grade span (i.e. elementary, middle, high) the school would ultimately serve.

Provide a synopsis of the planned curriculum, including:

1. *One sample curriculum outline (in graph form) in the Appendices (Appendix B) for one core subject (specific to the school's purpose) for each grade span (i.e. elementary, middle, high) the school would ultimately serve.*
2. *If you are proposing a high school, as Appendix B2, provide a visual disseminating what courses (core content and electives) will be offered at the charter high school to ensure students meet the proposed charter school's graduation requirements. Please ensure the projected staff and budget aligns with the course offerings.*
3. *Identify how this curriculum aligns with the proposed charter school's mission, targeted student population, and North Carolina Accountability Model.*

4. *Describe the primary instructional strategies that the school will expect teachers to master and explain why these strategies will result in increased academic achievement for the targeted student population for each grade span (i.e. elementary, middle, high) the school would ultimately serve.*
5. *Explain how the proposed instructional plan and graduation requirements will ensure student readiness to transition from grade to grade and to the next grade span upon program completion.*
6. *If you are proposing a high school, describe how the proposed charter school will meet the Future-Ready Core requirements. Provide details on how the students will earn credit hours and how grade-point averages will be calculated?*
7. *Provide a school academic calendar in Appendix C (minimum of 185 instructional days or 1,025 hours).*
8. *Describe in a brief narrative below on how the calendar coincides with the tenets of the proposed mission and education plan.*

Whole Child Development

1. *Discuss all extra-curricular programs that will be offered to students that may attend the proposed virtual charter school.*
2. *Describe when and how the virtual school will bring students together for social functions thereby creating and promoting the school's culture.*
3. *Explain the process utilized to attend to student health through physical education class, healthful living instruction, and other activities.*
4. *Provide an overview of the virtual charter school's counseling services to address development of the whole child. Be sure to include specifics related to future academic decisions, student disengagement, and emotional growth.*
5. *List strategies teachers will use to build positive, nurturing relationships for instruction through the proposed portal.*

Special Programs and "At-Risk" Students

1. *Describe the methods and clear systems of prevention and intervention teachers will utilize to provide assistance to students that are not performing at expected levels: ensuring continued progress and academic student growth.*
2. *Explain how the instructional plan and curriculum will meet the needs of English Language Learner (ELL) students, including the following:*
 - a) *Methods for identifying ELL students.*
 - b) *Specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the core academic program for ELL students.*
 - c) *Plans for monitoring and evaluating the progress and success of ELL students, including*

exiting students from ELL services.

3. *Explain how the school will identify and meet the needs of intellectually gifted students, including the following:*
 - a) *Specific instructional programs, practices, strategies, and opportunities the school will employ or provide to enhance their abilities.*
 - b) *Plans for monitoring and evaluating the progress and success of intellectually gifted students.*

Exceptional Children

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

Identification and Records

1. *Explain how you will identify students who are enrolled within the charter school that have previously been found to be eligible for special education services or are protected under Section 504 of the Rehabilitation Act.*
2. *Provide the process for identifying students who may be eligible for special education services as identified in the federal 'Child Find' mandate. Be sure to include how student evaluations and assessments will be completed.*
3. *Provide a plan detailing how the records of students with disabilities and 504 Accommodation plans will be properly managed.*
 - a) *Requesting Records from previous schools*
 - b) *Record Confidentiality (on site)*
 - c) *Record Compliance (on site)*

Exceptional Children's Education Programming

1. *Describe the educational programs, strategies, and additional supports the school will provide to ensure a full continuum of services for students with disabilities.*
2. *Describe the methods and support systems that will be in place to ensure students with disabilities receive a Free and Appropriate Public Education (FAPE).*
3. *Describe how implementation of the Individualized Education Plan (IEP) will be monitored and reported to the student, parents and relevant staff.*
4. *Describe the proposed plan for providing related services.*

Special Services

Describe how the virtual charter school will do the following:

1. *Identify students with special needs as identified by the Child Find mandate within the virtual environment.*
2. *Provide specified services to the enrolled students with special needs regardless of where the student resides within North Carolina.*

3. *Hold Individualized Education Plan (IEP) meetings and where such meetings will occur.*
4. *Implement Americans with Disabilities Act (ADA) and Rehabilitation Act standards for accessibility to web-based curricula.*
5. *Provide information about how the charter school will accommodate non-English speaking students while also addressing their needs in online and offline instruction or other educational activities.*

Student Performance Standards

1. *Describe the student performance standards for the school as a whole.*
2. *Explain the use of any evaluation tool or assessment that the proposed charter school will use in addition to any state or federally mandated tests. Describe how this data will be used to drive instruction and improve the curriculum over time for the benefit of students.*
3. *Explain the policies and standards for promoting students, including students with special needs, from one grade level to the next. Discuss how and when promotion criteria will be communicated to parents and students.*
4. *Provide the public charter school's exit standards for graduating **ALL** students. These standards should set forth what students in the **last grade served** will know and be able to do. Be sure to include plans for the "At-Risk" population.*

Student Conduct:

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

Provide a draft copy of the student handbook specific to the proposed charter school within the appendices (Appendix D).

Be sure to include:

1. *Practices the school will use to promote effective discipline.*
2. *A preliminary list and definitions of the offenses which may result in suspension or expulsion of students.*
3. *An explanation of how the school will take into account the rights of students with disabilities in regards to these actions that may or must lead to suspension and expulsion.*
4. *Policies and procedures disseminating due process rights, including grievance procedures, for when a student is suspended or expelled.*

IV. GOVERNANCE and CAPACITY

(No more than ten total pages in this section)

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

Governance:

Private Nonprofit Corporation:

*The nonprofit corporation must be officially authorized by the NC Secretary of State upon application submission.

Name of Private Nonprofit: Sample Application - Schools 2016

Mailing Address:

City/State/Zip:

Street Address:

Phone:

Fax:

Name of registered agent and address:

FEDERAL TAX ID:

Tax-Exempt Status 501 (c)(3)

The private nonprofit listed as the responsible organization for the proposed charter school has received 501 (c)(3) status:

Yes (copy of letter from federal government attached: Appendix E)
X No

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

Governance and Organizational Structure of Private Non-Profit Organization:

The private nonprofit corporation is the legal entity that has responsibility for all aspects of the proposed charter school. Its members should reflect the ability to operate a charter school from both business and education perspectives.

Operational Components

1. *Explain where the administrative office(s) of the proposed charter school will be located in*

North Carolina. Please provide assurances that this office will not be located within a private residence or sectarian institution.

2. *Describe in what format will the non-profit governing board meet. If these meetings occur "virtually", how will the school ensure meaningful public access to comply with North Carolina Open Meetings Law.*
3. *Explain when the governing board members of the proposed virtual charter school first came together to write the actual application. Include information about the selection process for these individuals and who led the selection process.*
4. *Provide assurances that these board members have the qualifications, skills and/or experiences to "decide matters related to the operation of the school, including budgeting, curriculum, and operating procedures".*
5. *Describe when and how this governing board will evaluate the virtual charter school vendor to gauge progress with meeting the terms of the charter. Specifically address the protocol for the governing board decision to change vendors without significant disruption to the charter school's operations.*
6. *Share the level of involvement by the governing board in drafting the management agreement with the proposed vendor. Did the board have the authority to add or change the documents (i.e. specifically setting the goals by which the vendor would be held accountable)? Were there any changes based on the board negotiations? If so, please explain.*

Please complete the table provided depicting the initial members of the nonprofit organization.

Board Member Name	Board Title	County/State of Residence	Current Occupation	Past or Present Professional Licenses(s) Held	Has any disciplinary action been taken against any of these professional licenses?

Please provide the following in this location of the APPLICATION:

1. *A description of the governance structure of the proposed charter school, including the governing board's functions, primary duties, roles and responsibilities as it relates to overseeing the charter school. Include how the board will recruit, hire, and supervise the lead administrator.*
2. *Describe the size, current and desired composition, powers, and duties of the governing board. Identify key skills, areas of expertise, and constituencies that will be represented on the governing board. Explain how this governance structure and composition will help ensure that a) the school will be an educational and operational success; b) the board will evaluate the success of the school and school leader; and c) there will be active and effective representation of key stakeholders, including parents.*
3. *Explain the procedure by which the founding board members have been recruited and selected.*

If a position is vacant, how and on what timeline will new members be recruited and added to the board?

4. *Outline below the strategic board calendar detailing how often the board will meet according to the bylaws established.*
5. *What kinds of orientation or training will new board members receive, and what kinds of ongoing professional development will existing board members receive? The plan for training and development should include a timetable, specific topics to be addressed, and requirements for participation (Board Policies Draft: Appendix J).*
6. *Describe the board's ethical standards and procedures for identifying and addressing conflicts of interest. Identify any existing relationships that could pose actual or perceived conflicts if the application is approved; discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts.*
7. *Explain the decision-making processes the board will use to develop school policies.*
8. *Describe any advisory bodies, councils, or associations listed in the organization chart or to be formed, including the roles and duties of that body, and the reporting structure as it relates to the school's governing body and leadership.*
9. *Discuss the school's grievance process for parents and staff members.*

Governance and Organizational Structure of Private Non-Profit Organization (continued)

Include in the Appendices:

1. *A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school. This chart should also include lines of authority to and from any outside entity that will play a role in managing or supporting the charter school (such as educational service providers, advisory bodies or parent/teacher councils). (Appendix F)*
2. *A one-page resume from each founding board member and responses to the questions found on the Charter School Board Member Form (Appendix G).*
3. *The proposed by-laws, which must include a Conflict of Interest Policy for board members and a stated commitment to the NC Open Meetings Law (Appendix H).*
4. *A copy of the articles of incorporation from the NC Department of the Secretary of State. (Appendix I)*
5. *Copy of any board policies if adopted already (Appendix J).*
6. *Copies of meeting minutes (if available), relevant to the development of the charter school plan, during the application process (Appendix K).*

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

If the proposed school does not intend to contract with an education service provider, mark "Not Applicable" and follow the direction #3 in the Application Specifications.

X Not Applicable

Private School Conversions: complete ONLY if the proposed charter is a private school conversion. Otherwise, mark "Not Applicable" and follow the direction #3 in the Application Specifications.

X Not Applicable

Charter School Replication: complete ONLY if the proposed charter is a replication of an existing charter

school. Otherwise, mark "Not Applicable" and follow the direction #3 in the Application Specifications. Understand that the replication means that a new charter school will be governed separately from the charter school the application is modeled after.

X Not Applicable

Virtual Historical Context

- 1. The virtual school vendor must discuss its academic and financial track record exclusively within the charter school sector. Supplemental services and partnerships with district schools should not be a part of this consideration.*
- 2. Offer an explanation as to whether the virtual charter school vendor is a for-profit or non-profit entity. A financial history of the vendor should be included in this section. The management agreement with all fees clearly provided should be attached as Appendix L.*
- 3. Discuss the academic and financial performance data of two virtual charter schools (from two different states) that are run by this particular vendor. This review must include a comparison of these virtual schools against district and charter schools performance on their state's chosen assessments. Further, a comparison of student demographics, teacher to student ratios, and staff/student turnover rates must also be incorporated into this analysis.*
- 4. Name the highest and lowest performing virtual charter schools in this vendor's total portfolio. Analyze why those schools are performing at their specified levels on the state assessments. Include strategies or steps taken to either improve or sustain academic levels.*
- 5. The applicant must discuss, in depth, why this particular vendor was selected. Include a list of what other vendors were considered, the academic data examined by the applicant, sample management fees from other potential vendors, summaries of the governing board discussions.*

Projected Staff:

Outline below, a list of positions anticipated for the charter school; (e.g., principal or director; finance officer, administrative support staff; teachers (part-time and full-time); paraprofessionals/teaching assistants, clerical, and maintenance.). Be mindful that your predicted administration and staff match the projected enrollment noted in Section I, course offerings and align with the proposed budget.

Staffing Plans, Hiring, and Management

Include the following information for the proposed charter school:

- 1. Explain the board's strategy for recruiting and retaining high-performing teachers. List the qualifications needed for the staff to deliver online instruction and how the school will ensure staff meets these requirements.*
- 2. Provide a description of the relationship that will exist between the charter school employees and the nonprofit board. Provide as Appendix O, a draft of the employment policies to be implemented by the proposed charter school.*
- 3. What is the highest teacher to student ratio that this proposed virtual charter school will accept? Why was that figure selected and how are you sure this ratio will not compromise the academic offerings of the proposed charter school?*
- 4. Outline the board's procedures for hiring and dismissing school personnel, including conducting criminal background checks.*

5. *Outline the school's proposed salary range and employment benefits for all levels of employment.*
6. *Provide the procedures for employee grievance and/or termination.*
7. *Identify any positions that will have dual responsibilities (within or without the organization) and the funding source for each position.*
8. *Describe the plans to have qualified staffing adequate for the anticipated special needs population, means for providing qualified staffing for ELL and gifted students.*
9. *Provide a narrative detailing the roles and responsibilities, qualifications and appropriate licenses that each position must have to be hired by the non-profit organization and effectively perform the job function(s).*

Staff Evaluation and Professional Development

1. *Identify the positions responsible for maintaining teacher licensure requirements and professional development.*
2. *Provide a detailed plan noting how the school will mentor, retain, and evaluate staff in a format that matches the school's mission, educational program, and meet the teacher certification and licensure requirements for teachers as prescribed by state law and No Child Left Behind. Be sure this overview matches with the projected staff and funding of the proposed budget section.*
3. *Describe the core components of professional development plan and how these components will support effective implementation of the educational program. Describe the extent to which professional development will be conducted internally or externally and will be individualized or uniform.*
4. *Provide a schedule and explanation of professional development that will take place prior to school opening. Explain what will be covered during this induction period and how teachers will be prepared to deliver any unique or particularly challenging aspects of the curriculum and instructional methods.*
5. *Describe the expected number of days/hours for professional development throughout the school year, and explain how the school's calendar, daily schedule, and staffing structure accommodate this plan.*

Enrollment and Marketing:

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

Marketing Plan

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

Parent and Community Involvement

1. *Describe how you will communicate with and engage parents and community members from the time that the school is approved through opening.*
2. *Describe how you will engage parents in the life of the public charter school. Explain the plan for building engaging partnerships between the family and school that strengthen support for student learning.*

3. *List the strategies the virtual charter school will implement to involve parents and the community regularly in their child's education. Detail any required or optional meetings that are scheduled to occur throughout the academic year (i.e. open houses or school community meetings).*
4. *Define how the virtual charter school will facilitate student attendance at any in-person school activities. If parents indicate that transportation is an issue, describe how the school will ensure that students are able to attend.*
5. *Expound upon procedures for parents to contact the virtual school faculty, administration, or governing board with concerns of any nature. Further, depict the school's process for promptly addressing the identified issues.*
6. *Describe how the virtual charter school instructional and administrative staff will communicate with non-English speaking students, parents, and guardians.*

Admissions Policy

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

1. *Tentative dates for the open enrollment application period; enrollment deadlines and procedures. *Please be advised schools cannot accept applications until after final approval from the SBE.*
2. *Clear policies and procedures detailing the open enrollment lottery plan including policies regarding statutory permitted student enrollment preferences.*
3. *Clear policies and procedures for student waiting lists, withdrawals, re-enrollment, and transfers.*
4. *Explanation of the purpose of any pre-admission activities (if any) for students or parents.*
5. *Clear policies and procedures for student withdraws and transfers.*

PROJECTED ENROLLMENT 2016-17 through 2018-2019									
IDENTIFY LEA FROM WHICH STUDENTS WILL PROBABLY COME						In the following tables, please list for each year and grade level, the numbers of students that the school reasonably expects to enroll. In addition, please indicate any plans to increase the grade levels offered by the school over time and be sure these figures match those on the initial cover page.			
LEA #1									
LEA #2									
LEA #3									

	2016-2017			2017-2018			2018-2019		
	LEA	LEA	LEA	LEA	LEA	LEA	LEA	LEA	LEA

V. OPERATIONS

Transportation Plan:

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

If field trips or regional centers are utilized for synchronous education, how will the virtual charter assist students that do not have transportation?

School Lunch Plan:

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

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

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

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

Area of proposed coverage	Proposed amount of coverage		Cost (Quote)
Comprehensive General Liability			
Officers and Directors/Errors and Omissions			
Property Insurance			
Motor Vehicle Liability			
Bonding Minimum/Maximum Amount			
Other			
Total Cost			

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

Health and Safety Requirements:

All public charter schools are required to follow the regulations regarding health and safety as stated in §

115C238.29F (a).

1. *Discuss the data retention and confidentiality procedures for the virtual school. In the event of a catastrophe, explain the data protection and data recovery systems.*
2. *Provide the virtual charter school's Acceptable Use Policy.*
3. *Describe the health and safety standards adopted by the school for both online and offline student activities.*

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

(Board Chair Signature)

(Date)

Facility:

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

What is your plan to obtain a building? Identify the steps that the board will take to acquire a facility and obtain the Educational Certificate of Occupancy. If a facility has been identified please fill out the Facility Form (Appendix Q).

Please attach copies of Facilities Inspections as Appendix R.

What is the breakdown of cost per square foot for the proposed facility? Outline how this cost is comparable to the commercial and educational spaces for the proposed school location.

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

VI. FINANCIAL PLAN

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

Budget: Revenue Projections from each LEA 2016-17

SHOW CALCULATIONS FOR FIGURING STATE AND LOCAL DOLLARS FOR THE PROPOSED CHARTER SCHOOL

*Refer to the
Resource Manual
Finance Section
for guidance on
estimated funding
amounts*

State Funds: Charter schools receive an equivalent amount per student as the local education agency (LEA) receives per student receives from the State. Funding is based on the 1st month average daily membership.

- In year 1 – Base state allotments are determined by the LEA in which the student resides
- In year 2 and beyond- Base State allotments are determined by the LEA in which the school is located.

Local Funds: Charter schools receive a per pupil share of the local current expense of the LEA in which the student resides.

Federal Funds: Charter schools must qualify and apply for the individual federal grants based on their population of students.

REFER TO RESOURCE GUIDE FOR ADDITIONAL INFORMATION AND SOURCE DOCUMENTS

LEA #1 –

Revenue	2014-2015 Per Pupil Funding	Projected LEA ADM	Approximate funding for 2016-2017
State Funds			
Local Funds			
Federal EC Funds			
Totals			

LEA #2 –

Revenue	2014-2015 Per Pupil Funding	Projected LEA ADM	Approximate funding for 2016-2017
State Funds			
Local Funds			
Federal EC Funds			
Totals			

LEA #3 –

Revenue	2014-2015 Per Pupil Funding	Projected LEA ADM	Approximate funding for 2016-2017
State Funds			
Local Funds			
Federal EC Funds			
Totals			

Total Budget: Revenue Projections 2016-17 through 2018-2019

INCOME: REVENUE PROJECTIONS	2016-2017	2017-2018	2018-2019
-State ADM Funds	\$0	\$0	\$0
-Local Per Pupil Funds	\$0	\$0	\$0
-Exceptional Children & Federal Funds	\$0	\$0	\$0
-Other Funds*	\$0	\$0	\$0
-Working Capital*	\$0	\$0	\$0
Z - TOTAL REVENUE	\$0	\$0	\$0

***If the applicant is depending on other funding sources or working capital to balance the operating budget, please provide documentation such as signed statements from donors, foundations, bank documents, etc., on the commitment of these funds. If these figures are loans, the repayment needs to be explained in the narrative and found within the budget projections.**

Assurances are needed to confirm the commitment of these additional sources of revenue. Please include these as Appendix S.

Personnel Budget: Expenditure Projections 2016-17 through 2018-2019

The personnel list below may be amended to meet the staffing of individual charter schools: This list should align with the projected staff located in the Operations Plan.

BUDGET EXPENDITURE PROJECTIONS Personnel	2016-2017			2017-2018			2018-2019		
	<i>Num Staff</i>	<i>Avg Salary</i>	<i>Total salary</i>	<i>FTE</i>	<i>Avg Salary</i>	<i>Total salary</i>	<i>FTE</i>	<i>Avg Salary</i>	<i>Total salary</i>
Administrative & Support Personnel:									
Lead Administrator	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Assistant Administrator	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Finance Officer	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Clerical	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Food Service Staff	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Custodians	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Transportation Staff	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
A - Total Admin and Support:	0		\$0	0		\$0	0		\$0
Instructional Personnel:									
Core Content Teacher(s)	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Electives/Specialty Teacher(s)	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Exceptional Children Teacher(s)	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Instructional Support	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Teacher Assistants	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
B - Total Instructional Personnel:	0		\$0	0		\$0	0		\$0
A+B = C - Total Admin, Support and Instructional Personnel:	0		\$0	0		\$0	0		\$0
Administrative & Support Benefits									
Health Insurance	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Retirement Plan--NC State	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Retirement Plan--Other	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Life Insurance	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Disability	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Medicare	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0

Sample Application - Schools 2016

Social Security	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
D - Total Admin and Support Benefits:	0		\$0	0		\$0	0		\$0
Instructional Personnel Benefits:									
Health Insurance	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Retirement Plan--NC State	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Retirement Plan--Other	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Social Security	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Disability	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Medicare	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Life Insurance	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
E - Total Instructional Personnel Benefits:	0		\$0	0		\$0	0		\$0
D+E = F - Total Personnel Benefits	0		\$0	0		\$0	0		\$0
A+D = G - Total Admin and Support Personnel (Salary & Benefits)	0		\$0	0		\$0	0		\$0
B+E = H - Total Instructional Personnel (Salary & Benefits)	0		\$0	0		\$0	0		\$0
G+H = J - TOTAL PERSONNEL	0		\$0	0		\$0	0		\$0

Operations Budget: Expenditure Projections 2016-17 through 2018-2019

BUDGET OPERATIONS EXPENDITURE PROJECTIONS		2016-2017	2017-2018	2018-2019
	Administrative & Support:			
Office:	Office Supplies	\$0	\$0	\$0
	Paper	\$0	\$0	\$0
	Computers & Software	\$0	\$0	\$0
	Communications & Telephone	\$0	\$0	\$0
	Copier leases	\$0	\$0	\$0
Management Company	Contract Fees	\$0	\$0	\$0
Professional Contract	Legal Counsel	\$0	\$0	\$0
	Student Accounting	\$0	\$0	\$0
	Financial	\$0	\$0	\$0
	Other Professional	\$0	\$0	\$0
Facilities	Facility Lease/Mortgage	\$0	\$0	\$0
	Maintenance	\$0	\$0	\$0
	Custodial Supplies	\$0	\$0	\$0
	Custodial Contract	\$0	\$0	\$0
	Insurance (pg19)	\$0	\$0	\$0
	Other	\$0	\$0	\$0
Utilities	Electric	\$0	\$0	\$0
	Gas	\$0	\$0	\$0
	Water/Sewer	\$0	\$0	\$0
	Trash	\$0	\$0	\$0
Transportation	Buses	\$0	\$0	\$0
	Gas	\$0	\$0	\$0
	Oil/Tires & Maintenance	\$0	\$0	\$0
Other	Marketing	\$0	\$0	\$0
	Child nutrition	\$0	\$0	\$0
	Travel	\$0	\$0	\$0
	Other	\$0	\$0	\$0
	K - TOTAL Administrative & Support Operations	\$0	\$0	\$0
	Instructional:			
Books and Supplies	Instructional Materials	\$0	\$0	\$0
	Curriculum/Texts	\$0	\$0	\$0
	Testing Supplies	\$0	\$0	\$0

	Copy Paper	\$0	\$0	\$0
	Other	\$0	\$0	\$0
Classroom Technology	Computers	\$0	\$0	\$0
	Software	\$0	\$0	\$0
	Instructional Technology	\$0	\$0	\$0
	Other	\$0	\$0	\$0
Instructional Contract	Instructional Support	\$0	\$0	\$0
	Staff Development	\$0	\$0	\$0
	L - TOTAL Instructional Operations	\$0	\$0	\$0
	K+L = M - TOTAL OPERATIONS	\$0	\$0	\$0

Overall Budget:

BUDGET OPERATIONS EXPENDITURE PROJECTIONS	2016-2017	2017-2018	2018-2019
J - TOTAL PERSONNEL	\$0	\$0	
M - TOTAL OPERATIONS	\$0	\$0	
J+ M =N TOTAL EXPENDITURES	\$0	\$0	
Z - TOTAL REVENUE	\$0	\$0	
Z - N = SURPLUS / (DEFICIT)	\$0	\$0	

Budget Narrative: (No more than one and a half pages)

Please include additional information that showcases all assumptions for your budgetary calculations.

1. *How was the student enrollment number projected?*

Provide an explanation as to why you believe there is a demand for the school that will meet this enrollment projection.

Provide the break-even point of student enrollment.

Discuss the school's contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated.

Does the budget rely on sources of funds other than state, county, and federal (e.g. loans, donations etc.)? If so, please provide the source and amount. Be sure that the appropriate assurances documentation is provided in the appendices

Provide the student to teacher ratio that the budget is built on.

2. *Does the school intend to contract for services such as student accounting and financial services, exceptional children instructional support, custodial etc. Describe the criteria and procedures for the selection of contractors and large purchases.*

3. *Explain how the budget aligns with the school's mission, curricular offerings, transportation plans, and facility needs.*

4. *What percentage of expenditures will be the school's goal for a general fund balance? Describe how the school will develop the fund balance.*

5. *Provide a description of proposed financing structure. Include financing of facilities, other asset financing and leases.*

6. *Will the school have assets from other sources (e.g. building, furniture, chairs, computers, etc.)? If yes, please provide a list. Note which are secured and which are anticipated, and include evidence of commitment for any assets on which the school's core operation depends.*

Financial Compliance: (No more than a half of a page)

How will the school ensure adequate internal controls, including segregation of duties, safeguarding of assets, accurate and adequate recording keeping?

Provide any known or possible related party transactions (relationship, description of transaction and estimated dollars involved)

Provide the name and contact information of the independent audit firm who will conduct the annual financial statement audit. If a firm has yet to be identified please list the firms the board has investigated.

VII AGREEMENT PAGE

Application Fee:

Pursuant to § 115C-238.29B(e) the charter school applicant must submit a \$1000 application fee to the Office of Charter Schools. The applicant must submit their application fee by the September 26, 2014 5:00 pm EDT deadline. Payments will be accepted in the form of a check or credit card. The Credit card Form is found on the Office of Charter Schools website. Cash is not accepted.

**Application Note: The applicant must mail the check or credit card form along with a letter indicating the name of the proposed charter school, contact information and the enclosed payment amount to be received before or on the due date of September 26, 2014 5:00 pm EDT. Failure to submit payment by the stipulated timeline to the Office of Charter Schools will deem the application incomplete.*

Payments should be made payable to North Carolina Department of Public Instruction

*North Carolina Department of Public Instruction
Office Of Charter Schools
6303 Mail Service Center
Raleigh, NC 27699-6303*

I understand the requirements pursuant to G.S. 115C-238.29B(e).

Date:

Applicant Signature:

The foregoing application is submitted on behalf of Sample Application - Schools 2016 (*name of non-profit corporation or individuals submitting application*). The undersigned has read the application and hereby declares that the information contained in it is true and accurate to the best of his/her information and belief. The undersigned further represents that the applicant has read the Charter School Law and agrees to be governed by it, other applicable laws, and SBE regulations.

Print/Type Name:

Board Position:

Signature: _____

Date:

Sworn to and subscribed before me this
_____ day of _____, 20____.

Notary Public

Official Seal

My commission expires: _____, 20____.

