

2018 Charter School Performance Framework Document List

All documents must be in PDF form. Use the file name format located in the last column when naming and identifying the document for upload. For Section B, schools with a 2019 Renewal are required to upload information. Only the documents listed are required. Please do not upload additional materials as this may hinder the data review process.

A. Operational Annual Monitoring Criteria

| MEASURE | CRITERIA | ITEM | FILE NAME |
|---------|--|---|---|
| A1 | The NC Report Card and Letter Grade are prominently displayed on the school's website in accordance with G.S. 115C-218.65 and schools with D/F have sent letter to notify parents. | 1. Screenshot of NC Report Card and Letter Grade displayed on the school's website. 2. For schools with a D or F rating for 2016-2017, the letter sent to parents to notify them of school's Letter Grade. | SchoolName_LetterGradeScreenshot_2018 and SchoolName_ParentLetter_2018 |
| A6 | The school follows student admissions and lottery requirements as stated in North Carolina General Statute, State Board of Education Policy, and the signed charter agreement. | 1. 2017-18 Lottery Application. 2. 2017-18 Board Admissions and Enrollment Policy. | SchoolName_LotteryApplication_2018 and SchoolName_AdmissionsPolicy_2018 |
| A8 | The non-profit board has a current grievance policy. | 1. 2017-18 Board Grievance Policy for Employees and Parents. | SchoolName_GrievancePolicy_2018 |
| A9 | The non-profit board has a current conflict of interest policy that complies with G.S. 115C-218.15. | 1. 2017-18 Board Conflict of Interest Policy. | SchoolName_ConflictInterestPolicy_2018 |
| A10 | The non-profit board has a current nepotism policy. | 1. 2017-18 Board Nepotism Policy. | SchoolName_NepotismPolicy_2018 |
| A11 | A quorum of the non-profit board of directors meets no less than 8 times a year (including annual meeting). | 1. 2017-18 Board Meeting Schedule. | SchoolName_BoardMeetingSchedule_2018 |
| A12 | The majority of the non-profit board members have primary residence in North Carolina. | 1. 2017-18 Board Membership list including the city and state of residence. | SchoolName_BoardMemberInformation_2018 |
| A13 | There is evidence of current fire inspections and related records. | 1. Most recent fire, OSHA, and any other required health or safety inspection completed by the municipality/county. Please combine and submit as one document. | SchoolName_FireInspection_2018 |
| A14 | The school has a viable certificate of occupancy or other required building use authorization. | 1. Certificate of Occupancy for all school facilities. | SchoolName_CertificateOccupancy_2018 |
| A15 | The non-profit board holds current, active civil and liability insurance with the minimum coverage as defined in the signed charter agreement. | 1. 2017-18 Civil and Liability Insurance Certificate. | SchoolName_InsuranceCertificate_2018 |
| A16 | The non-profit board has a criminal history check policy that mirrors the LEA in which the school is located. | 1. 2017-18 Board Criminal History Check Policy. | SchoolName_CriminalHistoryPolicy_2018 |

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|---------|--|---|---------------------------------------|
| A19 | The charter school is compliant with the annual EMO/CMO public records request. | 1. A list of all employees paid by EMO/CMO that are assigned to manage or work at the school. Minimum information for this item include: Name, Duties (brief description) and Annual Salary. 2. A budget/expenditure report that outlines each year of the contract. Minimum information for this item include: Description of the activity, Budget amount (sum of which equals the contract total), Prior year/current year expenditures. Please combine and submit as one document. | SchoolName_EMO-CMO_2018 |
| A20 | The charter school is compliant with maintaining the required dissolutions funds as required by G.S. 115C-218.100. | 1. Only for schools that participate in the NC Retirement System, evidence of maintaining the minimum \$50,000 of funds in one or more of the following: an escrow account, a letter of credit, a bond, or a deed of trust. | SchoolName_DissolutionFunds_2018 |
| A21 | The school is compliant with the implementation of a School Improvement Plan submitted through NCStar. | 1. Only for schools identified as Low-Performing or Continually Low-Performing, the school improvement plan submitted through NCStar. | SchoolName_SchoolImprovementPlan_2018 |

B. Operational Renewal Monitoring Criteria

| MEASURE | CRITERIA | ITEM | FILE NAME |
|---------|---|--|--|
| B1 | The school has graduation requirements that match the approved charter application or approved charter application amendments. | 1. For schools that serve high school seniors or are projected and approved to do so, a complete list of credits and other requirements for high school graduation in 2017-18. | SchoolName_GraduationRequirements_2018 |
| B2 | The school has student promotion requirements that match the approved charter application or approved charter application amendments. | 1. Student promotion requirements for all grades served in 2017-18. | SchoolName_PromotionRequirements_2018 |
| B7 | The school maintains a discipline policy that is compliant with state and federal law and that is consistent with the approved charter application and approved charter application amendments. | 1. 2017-18 Board Student Discipline Policy that includes discipline processes for students with disabilities. | SchoolName_DisciplinePolicy_2018 |