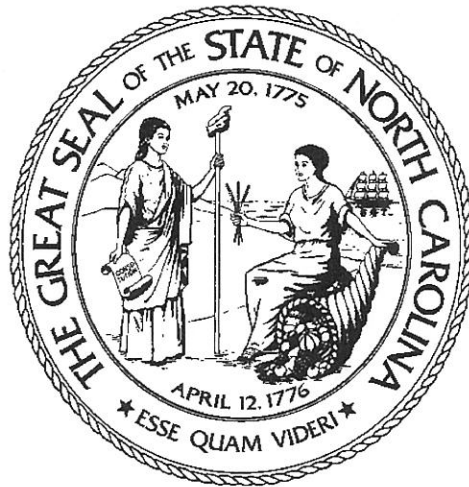


FARMVILLE CHARTER ACADEMY

Charter School Application

Proposed School opening in the fall of 2013



Submitted to:

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

Respectfully Submitted by:

**THE BOARD OF DIRECTORS
FARMVILLE CHARTER ACADEMY
3632 SOUTH GEORGE STREET
Post Office Box 932
Farmville, NC 27828**

APPLICATION COVER PAGES

NAME OF PROPOSED CHARTER SCHOOL: FARMVILLE CHARTER ACADEMY

NAME OF NONPROFIT ORGANIZATION UNDER WHICH CHARTER WILL BE ORGANIZED OR OPERATED:

FARMVILLE CHARTER ACADEMY

HAS THE ORGANIZATION APPLIED FOR 501(c)(3) NON-PROFIT STATUS: Yes No

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: Melissa B. Grimes or Caroline Sutton

TITLE/RELATIONSHIP TO NONPROFIT: Board Members

MAILING ADDRESS: 3006 Phillips Road, Greenville, North Carolina 27834

PRIMARY TELEPHONE: (252) 520-3408

ALTERNATE TELEPHONE: (252) 258-4092

E-MAIL ADDRESS: mgrimes07@yahoo.com or sutton1022@gmail.com

Location of Proposed Charter School (LEA): 3632 South George Street, Farmville, NC 27828

Conversion:

No:

Description of Targeted Population: Farmville Charter Academy will serve students, grades K-8, from Pitt County and the surrounding areas. As of the 2010-2011 school years, Pitt County Schools served a student population that is 48% black, 39% white, 9% Hispanic, and approximately 4% others. Farmville Charter Academy seeks to enroll a diverse student population that demographically mirrors the diversity in the general Pitt County Schools population. Pitt County School's Farmville High School attendance area includes three feeder schools: H.B. Suggs Elementary School (Grades PK-2), Sam D. Bundy Elementary School (Grade 3-5), and Farmville Middle School (Grades 6-8). According to N.C. School Report Cards, Farmville area schools Sam D. Bundy Elementary School black/white achievement gap is 37.8 percentage points and the Hispanic/white achievement gap is 50.0 percentage points. At Farmville Middle School the black/white achievement gap is 39.5 percentage points, and the Hispanic/white achievement

gap is 24.0 percentage points. H.B. Suggs Elementary School is not required to take mandated End of Grade (EOG) test based upon the grade levels the school serves. By high school, the minority student achievement gap is 28.9 and the Hispanic/white achievement gap is 15.5 percentage points. Minority groups (black and Hispanic) have lower SAT scores, higher dropout rates, and are less likely to attend college. The minority groups are more likely to experience chronic unemployment, incarceration, and are less likely to be prepared for participation in the global economy.

Proposed Grades Served: K-8 Proposed Total Enrollment: 180

Projected School Opening Year: 2013 Month: August

| School Year | Grade Levels | Total Projected Student Enrollment | Year Round | |
|-------------|--------------|------------------------------------|------------|----|
| | | | YES | NO |
| First Year | K-5 | 120 | | X |
| Second Year | K-6 | 140 | | X |
| Third Year | K-7 | 160 | | X |
| Fourth Year | K-8 | 180 | | X |
| Fifth Year | K-8 | 180 | | X |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I certify that I have the authority to submit this application and that all information contained herein is complete and accurate, realizing that any misrepresentation could 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 applicant.

Carrie S. Baker
Signature

Chairman of the Board
Title

Carrie S. Baker
Printed Name

April 12, 2012
Date

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MISSION, PURPOSES and EDUCATIONAL FOCUS (G.S.115C-238.29A)

MISSION:

The mission of Farmville Charter Academy is as follows:

“To engage grade K-8 students in 21st Century learning with the focus on Science, Technology, Engineering, and Mathematics skills, while using culturally responsive teaching and cooperative learning environment to prepare students for participation in American Democracy and the global economy.”

EVIDENCE FOR NEED OF THE PROPOSED SCHOOL WITH THE SELECTED MISSION:

Students attending Pitt County Schools in the Farmville High School attendance area experience significant disparities in student achievement. At the high school, the 2011 student achievement gap is 28.9 at its highest percentage points. Minority students experience an approximate 200 point achievement gap on Scholastic Aptitude Test (SAT). Minority students experience a significantly higher high school dropout rate, while suspension rates are disproportionately high as compared to white students resulting in a substantial loss of instructional time. The low quality of education received by students in Pitt County Schools leaves them unprepared to participate in college and the global economy.

Student underachievement begins with the elementary school experience in Pitt County. For example, the minority student achievement gap at Sam D. Bundy Elementary School at its lowest is 37.8 percentage points and 50.0 points at its highest. At Farmville Middle School the student achievement gap is 39.5 points at its highest and 24.0 points at its lowest. Pitt County Schools is presently under a federal court desegregation order yet the District created four racially identifiable schools in its November 15, 2010 student assignment plan, with poor performance composites for the three racially identifiable black schools. The District has been encouraged to value diversity and the implementation of a program of culturally responsive teaching to facilitate progress among all students in the district.

Pitt County Schools Long Range Facilities Plan projects significant growth (13%) in the Pitt County Schools student population over the next 10 years. In the Farmville High School attendance area H.B. Suggs Elementary School is already above the State recommended 90 percent capacity and is projected to exceed 105% by 2014-15. Sam D. Bundy Elementary School is projected to exceed 105% by 2015-16. The existence of Farmville Charter Academy will relieve overcrowding in the Farmville High School attendance area.

The organizers of Farmville Charter Academy conducted a community survey and determined that over 50 percent of residents surveyed are dissatisfied with some aspect of traditional public schools in Pitt County and believe that all students and parents can benefit from have a charter school in the Pitt County attendance area. The group conducted telephone interviews and face to face interviews with parents, students and community members to gauge community interest in a potential charter school in Farmville,

North Carolina. A copy of the Petition of Support used to survey approximately 250 people in the Farmville area, and a list of names and addresses of those contacted will be included in this package. According to the information received from those surveyed, the interest and excitement about the possibility of educational choice in the Farmville community is high.

PURPOSES OF PROPOSED CHARTER SCHOOL:

State the relationship between the six legislated purposes, as specifically addressed in the NC charter school statute GS 115C-238.29A, and the proposed school's operations.

1. Improve student learning

Farmville Charter Academy will improve student learning opportunities by using 21st Century learning technology, culturally responsive teaching, and cooperative learning projects to improve student learning as measured by the End of Grade (EOG) test scores and close achievement gaps.

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

Farmville Charter Academy seeks to serve a diverse student population reflecting the diversity of the general population of Pitt County Schools, including students at risk of academic failure, exceptional children, and the academically gifted. The school will use 21st Century learning technologies such as web quest, wiki's, gaggle.net, quizdom, and will equip each classroom with smart tables, smart boards, and utilize technologies to increase student engagement. The school will use Kagan Cooperative Learning Strategies and embrace Culturally Responsive Teaching techniques to provide an equitable education to a diverse student population.

3. Encourage the use of different and innovative teaching methods

Farmville Charter Academy will use Culturally Responsive Teaching and Kagan Cooperative Learning Strategies as different or innovative teaching methods. The school will present a curriculum that engages technology and 21st Century learning techniques.

4. Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school

Farmville Charter Academy will operate as a "Professional Learning Community." The school will give teachers the opportunity to be on the cutting edge of educational innovation and take responsibility for the school's learning program.

5. Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system.

Farmville Charter Academy will be a school of choice, an option and alternative, for parents and students seeking educational opportunities that are generally not available in Pitt County Schools.

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.

Farmville Charter Academy will be accountable for meeting measurable student achievement and operate as a performance based system using the Common Core and Essential Standards as a the primary basis for its curriculum and instructional program. The school will participate in the North Carolina ABC's Accountability Program or other accountability program mandated by or mutually agreed upon with the North Carolina State Board of Education.

EDUCATIONAL FOCUS:

Describe briefly, limited to one page, the focus of the proposed charter school. This description will be used in public releases of information to interested parties, such as: the media, the State Board of Education, parents, school systems, and in various documents produced by the Office of Charter Schools. It must be concise and relate directly to the mission of the school.

Farmville Charter Academy shall serve a diverse population of grade K-8 students. The school will focus on Science, Technology, Engineering, and Math (STEM) skills using culturally responsive teaching and cooperative learning strategies. The school will use 21st Century learning technologies in the classroom and prepare students to effectively participate in high school and college. The school will focus on students developing the higher register thinking skills of Bloom's Taxonomy such as analysis, synthesis, and evaluation. The school will use reflective lesson designs and engage the use of web quest, wiki's, project-based learning, and deploy smart-tables, smart-boards, and computer technologies in the classroom.

Farmville Charter Academy will focus on developing well rounded students by teaching student to appreciate fine arts and music, as well as robotics, design planning, the scientific method, and foreign language. Students will learn phonics, multiplication tables, and learn public speaking and debate.

Farmville Charter Academy recognized multiple intelligence theories and will use differentiated instructional techniques to reach all students. Our goal is to develop students to participate in American Democracy and prepare them for success in the global economy.

Farmville Charter Academy's curriculum is centered on the Common Core and Essential Standards adopted by the N.C. State Board of Education. The school's instructional program will use "Promising Practices and Strategies" identified by Dr. Katherine K. Merseth, Director of Teacher Education Programs at Harvard University's, Graduate School of Education. Dr. Merseth has identified an "Instructional Core" the places emphasis on teacher quality as the essential factor in student performance. Dr. Merseth identifies common practices in high performing charter schools focusing on classroom management, instructional content delivery, and developing a positive school culture.

GOVERNANCE

NOTE: Please answer all sections completely. Do not use “same as LEA” or “whatever the law states”. Lack of proper documentation will jeopardize the application review.

A. PRIVATE NONPROFIT CORPORATION (G.S.115C-238.29E)

The nonprofit corporation must be officially authorized by the NC Secretary of State by the final approval interview date.

Name of Private Nonprofit: Farmville Charter Academy

Mailing Address: P.O. Box 934

City/State/Zip: Farmville, NC 27828

Street Address: 3632 South George Street, Farmville, NC 27828

Email: bakercarrie80@yahoo.com

Phone: (252)753-2439

Fax: (252)

Name of registered agent and address: Carrie S. Baker

FEDERAL TAX ID: 27-5073628

B. TAX-EXEMPT STATUS (501 (c)(3)) (G.S.115C-238.29B(b)(3))

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

- Yes (copy of letter from federal government attached)
 No

Note:

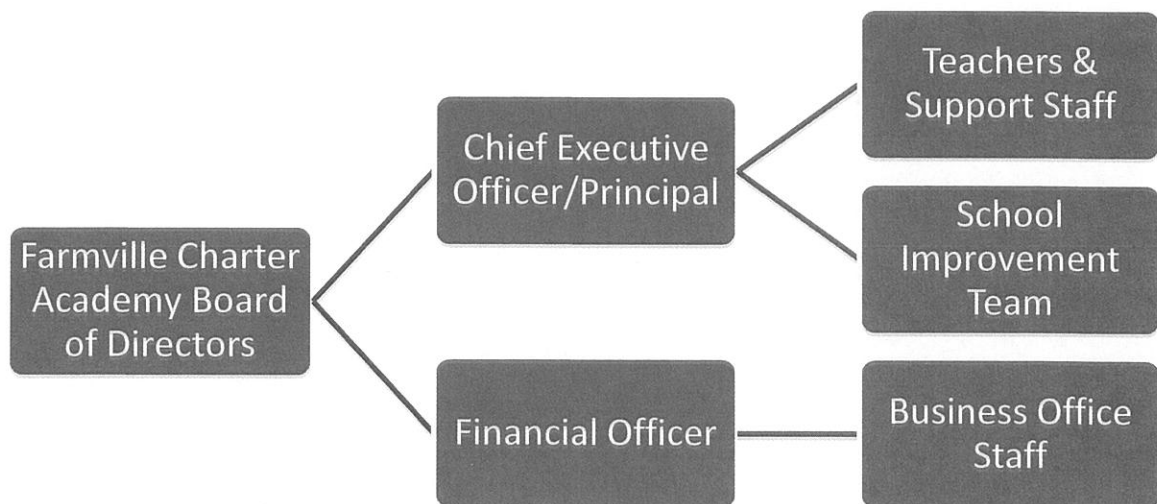
The tax-exempt status must be obtained from the Internal Revenue Service within twenty-four (24) months of the date the Charter Application is given final approval. (G.S.115C-238.29E(b))

C. ORGANIZATIONAL STRUCTURE OF PRIVATE NONPROFIT: (GS 115C-238.29B(b)(3); GS 115C-238.29E(d))

1. A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school as well as any advisory council. This chart should also include lines of authority to and from any outside entity that will play a role in managing the charter school.

Farmville Charter Academy Board of Director's will have final authority over Teacher contract but will delegate the day to day management of Teachers to the School Principal. The Chief Executive Officer/Principal and Financial Officer may be the same individual. The Board may also elect to hire a separate individual or hire outside contractors to serve that function.

Organizational Charter



The Board of Directors has final responsibility for all functions of the school. The Board reserves the right to carry out its functions with its business judgment and within the provisions of the State, Federal, and Local laws governing the operation of charter schools.

- 2 A One-page resume for each member of the board of directors highlighting his or her experiences over the past ten or more years.

- Objective** To become a skilled and valued worker in your place of business
- Experience**
- Lead Teacher
2009-2011 HB Sugg Community Child Care Center, Farmville, North Carolina
- Teach children educational material to meet the guidelines for and beyond Kindergarten
 - Maintain Housekeeping
 - Interact with parents to help with aid in ways to correct different behavioral and learning problems
 - Provide monthly agendas for parents to use at home with children
 - Provide educational material to do at home with parents
 - Provide parent/teacher/student conferences
- Administrative Aid
2009-2011 HB Sugg Community Child Care Center, Farmville, North Carolina
- Maintain parent financial records
 - Maintain filing system
 - Typing necessary documents using Word, Excel or Publisher
 - Scheduling lunch breaks
 - Maintaining documents for food program
 - Organizing summer camp programs
 - Organizing Fund Raisers
 - Maintaining Housekeeping
- Target
2006-2009 Target, Greenville, North Carolina
- Aid customers in finding products
 - Maintain Housekeeping
 - Stocking shelves
 - Totaling purchases for customers when needed
 - Bagging purchases for customers when needed
- Education**
- Pitt Community College, Greenville, North Carolina
2010-2010
- Early Childhood Certification
- Pitt Community College, Greenville, North Carolina
2007-2009
- Associates Degree Human Service Technology
 - CNA1 Certification
- Farmville Central High School, Farmville, North Carolina
1991-1994
- High school diploma
- Interests** Learning new and positive things to enhance my knowledge

DR. WANDA D. CARR
2304 British Court ♦ Greenville, NC 27834
Home: 252-321-1409 ♦ Mobile: 252-802-0883
E-mail: carrwdc@hotmail.com

EDUCATION:

Argosy University **Phoenix, AZ**
Doctoral Business Administration/Management
January 2012 GPA 3.94

Liberty University **Lynchburg, VA**
Master Degree Business Administration
May 2008 GPA 3.4

Shaw University **Raleigh, NC**
Bachelor Science Business Administration (Major)
Minor Business Management
May 2006 GPA 3.95

STRENGTHS:

- Goal-oriented, extensive teamwork, and facilitator
- Excellent leadership, communication, interpersonal, analytical, and organizational skills
- Microsoft Office, (Word, Intermediate Excel, Outlook, PowerPoint, Access), Lotus, Peoplesoft, Kronos, Novell Netware, QuickBooks, Peach Tree, Cost Accounting, CISCO
- SAP, SRM, AS400. ECW (EclinicalWorks), Medical Manager System, MIP SAGE 100 Fund Accounting
- Preparing for the CPA Exam

PROFESSIONAL EXPERIENCE:

Bertie County Rural Health Association **Chief Financial Officer** **2012 – Present**

- Oversee all operational matters for a health facility, in particular the financial side of the organization
- Handle all accounting, payroll, and banking activities
- Have the responsibility of balancing the trial balance and bank reconciliation
- Handling of the petty cash and signing off on items being purchased for the organization
- Make sure that all invoices are processed and paid in a timely manner

NACCO MATERIALS HANDLING GROUP, INC. Procurement Analyst/Coordinator **2009 - 2010**

- Prepared an accurate Inflation Monitor
- Accurately reported on Americas Inflation results using the Material Inflation Scorecard
- Analyzed and evaluated the financial reporting methodology for annual and fiscal inflation

Perdue Farms, Inc. Robersonville, NC **Payroll Clerk** **2001 – 2003**

- Handled the tasks of making entries of financial transactions of the organization and get them approved by supervisor
- Processed all journal entries to ensure all entries were coded to the correct general ledger accounts and monthly closing
- Handled cash transaction and cash box tally
- Record keeping of the payroll account, worker's total working hours, deductions, and the total amount of salary payable to the workers

PROFESSIONAL AFFILIATIONS:

- Alpha Beta Gamma Honorary Society (Executive Board at National Level/President & Treasurer Local Level)
- Phi Theta Kappa Toastmasters International (VP of Education/Sergeant of Arms)
- Alpha Chi Honorary Society Shaw Man and Shaw Woman Society

CERTIFICATION:

- ISO 9001:2000 (Auditor)

Melissa Barnes Grimes , MSA

3006 Phillips Road
Greenville, North Carolina 27834
E-mail: mgrimes07@yahoo.com

Phone: 252-364-8418
Cell #: 252-520-3408
Fax #: 252-522-2584

Education:

August 2006 - December 2009
Master of Science in Administration
Central Michigan University

August 2010—Present
Doctoral Studies (Curriculum & Instruction)
Argosy University

August 2003 – May 2006
Bachelor of Arts (Public Administration)
Shaw University

August 1984 – May 1986
Associate in Applied Science
Lenoir Community College

Awards:

- Shaw Man Shaw Woman Society (2006)
- National Dean's List (2003—2006)
- PTA Council Pitt County

Alumni Society—Shaw University (2006—Current)
Community Education Award (2007)

Professional Experience:

May 2008—Present Associate Principal (Director of Student Services)
Kinston Charter Academy, Kinston , North Carolina

Responsible for all things pertaining to the service of students such as: testing (EOG', EOC), assessments of all kinds (writing, reading, math, science, etc.), this includes such systems as Study Island, Accelerated Math, English In A Flash, Star Early Literacy, and Gaggle, also, I work in conjunction with others to implement meaningful staff development, and discipline. Responsible for NCWise System, LEP (Limited English Proficiency) and collaborate with the Special Education Department and Director of Federal Programs. Work with Curriculum and Instruction along with others in the School.

January 2000—April 2008 (Administrative Assistant to Superintendent)
Pitt County Schools, Greenville, North Carolina

Worked with the Superintendent of a growing school system of approximately 23,500 students and approximately 3500 employees and 35 schools (and growing). I worked with principals, senior staff and board of education members to make sure the day to day functions of the school district were carried out as smoothly as possible. I was also the director of the United Way Campaign for the entire school district. We raised more than 100,000 for the district. Confidentiality and loyalty were essential in my role.

Professional Affiliations:

- Coalition For Educating Black Children (2nd Vice-President)
- Affordable Housing Loan Committee (Co-Chair)
- NAACP (Education Committee)

Educational Strengths:

Microsoft Word, Excel, NCWise Operating system, Reporting Hub, NCEducation, NCRegistration, NCFalcom, EVAAS (Education Value Added Assessment Systems), Discipline. Testing Director, work with the Secure Shell Program. Responsible for all Assessments which include (but not limited to): Study Island, The Renaissance Learning Family Programs (Accelerated Math, Accelerated Reading, English In A Flash, Star Early Literacy), Gaggle and Intel.

ERIC MOORE
Greenville, NC 27834
(252-258-0126)

PROFILE:

- Approximately 6 years in the Child Behavioral Health field
- Areas of knowledge: Program Development, Implementation and Management
- Skilled in Conflict Resolution, Performance Evaluation, Facilitating diverse learning, and building productive relationships with all stakeholders
- Energetic self-starter with excellent team development and negotiation skills
- Expert in forecasting workforce requirements, establishing/redesigning and organizations

PROFESSIONAL EXPERIENCE:

Chief Operating Officer
Family & community Resource, Inc. (2006 - Present)

- Designed a cohesive and comprehensive youth behavioral program for young people ages 5 – 18.
- Developed policy and procedure for the agency and ensured implementation according to state guidelines.
- Developed and implemented planning and project management processes to ensure the effective coordination and integration of the programs and resources of the agency.
- Analyzed and provide solutions for such problem areas as organization, personnel and equipment utilization, forms design and functions, systems, procedure and policies to determine needed modifications or improvements.
- Provide support to clinical leadership and staff in the areas of planning, management, program execution and communications.
- Managed funds development for child and family services programs.
- Coordinated special events, outreach programs, and site visits to promote awareness, increase visibility, and encourage philanthropic support.
- Strategic and financial planning.

Program Director
Reclamation Family Services (2004 – 2006)

- Developed policy and procedures for the agency and ensured the implementation according to state guidelines
- Developed and Implemented agency techniques such as flow charts, surveys, process mapping, and the optimum utilization of staff and equipment.
- Evaluation of employee job performance by internal audit reports.

EDUCATION:

- Elizabeth City State University (1992 – 1994)
Business Major

MRS. CARRIE SHELLEY BAKER
4332 WEST COTTON STREET ♦ FARMVILLE, NORTH CAROLINA 27828
HOME: 252-753-3116 ♦ CELL: 252-412-6549
E-Mail: bakerearrie80@yahoo.com

EMPLOYMENT:

Pitt County Schools (January 2009 – Present)
Substitute Teacher (Farmville Area)
1717 West 5th Street
Greenville, North Carolina 27834

Owner/Operator Shelley's Attractions (2005 - Present)
Hair Stylist (Approximately 45 – 50 customers)
4332 West Cotton Street
Farmville, North Carolina 27828

NWL Capacitators (January 1978 – July 1993)
Assistant Plant Manager/Supervisor
Management of approximately 130 people.
Snow Hill, North Carolina 28580

EDUCATION:

Bread of Life Bible College
Christian Counseling
August 2004 – May 2005

Pitt Community College
Cosmetology
January 1992 – December 1992

Pitt Community College
Secretarial Science
August 1974 – May 1976
Associate in Applied Science Degree

ACTIVITIES AND ORGANIZATIONS

- Farmville Charter Academy (Board Chair)
- Farmville Planning & Adjustment Board
- H. B. Suggs Community Center
- Habitat For Humanities
- Lost Sheep Foundation (Founder)
- Voter Registration and canvassing for various Farmville elections

TABITHA STORMER

4164 E. Prince Road – Farmville, NC 27828
(252)258-1007

EDUCATION

B. S. Middle Grades Education, East Carolina University, Greenville NC, GPA - 3.5
Masters of School Administration, East Carolina University, Greenville NC, GPA - 4.0

PROFESSIONAL EXPERIENCE

Pitt County School District, Greenville, NC 2004 – Present

Assistant Principal - W. H. Robinson Elementary (2004-06)
Wellcome Middle School (2006 - 08)
Farmville Central High School (2008 - 11)
Elmhurst Elementary (2011 – Present)

Facilitate, coordinate, plan, and implement daily, weekly, and yearly activities for two years at an elementary school with over 1000 students and 72 teachers; two years at a low wealth middle school with approximately 450 students and 36 teachers; and two years at a high school with approximately 780 students and 62 teachers. Scope of responsibilities include:

- Staff recruitment, development and evaluations
- Fiscal management of various school accounts
- Student discipline
- Testing coordination and training
- School Safety Management (Critical Incident Coordinator)
- Special population identification Coordination (IDEA)
- Program development (New Implementation of Positive Behavior Support Program)
- School-wide academic, social, and behavioral intervention development
- Curriculum and instruction Coordinator
- Data Analysis Discipline & Testing Data
- Training of New Online Teacher Evaluation Tool
- Bus Coordinator/On-Site Bus Payroll Coordinator
- Staff Development On-Site Facilitator

Lenoir County School District, Kinston, NC 2000 – 2004

Science/Social Studies Teacher – Rochelle Middle School

Development of curriculum rich lessons exhibiting integration across the board, at a low wealth school consisting of a 95% free and reduce lunch student population. Scope of duties and responsibilities include:

- Prepare lessons that correlated with the NCSCS for 7th grade science and social studies
- Integrate Language Arts with Science/Social Studies Content Area
- Language Arts Remediation Instructor for School Program
- School Event Coordinator
- SACS committee member – Curriculum & Instruction
- Team collaboration for best practices across the curriculum
- Math remediation Curriculum Development Coordinator
- Teacher Leader for New Teachers

PROFESSIONAL DEVELOPMENT

PBS Module 1
LEA Representative
Ruby Payne – Framework of Poverty
HOUSSE Certified Trainer

National Board Professional Teaching Standards
GLOBE
NC Teacher Academy: *Balanced Literacy*
PD 360 Trained

LEON JOHNSON

901 McLawhorn Drive
Greenville, North Carolina 27834

Phone: 252-756-9437
leon500@earthlink.net

WORK EXPERIENCE:

- 08/2005 – Present The North Carolina Rural fund for Development, Kinston, North Carolina
Executive Director
Web Site: ncrfd.com
- 08/2003 – 08/2005 The North Carolina Rural Fund for Development, Kinston, North Carolina
Credit Union Specialist
- 12/2002 – 08/2003 St. Luke Credit Union, Windsor, North Carolina
Manager
- 01/2002 – 12/2002 Tri County Credit Union, Ahoskie, North Carolina
Manager
- 01/2001 – 01/2002 Community Christian Church, Greenville, North Carolina
Church Administrator
- 03/2000 – 01/2001 Millennia Community Bank, Greenville, North Carolina
Chief Operating Officer
Create, develop, install and implement operations products and services for a start up Bank. Set up office for operations to include security, platform, communications, Maintenance, compliance (state/federal), investments, marketing and record keeping.
- 05/1994 – 02/2000 St. Luke Credit Union, Windsor, North Carolina
Bank Manager for office in Windsor
Manage portfolio of shares and loans. Shares consists of Regular Savings and Certificates: Loans consist of Consumer (secured/unsecured), Small Business and Real Estate. Portfolio/Growth: Loans- 06/1994 (3.0 million), 11/1998 (1 million); Shares-06/1994 (3.5 million), 11/1998 (6.7 million); Members -06/1994 9(1606), and 11/1998 (2276). Supervised 5 staff members. Responsible for audits, marketing, Regulatory, building and grounds, collections and implementation of policy & Procedures.

EDUCATION:

- Pitt Community College (May 1969)
Business Administration (Associate in Applied Science)
- Mid-Management Program (Graduate 1988)
North Carolina School of Banking, UNC-Chapel Hill, North Carolina
- Advance-management Program (Graduate 1995)
North Carolina School of Banking, UNC-Chapel Hill, North Carolina

PROFESSIONAL ORGANIZATIONS:

- Regional Vice President of Bankers Educational Society, Inc.
- Regional Treasurer of North Carolina Association of Urban Bankers
- President of the North East Chapter of the NC Credit Union League

MARY J. WILLOUGHBY, D.Div.
3563 Hagan Street
Farmville, North Carolina 27828

Phone: 252-753-4396

E-Mail: mwilloughby003@nc.rr.com

EDUCATION:

- BS, ENGLISH (1966)
Fayetteville State University, Fayetteville, North Carolina
- Teaching License Renewal – 50+ hours (including Black Literature and Teaching Students with Learning Disabilities)
East Carolina University, Greenville, North Carolina
- Writing Seminar
Wesleyan College, Rocky Mount, North Carolina
- MA, Counseling (1992)
Liberty University, Lynchburg, Virginia
- **Internship** – Mental Health Center (Youth Division)
Pitt Community College

PROFESSIONAL EXPERIENCE:

- Darden High School and James B. Hunt High School (1966 – 1986)
Wilson, North Carolina
English Instructor
- Pitt Community College (1991 – 1992)
Greenville, North Carolina
Adult Basic Education Instructor (Farmville Site)

CHURCH & COMMUNITY EXPERIENCE:

Authored In-House Church Publication (not for sale)

- Community Christian Church (1986) [Handbook of Diction and Articulation](#)
- Faith Tabernacle Worship Center (1994) [New Members' Handbook](#)
- Greater Century Baptist Church (2000) [New Members' Orientation Handbook](#);
[Character Development Handbook](#) (2003); [Humility Supplemental Handbook](#) (2003);
- Feel Free Church Ministries, Wilson, NC – Edited and reformatted [New Members' Handbook](#) (2007)

AWARDS/ACCOMPLISHMENTS:

- Teacher of the Year 1993 – 1994 and 1994 – 1995
- Speaker at the North Carolina General Assembly's special committee on "alternative education"
- Honorary doctor of divinity Degree
- Teaching Excellence Trophy (2006)

RELEVANT SKILLS:

- Microsoft Office (Mac and PC)
- Print shop
- PowerPoint
- Windows 2000XP

Caroline Copeland Sutton

2307 Old Courthouse Dr. ■ Greenville, NC 27858 ■ 252-258-4092 ■ sutton1022@gmail.com

Director of Technology (K-8)

Multi-talented professional with experience in managing technology implementations in an educational setting. Expert in gathering, analyzing and defining business and functional requirements; creating, trend charts and other decision-making tools; leading data-modeling and process-mapping initiatives; and designing/re-engineering process, workflows and technology solutions for automotive systems and networks. Experienced in E-Rate funding program. Proven ability to lead seamless implementations and deliver next-generation technical solutions improving workplace productivity.

Core/Technology Competencies

- Implementation of E-Rate
 - Help Desk Technician
 - Software Trainer
 - Vendor Management and Negotiation
 - Problem Solving
 - Microsoft Office
 - Time Management
 - Organizational Skills
 - Communication and Writing Skills
-

Experience

Kinston Charter Academy

Technology Director 8/10 to Present

- Handle all technical issues in the school environment
- Manage E-Rate Funding Program
- Manage Bidding process of vendors
- Manage infrastructure of school network
- Provide first line response for users requiring assistance with information technology
- Knowledge of IT methodology, change management process and risk management

Administrative Assistant-J.H. Rose High School, Greenville, NC -2008-2010

School Secretary/Payroll Clerk-Farmville Middle, Farmville, NC -2006-2008

Bookkeeper/Media Assistant-G.R. Whitfield School, Grimesland, NC- 1995-1996

Help Desk Technician/Software Trainer- Collins & Aikman Automotive Co, Farmville, NC -1996-2005

Computer Lab Facilitator-C.M. Eppes Middle School, Greenville, NC-2005-2006

SIMS/Operator -Agnes Fullilove, Greenville, NC- 1991-1994

Community Involvement:

- Vice-President of the Pitt County PTA Council
 - Secretary of Pitt County PTA Council
 - Elmhurst Elementary PTA Secretary
 - Member of Alpha Kappa Alpha Sorority Inc.
-

Education & Credentials

Elizabeth City State University — Elizabeth City, NC

B.S. Degree in Business Administration-Management, 1991

PROPOSED BY-LAWS

Bylaws of Farmville Charter Academy

ARTICLE I *Organization*

Section 1: Name-The Corporation's name shall be Farmville Charter Academy. The organization is organized for the purpose of operating a charter school under the Charter School Act of 1996, as codified in the North Carolina General Statutes 115C-238.29A as now enacted or hereafter amended.

Section 2: Principle Office-The Principle office of the Corporation is located in the Town of Farmville, in Pitt County, in the State of North Carolina. The street address of the initial registered office of the Corporation is 3662 South George Street, Farmville, North Carolina, 27828. The Board of Directors may change the principle office from time to time.

ARTICLE II *Purpose*

The purposes for which the Farmville Charter Academy Charter School (the "School") is organized are: to organize and operate a charter school in Farmville, North Carolina and to engage in any other activity permissible. The organization is organized for the purpose of operating a charter school under the Charter School Act of 1996, as codified in the North Carolina General Statutes 115C-238.29A as now enacted or hereafter amended.

The mission of Farmville Charter Academy is as follows:
"To engage Grade K-8 students in 21st Century learning with focus on Science, Technology, Engineering, and Mathematics skills in a culturally responsive teaching and learning environment preparing students for participation in the global economy."

ARTICLE III *Members*

Section 1: The organization shall have no members

ARTICLE IV *Board of Directors*

Section 1: Number-The Board of Directors ("the Board") shall have an odd number of members consisting of at least 7 members and no more than 9 members. All members shall have identical rights and responsibilities.

Section 2: Board members shall be sought who reflect the qualities, qualifications and diversity determined by the Board.

Section 3: The School nominating committee, known as the Committee on Board Membership, shall present a slate of potential Members for election by the Board of Directors. This slate shall be presented at the annual meeting of the Board.

Section 4: Term- Except as provided for the initial Board of Directors, Board of Directors shall serve a term of three (3) years from the date of their appointments, or until their successors are seated. A full three-year term shall be considered to have been served upon the passage of three (3) annual meetings. After election, the term of a Director may not be reduced, except for cause as specified in these bylaws. No Director shall serve more than two (2) consecutive, three-year terms. Directors shall take office on January 1 following the annual meeting at which their appointment is announced. Fulfilling an incomplete term is not considered part of the term limit. Directors shall serve staggered terms to balance continuity with new perspective. One third of the initial Directors shall serve initial terms of three (3) years; one third shall serve initial terms of two (2) years and one third shall serve initial terms of one (1) year. Subject to the foregoing provisions, the Chair shall assign the term limits of the initial Directors.

Section 5: Appointment- Any appointments occurring in the Board of Directors and any position to be filled by reason of an increase in the number of Directors may be filled, upon recommendation of a qualified candidate by the Committee on Board Membership, by the affirmative vote of the majority of the seated Directors. Directors shall be appointed at the annual meeting of Board of Directors.

Section 6: Vacancies- A Director elected to fill the vacancy shall be elected for the unexpired term of his/her predecessor in office. Any vacancies on the Board shall be filled by a 2/3 vote of the remaining Directors at any meeting.

Section 7: Resignation- A Director may resign at any time by filing a written resignation with the Chair of the Board.

Section 8: Removal- The Board may remove any Officer or Director with or without cause by two-thirds (2/3) vote of the entire Board of Directors at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Director proposed for removal at least thirty (30) days before any final action is taken by the Board. This statement shall be accompanied by a notice of the time when, and the place where, the Board is to take action on the removal. The Officer or Director shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.

Section 10: Conflict of Interest- Board members shall not be related by birth or marriage to current serving board of members, or to employees of the school. This also applies to potential or current board members sharing the same household or sharing custody of children enrolled at FARMVILLE CHARTER ACADEMY. Board members shall be completely objective and free of personal conflict when making decisions. If a matter before the board places a Director in a conflict, or Director's family or business, the Director with the conflict shall be prohibited from participating in the discussion and vote on that matter. In addition the corporation shall comply with the voting and disclosure provisions of the Director conflict of interest section of the Non-Profit Corporation Law NCGS 55A-8-31.

Section 11: Members of the Board of Directors:

- (a) Shall receive no payment of honoraria, excepting, subject to applicable law, reimbursement for expenses incurred in performance of voluntary activities on behalf of the School in accordance with the School's policies.
- (b) Shall serve the School with the highest degree of undivided duty, loyalty, and care and shall undertake no enterprise to profit personally from their position with the School.
- (c) Shall have no direct or indirect financial interest in the assets or leases of the School; any Director who individually or as part of a business or professional firm is involved in the business transactions or current professional services of the School shall disclose this relationship and shall not participate in any vote taken with respect to such transactions or services.

The Board of Directors holds the charter from the state and is therefore responsible for ensuring that Farmville Charter Academy complies with all applicable laws and regulations, as well as ensuring that the school is an academic success, organizationally viable, faithful to the terms of its charter, and earns charter renewal.

All participants in Board work shall comply with all laws and regulations, will be bound by the Code of Conduct, Conflict of Interest and Confidentiality policy statements, if any, adopted by the Board. Unless determined to be inadvisable in any given year by vote of the Directors, every fiscal year, the Board shall take a retreat, planned by the Committee on Board Membership, to evaluate Board progress and enhance Board performance.

Section 12: The Board of Directors shall:

- (a) Have authority to adopt, amend, or repeal the bylaws, with the approval of the North Carolina Department of Education;
- (b) Amend the material terms of the school's charter, with the approval of the North Carolina Department of Education;
- (c) Submit charter amendments to the North Carolina Department of Public Instruction;
- (d) Determine general school policies;
- (e) Manage financial affairs;

ARTICLE V
Officers

Section 1: There shall be four (4) elective Officers of the Board: a Chair, a Vice Chair, a Secretary, and a Treasurer.

- (a) Board Chair: Is elected by the Board of Directors to Chair meetings of the Board of Directors and to formally communicate positions voted by the Board of Directors. He or she shall set the agenda for and make regular reports on the status of the School to the Board of

Directors. The Board Chair shall nominate Committee Chairs and memberships subject to confirmation votes by the Board of Directors.

- (b) Vice Chair: May be elected by the Board of Director to exercise all of the duties of the Board Chair in his or her absence. The Vice Chair shall undertake such other duties as voted by the Board of Directors.
- (c) Treasurer: Is elected by the Board of Directors and is responsible for the general financial affairs of the School and shall keep full and accurate records thereof which shall always be open to inspection by the Board Chair or other Directors. The Treasurer shall render to the Board Chair or other Directors whenever they require it, a statement of the accounts of transactions made as Treasurer and of the financial condition of the School.
- (d) Secretary: Is elected by the Board of Directors and is responsible for the record of the proceedings of all meetings of the Members and of the Board of Directors. The Secretary shall notify the Members of all regular meetings in accordance with these by-laws.

Section 2: The Membership Committee shall present a slate of Officers to the Board of Directors. The nominated Officers shall be drawn from among the members of the Board of Directors. The election of Officers initially shall be held at the first public meeting of the School and thereafter at the annual meeting of the Board.

Section 3: The newly elected Officers shall take office on January 1 following the close of the meeting at which they are elected and the term of office shall be one year, or until respective successors assume office. A Director may serve more than one (1) term in the same office, but not more than two consecutive terms in the same office.

Section 4: In the event that the office of the Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice-Chair or Secretary-Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

ARTICLE IV

Meetings

Section 1: Regular Meetings- Notice shall be given of the date, time, and location of all meetings (regular, special, or annual) in accordance with open meeting law of North Carolina Public Schools Law, code section 115C-4. The annual meeting of the Board of Trustees shall occur in the first Tuesday of December. There shall be at least 9 other regular meetings of the Board held on the first Tuesday of the month. Notice shall be given to each Director and ten (10) days prior to the date of every regular meeting of the Board and shall include the meeting agenda, the time and place of the meeting and any other information as the Chair may deem appropriate. To the extent required by law, public notice of meetings shall also be given. A record of every meeting will be kept, including the date, time, and location of the meeting, the members present or absent, and all action taken at the meeting, in compliance with open meeting law of North Carolina 115C-4.

Section 2: Special Meetings- of the Board of Directors may be called by the Chair or by a majority of the Board filing a written request for such a meeting with the Chair and stating the object, date, and hour therefore, due notice having been given each Director five (5) calendar days prior to the meeting.

Section 3: Quorum- One-half of the Directors then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board of Directors, except where otherwise required by these Bylaws. A majority of those assembled is required to take action.

Section 4: Participation -At any meeting, Directors may participate by any electronic means that allows all participating members to simultaneously hear and speak to one another during the meeting. A Director participating in the meeting this way shall be considered present at the meeting

Section 6: The Board shall select its own meeting format in any method allowed by the laws of the North Carolina. Any such meeting, whether regular or special, complying with Sections 1 or 2 of Article IV shall constitute a meeting of the Board of Trustees and shall subscribe to the policies, procedures, and rules adopted by the Board.

Section 6: Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Board Members prior to the meeting. Any Director may waive notice of any meeting. The attendance of a Board of Directors at any meeting also shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Notices shall comply with all applicable public meeting and other laws.

Section 7: Voting by Board of Directors by proxies shall not be permitted.

Section 8: An absentee Board member may not designate an alternate to represent him or her at a Board meeting.

ARTICLE V

Staff

Section 1: Selection-The Board of Directors shall have the discretion to appoint a School Director, who shall be responsible for carrying out the work of School in accordance with the policies established from time to time by the Board of Directors. The School Director shall receive such compensation as the Board may direct.

Section 2: Duties-The School Director, at the discretion of the Board, shall carry out the policies established by Board and shall be directly responsible to the Board. The School Director shall have general management of the academic and administrative operations of the charter school and shall direct the course of study, the discipline to be observed, the assessments of student performance, and shall be responsible for all required reporting to the State of North Carolina. The School Director shall prepare and annual budget for submission to the Board of Directors. The School Director shall assemble a hiring committee comprised of stakeholders of the school including staff, faculty and parents, and will consider and report the committee's recommendations to the Board. The school Director shall, subject to approval of the Board of Directors, employ and discharge all personnel, prescribe their duties, set their salaries within the minimum and maximum limits established by the Board of Directors, and shall conduct annual reviews of all personnel.

ARTICLE VI

Executive Committee

Section 1: There shall be an Executive Committee comprised of the officers of the School Board. The Executive Committee shall be convened by the Chair when it is not possible to convene the Board in a timely fashion, or shall be authorized to act on behalf of the Board by action of the Board. Actions of the Executive Committee shall require ratification by the full Board of Directors at its next meeting.

Section 2: The Executive Committee shall not serve as an intermediary between the Board and its committees or task forces. The Board of Directors may delegate to the Executive Committee, to the extent provided in a specific resolution, any of the Board's powers and authority, except with respect to:

- (a) the filling of vacancies on the Board of Directors or in any committee which has the authority of the Board;
- (b) the amendment or repeal of Bylaws or the adoption of new Bylaws;
- (c) the amendment or repeal of any resolution of the Board of Directors which provides that such resolution may not be amendable or repealable by the Executive Committee;
- (d) the approval of any self-dealing transactions;
- (e) the sale, transfer, or distribution of all or substantially all of the assets of the School;
- (f) the sale, transfer, or purchase of real property;
- (g) the merger or dissolution of the School;
- (h) the appointment of committees of the Board of Directors or the members thereof;
- (i) the setting of the budget or approval of audits; and
- (j) any action prohibited by the Corporate Charter, these Bylaws, or the laws of the State of North Carolina.

ARTICLE VII

Other Committees and Task Forces

Section 1: The Chair shall appoint all committees or task forces of the Board except the Board Membership Committee. Committees may be composed of Directors and community members. Committees composed of community members must have at least one member who is also a member of the Board of Directors. The Board may prescribe the responsibilities and the composition of such committees. Except as otherwise provided in Section 3 of this Article VII, the Chair shall appoint the chair of each committee.

Section 2: There shall be four (4) standing committees. These shall include: (1) the Board of Membership Committee; (2) the Finance Committee; (3) the Fundraising Committee; and (4) the Long Range Planning Committee.

Section 3: The Board of Membership Committee shall be composed of five (5) persons recommended by the Chair and elected by the Board of Directors at its annual meeting. The Directors shall also elect the chair for the Committee on Board Membership. Each committee member shall serve a term of one (1) year, and these terms shall be staggered to ensure continuity of committee membership.

The duties of the Committee on Board Membership shall be conducted consistently with the section of the School's Charter Application entitled "Board Development" and shall include:

- (a) review of the qualifications of candidates and presentation of a slate of the best qualified nominees for the vacant Director positions on the Board;
- (b) recommendation of candidates to the Board to fill vacancies that arise outside the regular nominating process;
- (c) provision of ongoing orientation to Directors;
- (d) oversight of the Directors assessment process to ensure optimum performance;
- (e) creation of Director and Officer position descriptions to be submitted to the Board for approval; and
- (f) recommendations with respect to the annual retreat of the Board and planning of said retreat consistent with board directives.

ARTICLE VIII

Procedures and Restrictions

Section 1: Contracts

Except as otherwise provided in these Bylaws, the Board of Directors may authorize any officer or agent to enter into any contract or to execute or deliver any instrument on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2: Loans

No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name, unless and except as authorized by the Board of Directors. Any officer or agent of the Corporation thereunto so authorized may affect loans or advances for the Corporation and for such loans and advances may make, execute, and deliver promissory notes, bonds, or other evidences of indebtedness of the Corporation.

Section 3: Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks or trust companies or with such bankers or other depositories as the Board of Directors may select, or as may be selected by any officer or agent of the Corporation to whom such power may from time to time be given by the Board of Directors.

Section 4: Checks, Drafts

All notes, drafts, acceptances, checks and endorsements or other evidences of indebtedness shall be signed by the Chairperson or Vice-Chairperson and by the School Director or the Treasurer, or in such other manner as the Board of Directors may determine. Endorsements for deposit to the credit of the Corporation in any of its duly authorized depositories will be made by the School Director or Treasurer or by any officer or agent who may be designated by resolution of the Board of Directors in such manner as such resolution may provide.

Section 5: Gifts

The Board of Directors may accept on behalf of the Corporation any contribution; gift, bequest, or devise for the general purposes or for any special or educational purposes of FARMVILLE CHARTER ACADEMY of Pitt County, Inc.

ARTICLE IX
Fiscal Year

The fiscal year of the School shall begin on July 1st and terminate on June 30th of the following year.

ARTICLE X
Rules of Order

Except where they may be in conflict with the Charter or Bylaws of the School, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of the School.

ARTICLE XI
Indemnification

The School shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an Officer or Director of the School, against all expenses and liabilities (including counsel fees, judgments, fines, excise taxes, penalties and amounts payable in settlements) reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or other proceeding, whether civil, criminal, administrative, or investigative, in which such person may become involved by reason of such person's serving or having served in such capacity (other than a proceeding voluntarily initiated by such person unless such person is successful on the merits, the proceeding was authorized by the School or the proceeding seeks a declaratory judgment regarding such person's own conduct); provided that no indemnification shall be provided for any such person with respect to any matter as to which such person shall have been finally adjudicated in any proceeding as not having acted in good faith in the reasonable belief that his or her action was in the best interests of the School. Further, such indemnification shall extend to any matter disposed of by a compromise payment by such person, pursuant to a consent decree or otherwise, so long as the payment and indemnification thereof have been approved by the School, which approval shall not unreasonably be withheld, or by a court of competent jurisdiction. Such indemnification shall include payment by the School of expenses incurred in defending a civil or criminal action or proceeding in advance of the final disposition of such action or proceeding, upon receipt of an undertaking by the person indemnified to repay such payment if such person shall be adjudicated to be not entitled to indemnification under this article, which undertaking may be accepted without regard to the financial ability of such person to make repayment.

Where indemnification hereunder requires authorization or approval by the School, such authorization or approval shall be conclusively deemed to have been obtained and each Director of the School approving such indemnification shall be wholly protected if:

i) the payment has been approved or ratified (1) by a majority vote of a quorum of the Directors consisting of persons who are not at that time parties to the proceeding, (2) by a majority vote of a committee of two or more Directors who are not at that time parties to the proceeding and are selected for this purpose by the full Board of Directors (in which selection Directors who are parties may participate), or (3) by a majority vote of a quorum of the Members of the School Community, which quorum shall consist of Members who are not at that time parties to the proceeding; or

ii) the action is taken in reliance upon the opinion or independent legal counsel (who may be counsel to the School) appointed for the purpose by vote of the Directors or in the manner specified in clauses (1), (2) or (3) of subparagraph (i); or

iii) the payment is approved by a court of competent jurisdiction; or

iv) the Directors have otherwise acted in accordance with the standard of conduct set forth in The indemnification authorized by this Section 6 (a) shall be in addition to that permitted by General Statutes Sections 55A-17.2 or 55--17.3 or North Carolina

Any indemnification or advance of expenses under this article shall be paid promptly and in any event within 30 days, after the receipt by the School of a written request therefore from the person to be indemnified, unless with respect to a claim for indemnification the School shall have determined that the person is not entitled to indemnification. Unless otherwise provided by law, the burden of proving that such person is not entitled to indemnification shall be on the School.

The right to indemnification under this article shall be a contract right inuring to the benefit of the Officers and Directors and no amendment or repeal of this article shall adversely affect any right of such Officer or Director existing at the time of such amendment or repeal.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of an Officer or Director.

The School shall maintain adequate insurance to cover the obligation to provide indemnification as enumerated above.

ARTICLE XII

Amendments

These Bylaws may be amended at a regular meeting by a two-thirds vote of all Directors then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Director at least fifteen (15) days prior to the meeting at which the amendment is to be considered. All amendments are subject to the approval of the North Carolina Department of Public Instruction.

A copy of the articles of incorporation. While does not require the applicant to have acquired corporate status in order to apply, that the status must be acquired prior to receive a charter. Accordingly, if the applicant does not yet have corporate documents filed with the Secretary of State, it should demonstrate that it is prepared to do so in the near future.

The undersigned persons certify the foregoing Bylaws have been adopted as the revised Bylaws of the Corporation, in accordance with the requirement of the Corporation Law.

Dated: 4/12/2012

Director

Director

Director

Director

Director

Director

Director

Director

Director

State of: North Caroline
COUNTY of PITT

FARMVILLE CHARTER ACADEMY
ARTICLES OF INCORPORATION



NORTH CAROLINA

Department of The Secretary of State

To all whom these presents shall come, Greetings:

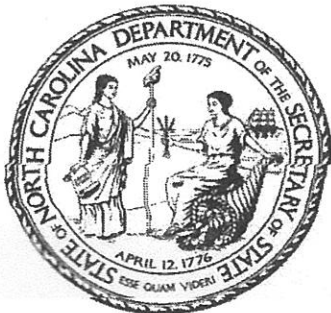
I, **ELAINE F. MARSHALL**, Secretary of State of the State of North Carolina, do hereby certify the following and hereto attached to be a true copy of

ARTICLES OF INCORPORATION

OF

FARMVILLE CHARTER ACADEMY

the original of which was filed in this office on the 22nd day of February, 2011.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 22nd day of February, 2011

Elaine F. Marshall
Secretary of State

SOSID: 1189890
Date Filed: 2/22/2011 10:03:00 AM
Elaine F. Marshall
North Carolina Secretary of State
C201104500648

State of North Carolina
Department of the Secretary of State

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

FARMVILLE CHARTER ACADEMY

- 1. The name of the corporation is: _____
- 2. _____ (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).

3. The street address and county of the initial registered office of the corporation is:

3632 South George Street
Number and Street _____

Farmville, NC 27828 Pitt
City, State, Zip Code _____ County _____

4. The mailing address *if different from the street address* of the initial registered office is:

P.O. Box 934, Farmville, NC 27828

5. The name of the initial registered agent is: Carrie S. Baker

6. The name and address of each incorporator is as follows: _____

| | | |
|--|--|---|
| Laura B. Willoughby P.O. Box 254 Farmville, NC 27828 | Eric Moore P. O. Box 4204 Greenville, NC 27836 | Felicia G. Speight 3835 N. Glenwood Drive Farmville, NC 27828 |
| Dr. Mary J. Willoughby 3563 Hagan Street Farmville, NC 27828 | Carrie S. Baker P.O. Box 934 Farmville, NC 27828 | |

7. (Check either a or b below.)
 a. ___ The corporation will have members.
 b. X The corporation will not have members.

8. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution. (See: Attachment 1)

9. Any other provisions which the corporation elects to include are attached. (None)

10. The street address and county of the principal office of the corporation is:

3632 South George Street
Number and Street _____

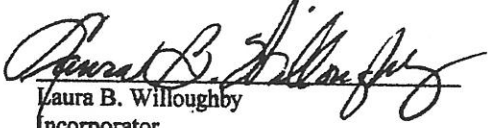
City, State, Zip Code Farmville, NC 27828 County Pitt

11. The mailing address if different from the street address of the principal office is:

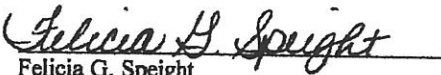
P.O. Box 934, Farmville, NC 27828

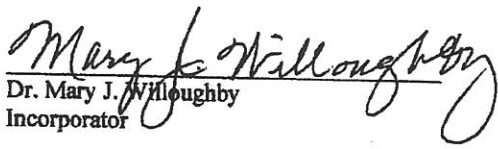
12. These articles will be effective upon filing, unless a later time and/or date is specified: _____


This is the _____ day of _____, 20____.


Laura B. Willoughby
Incorporator


Eric Moore
Incorporator


Felicia G. Speight
Incorporator


Dr. Mary J. Willoughby
Incorporator


Carrie S. Baker
Incorporator

ATTACHMENT 1FARMVILLE CHARTER ACADEMY
Articles of IncorporationPurpose of Corporation

This corporation is organized for the following purpose(s) (*check as applicable*):

- religious,
 charitable,
 educational,
 testing for public safety,
 scientific,
 literary,
 fostering national or international amateur sports competition, and/or
 prevention of cruelty to children or animals,

including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 (herein the "Code") (or the corresponding provisions of any future United States Internal Revenue Code).

Prohibited Activities

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to, its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these articles of incorporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

Distributions Upon Dissolution

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for religious, charitable, educational, scientific or literary purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code as the Board of Directors shall determine, or to federal, state, or local governments to be used exclusively for public purposes. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, such as the court shall determine, which are organized and operated exclusively for such purposes, or to such governments for such purposes.

5. A description of the governing board's functions, duties, roles and responsibilities as it relates to overseeing the charter school and its mission.

The governing Board of Farmville Charter Academy will hold monthly meetings and are subject to the open meetings law. The Board will adopt all policies and procedures for operations of the board, the school administration, and staff. The Board will adopt an annual budget and provide monitoring and oversight of the school's finances and operations. The Board will establish a five year Strategic Plan and create an evaluation rubric for all operations using the Strategic Plan as a benchmark. The Board will seek to make informed decisions with input from stakeholders of the school. The administration and staff will be responsible for the day to day operations of the school.

6. Explain the decision-making processes the board will use to develop school policies.

The governing Board will employ council to help maintain compliance with North Carolina law and directives from DPI. The Board will also accept draft recommendations for school policies from the School Improvement Team (made up of parents, students and school staff) and school Administration and place them on the Board meeting agenda for review and discussion. The Board will allow public comment and input prior to adoption of school policies. The Board will follow the procedures adopted in the By-laws for making decisions.

The Board will utilize an annual parent satisfaction survey and teacher/staff survey. The survey results will be incorporated in the 5-year strategic plan for school growth and to set the future direction of the school.

7. Describe the organization's performance-based goals for the charter school. Organizational goals and measurable objectives should describe and measure the effectiveness and viability of the organization.

The governing Board will adopt a five year Strategic Plan. The Strategic Plan will set forth the schools goals and objectives in detail including but not limited to financial goals and student performance. Farmville charter Academy will implement a rigorous academic program that aligns with the North Carolina Common Core and Essential Standards as set forth by the Department of Public Instruction and will prepare students for success in high school and beyond. The schools goals are as follows:

Goal 1: >95% of students will score at or above grade level on End of Grade (EOG) test.

Goal 2: Students in grades K-8 will use AAA Math.com as the Primary math program.

Goal 3: Students will grades K-8 will use Shurley grammar as part of the language arts Program.

Goal 4: The school will adopt student performance measures for Grade K-2 (untested grades) and will adopt an assessment instrument.

Goal 5: Parents will be partners in their children's education. The school will institute a Volunteer program where parents are welcomed in the school to work with their

Student or others (with permission) to enhance learning.

The school administration will be required by the governing board to adopt an annual plan based upon the benchmark assessments, and prior EOG scores of students actually enrolled in the school.

8. Describe how the governing board will ensure that current and future board members avoid conflicts of interest.

The governing Board will adopt a strict conflict of interest policy. The Board will obtain training regarding conflicts of interest and ethical duties of serving as a board member. Board members will be required to sign a conflict of interest statement and cannot be full-time employees of the school.

ADMISSIONS POLICY *(G.S. 115C-238.29B(b)(4); G.S. 115C-238.29F(d)(1))*

Provide a description of the policies and the procedures for admitting students to the proposed charter school, including specific details of the enrollment lottery plan.

Farmville Charter Academy will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. The school will not limit admission based on any of the following: intellectually ability, athletic ability, disability, race, religion or ancestry.

Farmville Charter Academy will advertise for applicants through local media targeting a diverse student population reflecting the diverse student population of Pitt County Schools. The school will adopt policies and procedures that establish the application process including what pre-admissions information if required.

The school will establish application deadlines and enrollment lottery dates. If the school has more applicants at every grade level than seats available the school will conduct a public lottery for seats in the school. The lottery will consist of placing all students' names in a hat, by grade level, and conducting a random drawing until all classes are full. In the event a grade level is not full in the startup year, all students will be accepted at that grade level. Subsequent to the initial year, students that were previously enrolled will automatically have a seat. All new applicants will be accepted unless the new applicants and existing students exceed the classroom capacity. In the event of more applicants than space available, the school will conduct a public lottery for the available seats.

EDUCATION PLAN

INSTRUCTIONAL PROGRAM: (G.S. 115C-238.29F (d))

Provide a detailed description of the overall instructional program, including the following:

1. Educational theory, foundation of the model, and proposed innovative offerings.

Farmville Charter Academy's instructional program will operate from the foundation of multiple educational theories including "Constructivism," "Cognitivism," and "Behaviorism in the traditions of Dewey, Bode, and Skinner . (Null, 2007). Teachers will be required to master the concepts of "Culturally Responsive Teaching" and apply them in the classroom setting. (Gay, 1993, 1996, 2000, 2003 2005). Teachers will be required to master Kagan Cooperative Learning Structure and apply them in the classroom. (Kagan, 1998). The school's educational model in a composite of past theories and 21st Century learning concepts. The school will seek to improve students' "cognitive processing speeds" by engaging students in a rigorous, content filled instructional program based upon the Common Core and Essential Standard.

The schools innovations will include a combination of use of technology in the classroom, cooperative learning activities, use of active learning strategies, working within the higher registers of Blooms Taxonomy including, analysis, synthesis, and evaluation.

The school will center much of its instruction around Merseeth (2009) the "promise practices and strategies" for high student performance identified in her book entitled "Inside Urban Charter Schools."

2. Teaching approach, class structure, curriculum design, and instructional methodology, courses of study, etc.

Farmville Charter Academy will use instructional technology to facilitate teaching. For example, each classroom will use smart tables or smart boards. Students will have access to computers and students' instruction will include wiki's, web quest, Voki classrooms, and other technologies. The school will create a student learning community using gaggles.net or edmodo. Students will work in learning communities and engage in project based learning. Students will be instructed in Language Arts, Math, Science, Social Studies, Writing, Oral Communications, Financial Literacy, Technology, Computer Science, and will learn Study Habits and Skills. Students will engage in cooperative learn in small groups.

Classroom sizes should not exceed 20 students with students working in groups of no more than 5 students. Teachers will be responsible for lesson planning. Prior to the start of the school year teachers will meet in teams and develop lessons for the school year and create their own pacing guides. Instruction will be data driven and targeted to facilitate student learning based upon formative and summative assessment data, and prior EOG scores. The school will use the Common Core and Essential Standards as the foundation of its curriculum. Teachers will receive training in Multiple Intelligence Theory and application of the same to transfer learned skills into the proper testing domain.

3. Compliance with Federal and State regulations for serving exceptional children.

Farmville Charter Academy will place emphasis on Teachers acceptance of exceptional children in the regular classroom setting. Where appropriate, the school shall “main stream” exceptional children. The school will conduct Child Find and all Teachers will be required to document intervention strategies prior to referral. The school will observe testing accommodations and establish operating procedures for the handling of student records, processing of exceptional children’s forms, and all reporting in CECAS.

4. The school calendar (must provide instruction for a minimum of 185 instructional days) (G.S.115C-238.29F(d)(1))

Farmville Charter Academy will provide a minimum instructional calendar of 185 days. Special consideration will be given to parents with students in more than one Farmville area school.

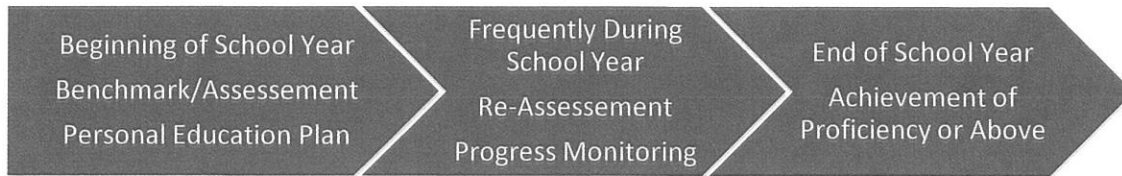
5. A concise description of any evaluation tool or test, if any, that the proposed charter school will use in addition to any state or federally mandated tests and how this data will be used to drive instruction.

Farmville Charter Academy will use formative and summative assessment and operate a data driven program. The school will use a program like Study Island to collect data on student progress on instructional goals and objectives. The school will review this data with Teachers on a regular basis and chart individual student progress. The school will use EVAAS and other tools made available by the N.C. Department of Public Instruction. The school will also use EOG release test as an evaluation tool.

6. A description of the student achievement goals for the school's educational program and the method of demonstrating that students have attained the skills and knowledge specified for those goals. These goals should include specific and measurable performance objectives over time. A timeline should be included to highlight how the school proposes to meet its objectives.

Farmville Charter Academy shall maintain individual student progress data. The school shall set goals of >95% of all students to achieve at or above grade level on EOG's. The school, in cooperation with individual Teachers, shall identify where each student is along a continuum of progress toward proficiency or above, and develop “Personal Education Plan” for all students in conjunction with Teachers, Students, and Parents. Progress will be assessed using a Study Island like program and/or other assessments available from the State.

Time Line



7. An explanation of how the school will provide assistance to students that are not performing at expected levels to ensure the continued progress of student growth. The applicant needs to define their "expected levels" of performance and delineate a plan accordingly.

Students that do not demonstrate proficiency (Level III Performance or above) will receive targeted remediation and tutoring. All students will have Personal Education Plans, but students not demonstrating proficiency will receive additional support. The school will work in conjunction with students from East Carolina University, Pitt Community College, and the local high schools in an extended day tutoring program modeling, in part, the success MATCH Program identified by Dr. Merseeth in her book entitled "Inside Urban Charter Schools." The school will use resources like Khanacademy.org to facilitate individual support in addition to teachers and tutors. All students demonstrating proficiency Levels I and II will receive remediation and tutoring.

8. Details of the proposed charter plans to involve parents and community members in the school.

The school will build an active Parent/Teacher Organization and create an online Parent/Teacher Support Community using Intel. The school will use a robo-call system, text messaging, and the school website to communicate with parents, in addition to a month PRO meeting at the school. The school will develop a parent volunteer program.

9. Explanation of how the school will meet the needs of gifted students, English language learners, and other at risk students. Includes details of the school's process for identification and service of these students.

The school will develop policies and procedures to be adopted by the Board and implemented by the staff to identify and test gifted students, English language learners, and other at risk students. The school will hire a licensed exceptional children's teacher, and other qualified staff to assure that all students receive services to which they are entitled.

10. Discuss any proposed extra-curricular activities to be offered by the school and how these offerings match the over-all mission of the school.

Farmville Charter Academy will implement "The Arts" as a part of its curriculum offerings as electives. Students will be given the opportunity to take classes such as drama, dance, art education (to include: drawing and water color) as well as musical offerings such as: orchestra, choir/chorus and voice development. The Board believes the arts are a vital part of the educational process and will afford the students of Farmville Charter Academy the discipline to excel in other academic areas. Sports will also become a part of the school offerings. No student will be able to participate in any sports offerings without maintain a "C" or better average in all academic areas.

SPECIAL EDUCATION (G.S.115C-106)

The charter school must accept special needs children under the federal legislation *Individuals with Disabilities Education Act* (IDEA) (20 U.S.C. 1400 Et seq.) and the state legislation (G.S. 115C-106 Et seq.). the proposed school will abide by the charter school legislation, G.S. 115C-238.29F(g)(5), as stated below:

A charter school shall not discriminate against any student on the basis of ethnicity, national origin, Gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, Measures of achievement or aptitude, athletic ability, race, creed, gender, national origin, religion, or ancestry.

Provide a clear and thorough explanation of the procedures the proposed charter will follow to insure compliance of the above laws. As part of this section, the plan should include how you will identify and meet the needs of your projected students (at-risk, gifted, English language learners, and students with disabilities) in a manner that aligns with the overall curriculum, instructional approach, and mission.

Farmville Charter Academy will hire a licensed exceptional children's teacher/coordinator. The school will adopt policies and procedures for early identification, testing, and placement. The School will also hire a gifted teacher/coordinator and will also adopt policies and procedures for student placement. All Teachers will be trained in proper intervention strategies, and referral procedures. The school will develop its exceptional children's program based upon the students it enrolls based upon their individual diagnosis. In general, the school will have structure in place for early identification, referral, placement, test accommodations, access to Psychologist, Speech Therapy, Occupational Therapy, and so forth.

STUDENT CONDUCT AND DISCIPLINE

DRAFT CODE

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the Board of Directors, policy committee, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping the student adjust to our school, and to become an integral part of it.

DAILY CLASS SCHEDULE

Elementary School

7:30 a.m. Students begin to arrive
8:10 a.m. Morning Assembly
8:25 a.m. Classroom Instruction Begins
11:30 a.m. Lunch
12:00 p.m. Instructional time Resumes
2:20 p.m. Kindergarten Dismal

Middle School

| | |
|-------------|---------|
| 7:30- | Arrival |
| 8:10-9:05 | 1st |
| 9:10-10:05 | 2nd |
| 10:10-11:05 | 3rd |
| 11:05-11:35 | Lunch |
| 11:40-12:30 | 4th |
| 12:35-1:25 | 5th |
| 1:30-2:20 | 6th |
| 2:25-3:15 | 7th |

ACADEMIC AWARDS

At the end of each semester, honor roll lists will be published.

- Honor Roll – students who have all A's.
- Principal's Honor Roll – students who have a A/B average

ACADEMIC HONESTY

Farmville Charter Academy expects students to be honest in all of their academic work. By enrolling in our district, students agree to adhere to the high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action. Students are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to incorporate the words or ideas of another without giving credit to the source (including having someone else plan or write your work), or to cheat on an examination or daily class work corrupts the essential process by which knowledge is advanced.

ATTENDANCE

Excused Absences Regular school attendance is encouraged. Excused absences must be arranged by the parent or guardian by calling the school office prior to 2:00 p.m. on the day of the absence or a written note from the parent upon the student's return to school. If a call or note is not received from the parent informing the school of the absence, the absence will be unexcused.

Exceptions

- Doctor's Notes, Bereavement/Funeral Programs, Counseling and Court Summons. All proof of attendance for doctor, bereavement or court must be submitted on the next attendance day. Absences in these 3 areas will be subtracted, and not counted towards total absences. Exceptions being perfect attendance.
- Weather, Bus, and Family Emergencies are excused at the principal's discretion.
- Any absence can be excused at the discretion of the administration.
- School activity absence.

Unexcused Absences

If a child is absent without valid excuse for four or more days within a four week period (progress report time) or is absent without valid excuse for five or more days or part of days

within a semester, the attendance officer shall notify the parent, guardian or custodian of the child. At 10 absences, the attendance officer will immediately report absences to Truant Officer. Students absent for any reason are not eligible for perfect attendance. The student must attend class for half of the regularly scheduled period to be considered present.

- The student will be issued a ticket for being tardy to class.

Check In/Out Procedures

Students are required to check in and out of school through the main office. **Only authorized individuals listed on enrollment paperwork will be allowed to check students out of school.** Students arriving at school late must secure an admittance pass from the office before being admitted to class. Students are NOT allowed to check themselves out unless they are living alone regardless of their ages.

ATTENDANCE/ACTIVITIES POLICY

The Farmville Charter Academy Board of Directors believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The Board recognizes, however, that the co-curricular program of the school also has educational merit. Therefore, it shall be the policy of the Board to minimize absenteeism to participate in co-curricular activities.

In keeping with this philosophy, the following procedures will be followed:

The School Director/CEO and Board of Directors shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.

The maximum number of activities absences for any student shall be ten (10) for any one-class period of each school year. The Board of Directors shall appoint an internal activities review committee at the beginning of the school year. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the Board of Directors. In the event that it is not feasible to make the recommendation to the Board of Directors, the school Director/CEO shall act on the recommendation and report to the Board at the next regular meeting.

1. Any absence over the maximum of ten (10), without written permission of the internal activities review committee, shall be counted as an absence in accordance with local board policy.
2. The Principal's office will be responsible for keeping a weekly record of activity.
3. The Principal's office will keep the master record of activity absences for inspection by outside interested parties that have the authority to inspect the records.
4. Sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.

Regulation 1: Each school year, each Principal shall submit a list of school activities scheduled for the school year. Each Principal shall indicate those activities that will require a student to

miss class time for participation. The School Director/CEO shall submit this list for the Board of Directors to review at the regular September board meeting. As new activities are scheduled during the school year, the Principal shall submit these new activities to The School Director/CEO at the end of each calendar month. Those activities that require students to miss class time will be submitted to the Board of Directors for their review at the next regularly scheduled board meeting

BEFORE AND AFTER SCHOOL POLICY

Middle School and Elementary School students will remain in the designated areas of their assigned schools.

| Building/Office | Open | Close |
|------------------------|-------------|--------------|
| Principal's Offices | 7:20 | 3:50 |
| Cafeteria | 7:35 | 1:00 |
| Library | 7:20 | 3:30 |
| Counselor | 7:20 | 3:15 |
| MS Classrooms | 8:10 | 3:15 |
| Elementary Classrooms | 8:10 | 3:15 |

CAFETERIA AND LUNCH

Student behavior in the lunchroom is based on courtesy and cleanliness. The lunchroom duty teacher is the administrator in charge. Students are to obey the rules and the directives of the teacher in charge. No cutting in the lines, running and leaving trays, food or drink cartons on the tables. Leave your area clean, both the table and the floor, gum is prohibited. **Do not remove any food items or drinks from the cafeteria. Do not take drinks into the cafeteria.**

CLASS BEHAVIOR

When you enroll in classes, you assume the following obligations:

1. To be present and on time each school day.
2. To be in your seat before the last bell rings.
3. To complete each assignment on time.
4. To give all of your attention in class.
5. To participate in all class activities.
6. To be respectful and cooperative.

7. To bring the necessary equipment to participate

DISASTER DRILLS

Fire drills are conducted each nine-weeks and a record of the drill filed in the Principal's office. Drills may be postponed and made up at a later date if inclement weather forces a cancellation of a drill.

- One (1) tornado drill is conducted in the fall and one (1) in the spring of each school year.
- One (1) school safety lock down drill is conducted in the fall and one (1) in the spring of each school year.

Students are expected to exhibit good behavior and follow directions given by the teacher in charge.

BULLYING

It is the policy of the Farmville Charter Academy Board of Directors that bullying and harassment are not allowed in the school. The following acts will be considered, but not limited to bullying:

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern or behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

BUS RULES

THE SAFETY OF ALL STUDENTS AND PASSENGERS ON FARMVILLE CHARTER ACADEMY SCHOOL BUSES IS OF EXTREME IMPORTANCE AND THE SCHOOL WILL DEAL WITH ALL MISCONDUCT SERIOUSLY AND WILL NOT TOLERATE

STUDENTS WHO CONTINUE TO CREATE UNSAFE CONDITIONS AND ABUSE BUS RIDING PRIVILEGES.

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be written up by the bus driver and brought to the attention of the principal and the parent.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through the window.
5. Students must be seated in the bus and remain seated until the bus comes to a complete stop at their designated unloading location.
6. Students may be assigned designated seating assignments by the driver.
7. Seats may not be held for passengers and must be shared.
8. Fighting, wrestling, hitting, shoving will be written up by the driver and the principal and parent notified.
9. Profanity, vulgar language or any other expression and/or gesture used by students on the bus, waiting for the bus or when leaving the bus will be written up by the driver and the principal and parent notified.
10. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for the remainder of the semester; the second suspension for the remainder of the school year. No suspended student shall be permitted to resume the school bus riding privilege until all damages for which the student was responsible are paid in full.
11. For misconduct other than vandalism, the student's parent/guardian and principal shall be notified in writing of the first occurrence and a warning will be issued. For a second occurrence, the student shall be suspended from riding the bus for 10 school days. For a third occurrence the student shall be suspended from riding the bus for the remainder of the semester. For the fourth occurrence the student shall be suspended from riding the bus for the remainder of the school year.
12. If a student is denied transportation for any reason, the parent(s) must be notified. The driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

DRUGS AND DANGEROUS WEAPONS

ELECTRONIC DEVICES

Students may possess certain electronic devices. These devices include phones, pagers, CD players, IPODS, MP-3 players, PSP's, Nintendo's, television. They can be used before and after school. The electronic devices **must be turned off during school hours**. The student must obtain teacher permission to use his/her phone/pager.

If not adhered to, confiscation of device will take place. The phone/pager will be returned to the parent or guardian only on the second offense. The student then loses the privilege of having the electronic device for the remainder of the school year.

FERPA

Student directory information will be available only under the FERPA policy. Copies of the FERPA policy are in the superintendent's office.

FIELD TRIPS AND EXCURSIONS

All students participating in field trips must have written permission from the parent or legal guardian including medical consent on file in the school office. A "Parent Permission/Medical Consent Form" will be sent home with the student before the day of the field trip. This permission form will include:

1. Student's name – entry line
2. Name of class, activity or group
3. Type of field trip
4. Cost (if any)
5. Transportation arrangements for the field trip
6. Statement of lunch arrangements
7. Signature of Parent or Guardian if permission is granted
8. Signature of Parent or Guarding for medical consent in case of emergency

A completed form will be on file with the school at least one day prior to date of trip. Eligibility rules will apply to all school sponsored field trips. Students who are on probation or ineligible will not be allowed to attend field trips.

IMMUNIZATION

Immunization records on all students must be complete before enrollment.

INJURED OR ILL STUDENTS

Students who are injured or become ill will report to a teacher, counselor, or the office. Every effort will be made to contact the parents. If the parent cannot be located, the school principal will determine if the illness or injury will need medical attention. It is most important that parents have on file a signed medical release for the school to use during those times when parents cannot be found. The hospital and clinics will not give treatment without this parent release. Students must see the school secretary when his/her address or phone number changes so the administration can communicate with parents or guardians when emergencies arise.

MEDICATION

By law, the school cannot administer any medication to students without the express written approval of the parents. If your child is to receive medication during the school day, there are forms available in the office that will grant the school permission to administer the medicine. The school does not have aspirin for students.

Students are NOT permitted to carry prescription drugs or over the counter drugs including aspirin. Students must turn these in to the office to be administered by office personnel.

All medication, prescription or non-prescription must be kept in the office with the exception of inhalers. (Students that need to carry an inhaler should report it to their site office staff). All medication will be destroyed thirty (30) days after the close of school.

PARENT CUSTODY

If a parent objects to a child being seen or taken from the school by another parent, the objecting parent shall file with the school a court order showing that he or she has custody of the child and that the court order expressly prohibits the second parent from seeing the child.

In a child custody case, a child will be released to an officer of the law with a proper court order. Every effort will be made to notify the parent, but by law, the school cannot hold the child.

STUDENT COUNCIL

Your Student Council provides for student activities, serves as training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

TECHNOLOGY AND INTERNET USAGE POLICY

See Appendix *

TELEPHONE CALLS

Incoming phone calls for students will be taken in the office and messages delivered between classes. No students will be called from class for a telephone call unless the call is an emergency. Students may use the office phone to call out only in an emergency as defined by the Administrator.

*Parents should contact office personnel through the school phone numbers, instead of calling their son/daughter directly on cell phones.

TIMELINES

Please create and describe a detailed start-up plan, identifying major tasks, timelines, and responsible individuals for accomplishing those tasks.

The following start-up plan will begin once the charter receives approval:

Training

Board member training will continue immediately and will be on-going.

Marketing

Students applications will be the first priority. Ads will be placed in all area publications (Farmville Enterprise, M Voice, and press release will be utilized. Also, fliers distributed to area churches and civic organizations with school start date and enrollment requirements will be used. Potential students from local daycares will be targeted also (only after charter is approved).

| | |
|---------------|--|
| February 2013 | Charter Application Approval |
| March 2013 | Draft of Policies and Procedures Manual |
| April 2013 | Public Hearing and Adoption of Policies and Procedures Beginning Advertising and Recruitment of Teachers |
| May 2013 | Hire School Administration (Start July 1) Hire Teachers (Start August 1) Begin recruitment of Students |
| June 2013 | Other Organizational Issues |
| July 2013 | Administration Transition |
| August 2013 | Professional Development of Teachers |
| August 2013 | School Start Initial Student Assessment |

BUSINESS PLAN

PROJECTED STAFF:

Provide a list of positions anticipated for the charter school.

The school will have the following staff:

Administration

CEO/Principal (1 FTE)
Administrative Assistant (1 FTE)
Testing Coordinator/Curriculum Coordinator (1 FTE)
Clerical Worker/Receptionist (1 FTE)

Instructional

Teachers (10 FTE)
Teacher Assistant (1 FTE)
Transportation (5 PTE)

Non-Instructional staff

Cafeteria Staff (1 FTE/3 PTE)
Transportation (5 PTE)

Total Projected Staff: 26

Also include the following information for the proposed charter school:

- Process to advertise for and employ staff of the school
- Handbook governing standards of conduct, grounds for termination, policies and procedures, etc.

The school will advertise for teachers through teacher.teacher.com and via local new media such as The Farmville Enterprise, The M Voice and The Daily Reflector.

The school will adopt policies and procedures for hiring, promotion, termination, grievance, staff development. Until a CEO/Principal is in place, the Board of Directors will appoint a qualified person to head up a hiring committee that will consist of a Board Member, community member, and a teacher. After a CEO/Principal is in place, the CEO/Principal will lead the hiring committee.

SAMPLE

FARMVILLE CHARTER ACADEMY

STAFF HANDBOOK

Employee Practices

At-Will Employment

Farmville Charter Academy does not offer tenured or guaranteed employment. Except as FCA has otherwise expressly agreed in writing, your employment is at-will and may be terminated by you or FCA at any time after giving proper notice.

Code of Ethics

Each employee shall exhibit the highest standards of honesty, integrity, and fairness, and be responsible for his or her own actions. An employee's conduct should be such that it protects his/her integrity and/or reputation, and that of the school system. All employees while respecting and protecting the civil and human rights of everyone shall uphold the principles of due process and individual dignity. Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies, and regulations.

Compliance with Board Policy

Each employee is responsible for familiarizing himself/herself with the policies of the Farmville Charter Academy School Board. Employees will be held accountable for compliance with these policies.

Criminal Background Checks

Farmville Charter Academy employees are essential to advancing the institution as a place to learn and work. It is necessary to consider both the quality and suitability of potential employees in order to further the institution's mission. The decision to hire an employee begins with an informed assessment. This policy establishes the expected level of employment verification and background investigation, and also provides tools and resources to assist Farmville Charter Academy in appropriately employing its personnel. Those tools include employment verification through reference checks, confirmation of academic credentials and licenses, and investigation of criminal histories.

The Personnel Department shall request from or arrange with Human Resource Services for a criminal history investigation on the external finalists or, at a minimum, the external selected candidate for all covered positions. The purpose of this investigation is to determine the candidate's suitability for employment in light of past criminal convictions. New hires should not begin to work until the criminal history investigation is complete. In the event there is an immediate need for services, all formal offers of employment and continued employment are contingent upon a successful criminal history investigation.

A criminal conviction is not an automatic bar to employment. Farmville Charter Academy will consider the severity, frequency, and nature of a conviction, as well as its relation to the position in question. Other factors may include the candidate's role in the crime, the candidate's actions and activities since the crime, including rehabilitation or restitution, work history, truthfulness and completeness of the candidate's disclosure of convictions, and any other relevant information. Human Resource Services shall review any negative results in relation to

the position in question and may also consult with necessary personnel as part of that review. All job postings and announcements for covered positions shall state that the selected candidate will be subject to a criminal history investigation.

Discrimination & Harassment

The board believes that all employees and students should be free of unlawful discrimination, including harassment, as a part of a safe, orderly and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination or harassment, including on the basis of race, color, nation origin, sex, pregnancy, religion, age or disability. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

A. APPLICATION OF POLICY

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district must comply with all applicable federal and state laws and regulations regarding nondiscrimination. Visitors also are expected to comply with applicable laws, including the prohibition against harassment of students or employees.

B. DISCRIMINATION COMPLAINT PROCEDURES

1. STUDENTS

Students and parents are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in FCA policy, Student and Parent Grievance Procedure. The complaint procedure for sexual harassment is established in policy FCA Sexual Harassment Complaint Procedure for Students.

2. EMPLOYEES

Employees are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in FCA policy, Grievance Procedure for Employees. The complaint procedure for sexual harassment is established in FCA policy, Sexual Harassment Complaint Procedure for Employees.

Farmville Charter Academy will not discriminate against qualified disabled persons on the basis of a disability. This non-discrimination policy includes, but is not limited to benefits of and participation in district programs and activities. The district will provide aids, benefits and services to disabled persons in the most integrated setting appropriate to the person's needs so they may have an opportunity commensurate to that provided to non-disabled persons to

obtain the same results. Gain the same benefit or reach the same level of achievement.

Equal Opportunity Employment

We want to maintain an employee relations climate which promotes maximum personal development and achievement. We are an equal opportunity employer and do not discriminate on the bases of age, race, color, national origin, sex, religion, creed or any other characteristic prohibited by law. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, selection for training, promotion, transfer, layoff, termination, leaves of absence, rates of pay or any other term or condition of employment. When necessary, we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation. We expect everyone to show understanding and consideration to fellow employees and to respect and observe this policy.

Immigration Law Compliance

Farmville Charter Academy does not hire anyone that is not a citizen of the United States or is not a non-citizen that is authorized to work in the U.S under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Personnel File

Farmville Charter Academy keeps personnel files on each of its employees. These files are confidential in nature, and are managed by the Principal or designee. They will not be copied or be removed from the premises unless there is a legitimate business reason to do so.

All employees may view his or her personnel file by contacting the Principal during normal business hours. No employee may alter or remove any document in his or her personnel file.

Sexual & Other Unlawful Harassment

Farmville Charter Academy will maintain a work environment that nourishes respect for the dignity of each individual.

It is against the policies of Farmville Charter Academy for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of Farmville Charter Academy for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact the Principal.

All complaints of harassment will be promptly, thoroughly and confidentially investigated, and where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including discharge.

Standards of Conduct

Farmville Charter Academy expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Further, an employee should report any dishonest activities, or damaging conduct to an appropriate supervisor.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by Farmville Charter Academy and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other FCA employees. Your discussing such matters with other employees may – in and of itself – create an unacceptable work environment for which you will be held responsible and for which you may be disciplined in accordance with Farmville Charter Academy’s disciplinary policy.

Workers Compensation

All public school employees are entitled to receive Workers’ Compensation under the North Carolina Workers’ Compensation Act. Employees must have suffered an accidental injury or contracted an occupational disease in the course of employment to be eligible for medical payments, compensation for lost salary or death benefits under this program.

General Policies & Procedures

Alert Now Notification System

Farmville Charter Academy administration use Alert Now, a rapid communication tool that can deliver uniform information to parents at a fast rate. Individual teachers can use alert now to communicate with parents. Teacher may get messages to the alert now administrator to make announcements.

Attendance

All employees are expected to be present during all working hours and must obtain prior approval from CEO/Principal or designee when they are to be absent. In the case of unplanned or emergency absences, employees should contact school secretary as soon as possible or by the start of the next day. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered a neglect of duty and will result in appropriate disciplinary action, up to and including dismissal.

BLOODBORNE PATHOGENS

In compliance with federal and state regulations, Farmville Charter Academy attempts to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit blood borne pathogens and lead to disease or death. The Blood borne Pathogen Policy and Exposure Control Plan are accessible at each work site.

Employees who could be "reasonably anticipated," as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials are covered by the OSHA Blood borne Pathogens Standard, the NC Administrative Code. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed, would not be considered "reasonably anticipated occupational exposure."

Universal precautions will be in force at all times. All blood, bodily fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Blood borne pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

Bomb Threat

Three types of bomb threats now represent a serious crime in North Carolina, and therefore involve serious penalties that can be administered by the school system, or local and state law enforcement agencies.

Category of Crime

- Crime no. 1: Making or communicating a false bomb threat in any form, even including computer messages, is now a Class H felony crime.
- Crime no 2: Perpetrating a bomb threat hoax by bringing a fake explosive device onto school property (building, grounds or buses) or into school-sponsored events or activities in now a Class H felony crime.
- Crime no. 3: Encouraging or aiding a minor to bring onto school property any true explosive device is now a Class G felony crime.
- Penalties: In addition to legal consequences that accompany any of the above felonies, the following penalties also apply to these crimes: A second conviction of either of the first two crimes within 5 years of a first conviction is a class G felony crime. Conviction of any of the three crimes results in loss of one's driver's license or permit.
- There is an automatic 365-day suspension from school for committing either of the first two crimes. Possible restitution and financial liability for the costs of damage experienced by the school or school system in having to deal with the threat. Parents who are found to be negligent with regard to their children who commit either of the above crimes may
- be required to pay up to \$25,000 in costs associated with a false bomb threat or hoax, and \$50,000 in costs associated with actual damages resulting from a discharged explosive device.

Child Nutrition-CAFETERIA CONDUCT/FOOD POLICY

Lunch time is designed as a time for students to have a nutritious meal, go to the restroom and have time with friends. A few rules must be observed, though, to facilitate a smooth schedule. Students must dispose of all trash properly.

Students are not allowed to leave campus for lunch. Students will not be allowed to have food brought to them from outside food establishments. Students who have early release may not bring lunch back to other students from off-campus (fast-food restaurants etc.) Students may not have friends from other schools, former students, etc. come onto campus to bring them food or eat lunch with them.

Conflict of Interest

Employees are expected to avoid engaging in any conduct that creates, or gives the appearance to a reasonable and informed public of creating a conflict of interest with job responsibilities with the school. While there may be other conflicts of interests, employees must follow FCA board directives in the areas of financial interests and receipt of gifts. An employee or member of the FCA board will not engage in selling goods or services to the board and will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school district.

Any teacher may enter into an agreement for tutoring students for a fee, but this practice must be limited to students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility. Tutoring for a fee may not take place during regular school hours or on school grounds. School supplies may not be expended in tutoring for a fee.

Further, no gifts from any person or group desiring or doing business with the school will be accepted by a school employee except for nominally valued instructional products or advertising items which are widely distributed.

Confidentiality

Employees and board members have an absolute duty to maintain the confidentiality of records as required by law. Employees and board members, by the nature of their positions, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee or board member who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the executive director for human resources (for employees) or from the superintendent or board attorney (for board members). When violations occur, appropriate disciplinary action will be taken.

It is a criminal violation for an employee or board member to do either of the following:

- knowingly, willfully and with malice permit any unauthorized person to have access to information contained in a personnel file, or

- knowingly and willfully examine, remove or copy a personnel file that he or she is not specifically authorized to access pursuant to G.S. 115C-321.

Drug & Alcohol

It is the policy of Farmville Charter Academy that a drug-free and alcohol-free workplace will be maintained. The unlawful manufacture, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroids, alcohol, counterfeit substances or any other controlled substance as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C.812) and further defined by regulation at 21.F.R. 1300.11 through 1300.15 is prohibited. No employee will be impaired by the use of prescription or nonprescription drugs while at work or in a capacity representing the Farmville Charter Academy. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

Employees are prohibited from using or being under the influence of alcohol while acting in the course and scope of the employees' duties. This does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his/her employment duties.

This policy will govern each employee before, during or after school hours while on any property owned or leased by Farmville Charter Academy; at anytime during which the individual employee is acting in the course and scope of his or her employment with FCA; and at any time that the employee's violation of this policy has a direct and adverse effect upon his/her job performance. An employee must notify his/her supervisor in writing no later than five (5) calendar days of any conviction under any criminal drug statute for a violation occurring within the scope of this paragraph.

Violation of this policy will subject an individual to personnel action by the FCA Board or the requirement that the employee participate satisfactory in a drug abuse assistance or rehabilitation program approved by the FCA Board. Information concerning available counseling, rehabilitation and reentry programs will be provided to employees.

In order to ensure the safe operation of school vehicles and comply with federal law and regulations, Farmville Charter Academy has established a comprehensive program of drug and alcohol testing for school bus drivers and all other commercial motor vehicle operators employed by the Farmville Charter Academy.

Commercial motor vehicle operators employed by the FCA will not consume alcohol or have alcohol in the person's body or be impaired by a prescription or nonprescription drug while on duty or while operating any motor vehicle. It is a criminal offense under NC state law G.S. 20-138.2B to drive a school bus, school activity bus or child care vehicle upon any highway, any street or any public vehicular area within the state while consuming alcohol or while alcohol remains in the person's body and the BOE prohibits drivers from engaging in such actions. Any

employee who commits a prohibited act, refused any test required by or otherwise violated this policy: G.S. 20-138.2B or Part 382, will be subject to disciplinary action, up to and including dismissal

Discipline

One of the most important investments you will make is your discipline plan. This plan should concretely state what you believe about children and behavior in the classroom, your expectations, and the consequences.

- Check with your administration. Know the administrative process. How are students referred? What forms are used? What constitutes an infraction?
- Define how you want students to act.
- Generate a list of 10 expectations.
- Select four or five that you want to establish as your expectations.
- Have the students vote on others they want enforced.
- Check your voice tone, volume, and rate of speech.
- Make sure that you are firm and consistent.

Classroom Rules Classroom rules should

Be specific and clear. If some rules need further clarification you may put examples in parenthesis below the rule. This should be the case for only 1 or 2 of the total rules. For example, "Keep hands, feet, objects to yourself." (Pencils, books, erasers are to stay in your desk when not being used for academic purposes).

1. Be simple. Use simple wording, pictures or symbols to represent the rules when possible.
2. Be brief. No more than three to five rules should be necessary.
3. Be positive. Stating rules in the positive instead of the negative encourages the behavior you are seeking.
4. Be measurable and observable. It is important that everyone knows whether a rule has been followed and to be able to count the times that it has been followed.
5. Be linked to reasonable consequences. This may be written or it may be a part of your management system in the classroom, i.e., point or token system.
6. Be posted.
7. Be taught and discussed.

Employee Dress & Appearance

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel shall be professionally, neatly and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall communicate to employee's guidelines for appropriate dress and appearance. Such guidelines may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

- the nature of the work;
- whether the dress is consistent with a professional environment;
- health and safety factors;
- the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
- the employee's interaction with students;
- the prevailing practices of other workers in similar jobs; and
- any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress violates these guidelines, the supervisor will counsel the employee regarding appropriate attire that is consistent with this policy and will determine whether the employee is allowed to remain at work or must leave work to change his/her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action up to, and including, dismissal.

Internet Acceptability Use

The goal of providing network/Internet access for students and staff is to support education and research consistent with the educational objectives of the Farmville Charter Academy. Transmission of any material in violation of any federal or state regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material in violation of FCA Board policies.

Privileges - The use of the network/Internet is a privilege, not a right, and inappropriate use will result in suspension of that privilege. All user accounts are property of the Farmville Charter Academy. School staff or system administrators may deny access at any time that it is deemed necessary. Serious and/or repetitive infractions will be reported to CEO/Principal and handled according to FCA student discipline policy.

Network Etiquette - While each user has the right to free speech, all are expected to abide by the FCA Board acceptable Code of Conduct.

Licensure

Except as provided below, a professional employee must hold at all times a valid North Carolina license appropriate to the position in which he or she is employed. Licensure renewal is the responsibility of the individual, not of the school. Employee allowing a license to expire must have it reinstated prior to the beginning of the next school year. An expired license is a basis for dismissal.

In cases of emergency staffing needs, teachers may be assigned to teach out of their licensed

field. As openings occur, the board will try to place such teachers in their licensed field.

Teachers who remain in out-of-field positions for more than one~ year, either by choice or because no position in their licensed field is available, must work to fulfill State Board of Education requirements for permanent licensure in the area of assignment. Failure to comply with this directive may be a basis for dismissal.

To the extent the administration identifies to the board a shortage of qualified licensed teachers available to fill teaching positions in specific areas, the board may elect to employ teachers under provisional licensure, as allowed by North Carolina General Statute § 115C-296.1 and any implementing regulations.

Legal References: G.S. 115C-296, -296.1, -325(e)(1)(m); State Board of Education Policy Number 03E 112

Medication

Students who need to take prescription medication during the school day must bring the medication to the office along with a completed "School Authorization of Medication" form.

The medication will be kept in the office and distributed by a school official. Dates and time of distribution will be logged on a form which will be in the office. The administration of non-prescription medication can only occur with the written authorization of a licensed medical practitioner (physician, PA, or nurse practitioner). Students are not to possess or self administer non-prescription medication with out appropriate medical authorization.

Payroll

To assist employees in managing their financial affairs and meet state and federal legal requirements, the finance officer is authorized to make the following salary deductions:

- State income taxes (state requirement);
- Federal income taxes (federal requirement);
- Federal social security taxes (state requirement);
- North Carolina State Retirement contributions (required by G\$. 135-8);
- court-ordered child support payments;– court

- Federal, state and local government garnishments;
- Health insurance premiums authorized by state law (authorized by G.S. 115C-340);
- Tax sheltered (deferred) annuities, 403(b) (authorized by G.S. 115C-341);
- Supplemental retirement income plan of North Carolina, 401(k);
- Flexible benefits plan (authorized by G.S. 115C-341.1);
- North Carolina State Employees Credit Union deductions (authorized by I I 5C-342);
- 121. United States Saving Bonds (optional, authorized by 115C-343);
- group life insurance premiums (optional, authorized by 115C-340, -342)l-

group dental insurance premiums (optional, authorized by G.S. 115C-340, - 342)

- Other deductions as may be approved by the board (additional possible deductions include dues for employees' associations or charities).

The personnel office will make information available to all employees regarding possible payroll deductions and any procedures or requirements for particular types of deductions. Any employee who would like the board to consider additional salary deductions should contact the superintendent/CEO who will review such request and make recommendations to the board.

QUALIFICATIONS REQUIRED FOR INDIVIDUAL POSITIONS: (G.S.115C-238.29F(e))

No staff has been hired or identified at this time. The school will seek licensed highly qualified teachers and paraprofessionals. The school will conduct criminal background checks. Teachers will be licensed in the area they are assigned to teach. Each teacher will have a professional development plan, up dated each year.

ENROLLMENT

Provide a plan indicating how the school will reasonably reflect the 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))

The proposed school will abide by the charter school legislation, G.S. 115C-238.29F(g)(5), as stated below:

Farmville Charter Academy shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Farmville Charter Academy's marketing pan will help the school reflect the demographic composition of Pitt County. As previously stated Farmville Charter Academy will advertise in a wide variety of media outlets designed to target a cross section of the population. FCA will also target day cares, preschools, and area churches that serve a wide variety of students throughout Pitt County.

**PROJECTED ENROLLMENT
2013-14 through 2017-2018**

IDENTIFY LEA FROM WHICH
STUDENTS WILL PROBABLY COME

List LEA #1 – Pitt County Schools

List LEA #2 – Greene County Schools

List LEA #3 – Edgecombe County Schools

| <u>GRADES</u> | 2013-2014 | | | 2014-2015 | | | 2015-2016 | | | 2016-2017 | | | 2017-2018 | | |
|---------------|------------------|----------|----------|------------------|----------|----------|------------------|----------|----------|------------------|----------|----------|------------------|----------|----------|
| | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 |
| Kindergarten | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| First | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| Second | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| Third | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| Fourth | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| Fifth | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| Sixth | 0 | — | — | 20 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |

PROJECTED ENROLLMENT 2013-14 through 2017-2018 (continued)

| | 2013-2014 | | | 2014-2015 | | | 2015-2016 | | | 2016-2017 | | | 2017-2018 | | |
|--------------------------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|
| | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 | LEA 1 | LEA 2 | LEA 3 |
| Seventh | 0 | — | — | 0 | — | — | 20 | — | — | 20 | — | — | 20 | — | — |
| Eighth | 0 | — | — | 0 | — | — | 0 | — | — | 20 | — | — | 20 | — | — |
| Ninth | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — |
| Tenth | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — |
| Eleventh | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — |
| Twelfth | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — | 0 | — | — |
| LEA Totals | 120 | — | — | 0 | 140 | — | 160 | — | — | 180 | — | — | 180 | — | — |
| Overall Total Enrollment | 120 | | | 140 | | | 160 | | | 180 | | | 180 | | |

Budget: Revenue Projections 2013-2014 through 2017-2018

| INCOME: REVENUE PROJECTIONS | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|--------------------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| --State ADM Funds | <u>\$555,764.40</u> | <u>\$648,391.80</u> | <u>\$741,019.20</u> | <u>\$833,646.60</u> | <u>\$833,646.60</u> |
| --Local Per Pupil Funds | <u>\$188,112.00</u> | <u>\$219,464.00</u> | <u>\$250,816.00</u> | <u>\$282,168.00</u> | <u>\$282,168.00</u> |
| --Federal Funds | <u>\$74,387.64</u> | <u>\$86,785.58</u> | <u>\$99,183.52</u> | <u>\$111,581.46</u> | <u>\$111,581.46</u> |
| --Grants* | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| --Foundations* | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> |
| --Private Funds* | <u>\$10,000.00</u> | <u>\$11,666.20</u> | <u>\$13,332.80</u> | <u>\$14,999.40</u> | <u>\$14,999.40</u> |
| --Other Funds* | <u>\$46,620.00</u> | <u>\$54,390.00</u> | <u>\$62,160.00</u> | <u>\$69,930.00</u> | <u>\$69,930.00</u> |
| TOTAL INCOME | <u>\$874,884.04</u> | <u>\$1,020,697.58</u> | <u>\$1,166,511.52</u> | <u>\$1,312,325.46</u> | <u>\$1,312,325.46</u> |

*If you are depending on these sources of funding to balance your operating budget, please provide documentation, such as signed statements from donors, foundations, etc., on the availability of these funds.

Budget (continued): Revenue Projections 2013-2014 through 2017-2018

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

See <http://www.ncpublicschools.org/fbs/stats/index.html>

(OR Click on: Agency Website: Division of Financial Services, Reports and Statistics, Statistical Data

The formula for figuring these allotments can be found in the Resource Guide.

We calculated revenue for "State Funds" for Pitt County Schools based upon the rate of \$4,631.37 per student from the Resource Guide, and published Average Daily Membership (ADM) rates for Pitt County. For each year the calculation is as follows:

| Year | Calculation | Total |
|-----------|---|--------------|
| 2013-2014 | Pitt County State Funds Rate of \$4,631.37 x 120= | \$555,764.40 |
| 2014-2015 | Pitt County State Funds Rate of \$4,631.37 x 140= | \$648,391.80 |
| 2015-2016 | Pitt County State Funds Rate of \$4,631.37 x 160= | \$741,019.20 |
| 2016-2017 | Pitt County State Funds Rate of \$4,631.37 x 180= | \$833,646.60 |
| 2017-2018 | Pitt County State Funds Rate of \$4,631.37 x 180= | \$833,646.60 |

We calculated "Local funds" based upon the rate of \$1,567.60 per student from the Resource Guide. For each year the calculation is as follows:

| Year | Calculation | Total |
|-----------|---|--------------|
| 2013-2014 | Pitt County Local Funds Rate of \$1,567.60 x 120= | \$188,112.00 |
| 2014-2015 | Pitt County Local Funds Rate of \$1,567.60 x 140= | \$219,464.00 |
| 2015-2016 | Pitt County Local Funds Rate of \$1,567.60 x 160= | \$250,816.00 |
| 2016-2017 | Pitt County Local Funds Rate of \$1,567.60 x 180= | \$282,168.00 |
| 2017-2018 | Pitt County Local Funds Rate of \$1,567.60 x 180= | \$282,168.00 |

We anticipate the school being eligible for Title I, Part A funds, IDEA (at least 10% of student population), Title II and other federal programs. We estimated "federal" funding at a rate equal to 10 percent of the total State and Local Funding estimates each year as follows:

| Year | Calculation | Total |
|-----------|------------------------------------|--------------|
| 2013-2014 | \$555,764.40 + \$188,112.00 x 10%= | \$74,387.64 |
| 2014-2015 | \$648,391.80 + \$219,464.00 x 10%= | \$86,785.58 |
| 2015-2016 | \$741,019.20 + \$250,816.00 x 10%= | \$99,183.52 |
| 2016-2017 | \$833,646.60 + \$282,168.00 x 10%= | \$111,581.46 |
| 2017-2018 | \$833,646.60 + \$282,168.00 x 10%= | \$111,581.46 |

The project does not currently have any "grants" or commitments from "foundations" and therefore did not include any amounts under these budget categories.

We calculated "private funds" based upon Board members commitment to raise a minimum of \$83.33 per students each year as follows:

| <u>Year</u> | <u>Calculation</u> | <u>Total</u> |
|-------------|--------------------|--------------|
| 2013-2014 | 120 x 83.33= | \$10,000.00 |
| 2014-2015 | 140 x 83.33= | \$11,666.20 |
| 2015-2016 | 160 x 83.33= | \$13,332.80 |
| 2016-2017 | 180 x 83.33= | \$14,999.40 |
| 2017-2018 | 180 x 83.33= | \$14,999.40 |

We calculated "other funds" based upon projection for revenue from child nutrition services. The school will participate in the federal child nutrition program. We calculated this based upon an average rate of \$2.10 per day per student for 185 days for each years as follows:

| <u>Year</u> | <u>Calculation</u> | <u>Total</u> |
|-------------|----------------------------------|--------------|
| 2013-2014 | \$2.10/student x 185 days x 120= | \$46,620.00 |
| 2014-2015 | \$2.10/student x 185 days x 140= | \$54,390.00 |
| 2015-2016 | \$2.10/student x 185 days x 160= | \$62,160.00 |
| 2016-2017 | \$2.10/student x 185 days x 180= | \$69,930.00 |
| 2017-2018 | \$2.10/student x 185 days x 180= | \$69,930.00 |

Budget (continued): Expenditure Projections 2012-13 through 2016-2017

MAY BE AMENDED AS THE NEEDS OF THE SCHOOL DICTATES.

| BUDGET EXPENDITURE PROJECTIONS | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|---------------------------------------|------------------|------------------|------------------|------------------|------------------|
| GS 115C-238.B(b)(5) | | | | | |
| PERSONNEL | | | | | |
| Total # of staff 28 | 22 | 26 | 28 | 28 | 28 |
| --Administrator(s) # 3 | \$120,000.00 | \$145,000.00 | \$145,000.00 | \$145,000.00 | \$145,000.00 |
| --Clerical #1 | \$21,000.00 | \$21,000.00 | \$21,000.00 | \$21,000.00 | \$21,000.00 |
| --Teachers #10 | \$198,000.00 | \$264,000.00 | \$330,000.00 | \$330,000.00 | \$330,000.00 |
| --Librarians #0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| --Guidance #5 | \$0 | \$16,000.00 | \$16,000.00 | \$16,000.00 | \$16,000.00 |
| --Teacher Assistants #1 | \$25,000.00 | \$25,000.00 | \$25,000.00 | \$25,000.00 | \$25,000.00 |
| --Custodian #1 | \$22,000.00 | \$22,000.00 | \$22,000.00 | \$22,000.00 | \$22,000.00 |
| --Maintenance #0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| --Food Service #3 | \$66,000.00 | \$66,000.00 | \$66,000.00 | \$66,000.00 | \$66,000.00 |
| --Bus Driver #4 | \$38,000.00 | \$57,000.00 | \$76,000.00 | \$76,000.00 | \$76,000.00 |
| Total | \$490,000.00 | \$616,000.00 | \$701,000.00 | \$701,000.00 | \$701,000.00 |
| EMPLOYEE BENEFITS | \$49,000.00 | \$61,600.00 | \$70,100.00 | \$70,100.00 | \$70,100.00 |
| STAFF DEVELOPMENT | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| MATERIALS AND SUPPLIES | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| OFFICE SUPPLIES | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| INSTRUCTIONAL EQUIPMENT | \$24,000.00 | \$24,000.00 | \$24,000.00 | \$24,000.00 | \$24,000.00 |
| OFFICE EQUIPMENT | | | | | |

Budget (continued): Expenditure Projections 2012-13 through 2016-2017

| BUDGET EXPENDITURE PROJECTIONS | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| TESTING MATERIALS | <u>\$4,000.00</u> | <u>\$4,000.00</u> | <u>\$4,000.00</u> | <u>\$4,000.00</u> | <u>\$4,000.00</u> |
| INSURANCE | <u>\$18,000.00</u> | <u>\$18,000.00</u> | <u>\$18,000.00</u> | <u>\$18,000.00</u> | <u>\$18,000.00</u> |
| UTILITIES | <u>\$16,000.00</u> | <u>\$16,000.00</u> | <u>\$16,000.00</u> | <u>\$16,000.00</u> | <u>\$16,000.00</u> |
| RENT | <u>\$70,000.00</u> | <u>\$70,000.00</u> | <u>\$70,000.00</u> | <u>\$70,000.00</u> | <u>\$70,000.00</u> |
| MAINTENANCE & REPAIR | <u>\$4,000.00</u> | <u>\$4,000.00</u> | <u>\$4,000.00</u> | <u>\$4,000.00</u> | <u>\$4,000.00</u> |
| TRANSPORTATION | <u>\$25,000.00</u> | <u>\$25,000.00</u> | <u>\$25,000.00</u> | <u>\$25,000.00</u> | <u>\$25,000.00</u> |
| MARKETING | <u>\$2,000.00</u> | <u>\$2,000.00</u> | <u>\$2,000.00</u> | <u>\$2,000.00</u> | <u>\$2,000.00</u> |
| FOOD/CAFETERIA SUPPLIES | <u>\$22,000.00</u> | <u>\$22,000.00</u> | <u>\$22,000.00</u> | <u>\$22,000.00</u> | <u>\$22,000.00</u> |
| TOTALS | <u>\$733,000.00</u> | <u>\$871,600.00</u> | <u>\$965,100.00</u> | <u>\$965,100.00</u> | <u>\$965,100.00</u> |

WORKING CAPITAL and/or ASSETS ON DATE OF APPLICATION

| | |
|-------------------------|------------|
| Cash on Hand | \$0 |
| Certificates of Deposit | \$0 |
| Bonds | \$0 |
| Real Estate | \$0 |
| Capital Equipment | \$0 |
| Motor Vehicles | \$0 |
| Other Assets | \$0 |
| TOTAL | \$0 |

MARKETING PLAN (GS 115C.238.29F(g)(1-7))

The Board will develop and adopt a five year marketing plan as part of the school's Strategic Plan. The school will advertise in media that target a diverse student population. The school will design a website that provides information to the general public and allow online completion of student enrollment applications. The school's board and administration shall visit Churches, community groups, civic group, and other community groups and present the schools goals and objective and seek to solicit broad community support. The school will cultivate an image that promotes diversity and will have diversity in staff.

SCHOOL AUDITS:

PROGRAM AUDITS: GS 115C-238.29B(b)(6)

The school will design and complete in-house program audits using an evaluation rubric developed as part of the Strategic Plan. The school will use federal program monitoring instruments to conduct program audits of federal programs.

FINANCIAL AUDITS: GS 115C-238.29F(f)(1)

Farmville Charter Academy Board of Directors has not selected an auditor at this time but is familiar with several auditor that are approved by the Local Government Commission, including Thomas & Gibbs, CPA, PLLC, 6114 Fayetteville Road, Suite 101, Durham, NC 27713, Telephone: (919) 544-0555, Fax: (919) 544-0556. Farmville Charter Academy board have and understanding of single audit process and the due date of October 31. We are aware of the contracting process and the School Budget and Fiscal Control Act.

HEALTH AND SAFETY REQUIREMENTS (G.S. 115C-238.29F(a))

- **Safety-** The school will develop policies regarding safety issues and will obtain all required state, federal, or local inspections. All staff will receive CRP Training, and other appropriate safety training including use of seclusion and restraint.
- **Immunization of Students-** The school will monitor immunization records and requirement and establish policies and procedures to assure that student are not at health risk.
- **Fire and Safety Regulations:** The school will obtain a fire and safety inspection prior the school opening.
- **Food Inspections:** The school will place the Depart of Public Health on notice of the schools start up and obtain the proper inspections.
- **Hazardous Chemicals:** The school will adopted policies regarding hazardous chemicals and provide staff training.
- **Bloodborne Pathogens :** All staff will receive bloodborne pathogen training.
- **Diabetes care plans:** The school will adopt policies and procedures to care for student with diabetes including individual care plans.
- **Providing parents and guardians with information about:**
 - **Meningococcal meningitis and influenza and their vaccines at the beginning of each year:** The school will provide this in conjunction with the local health department.
 - **Cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent diseases:** The school will provide this in conjunction with the local health department.

CIVIL LIABILITY AND INSURANCE (GS 115C-238.29F(c))

State the proposed coverage for:

| | |
|---|----------------------|
| Comprehensive General Liability | \$1,000,000.00 |
| Officers and Directors/Errors and Omissions | \$250,000.00 |
| Property Insurance | \$1,000,000.00 |
| Motor Vehicle Liability | \$1,000,000.00 |
| Bonding | \$250,000.00 |
| Minimum amount: | \$250,000.00 |
| Maximum amount: | \$500,000.00 |
| Other: | Workers Compensation |

See Resource Manual for Minimums required by SBE Policy.

TRANSPORTATION (G.S. 115C-238.29F(h))

Farmville Charter Academy will provide bus transportation to students what live outside of a one mile radius of the school. The school will purchase used buses, hire licensed bus drivers and operate up to four 50+ passenger buses. The school will not provide bus transportation outside of the county with a minimum of enrollment in that area.

FACILITY (GS 115C-238.29D(c))

Name of the facility (if known): H.B. Suggs Community Center

Address: 3632 South George Street

City/State/Zip: Farmville, NC 27828

Description of the Facility:

| | |
|-----------------------|-----------------------|
| Total square feet: | <u>19,874 sq. ft.</u> |
| Number of Classrooms: | <u>10</u> |
| Number of Restrooms: | <u>4</u> |
| Other Rooms: | <u>2</u> |
| Auditorium: | <u>1</u> |
| Gymnasium: | <u>1</u> |
| Music Room: | <u>0</u> |
| Art Room: | <u>0</u> |
| Laboratory: | <u>0</u> |

Ownership: Fee Simple or Lease

If the facility is to be leased, provide the following information:

- (a) Term of the Lease: 5 Years
- (b) Type of Lease: Special
- (c) Rent: \$ 5,833.33 per month

Name of Landlord: Bible Way Holiness Church

Address: 4408 Wallace Street

City/State/Zip: Farmville, NC 27828

Phone: _____

Fax: _____

Document inspections for the following:

- (a) Fire: Yes
- (b) Safety: Yes
- (c) Handicapped accessibility? Yes

Describe how the maintenance will be provided for the facility. Landlord to provide major repair. Charter School to provide custodial and minor maintenance.

LEA IMPACT STATEMENT

The school will send this within 7 days.

Appendix

| | |
|-------------------------------------|------------|
| Petitions of Support..... | Appendix 1 |
| Facility Commitment..... | Appendix 2 |
| Facility Floor Plan..... | Appendix 3 |
| Promotional Brochure..... | Appendix 4 |
| Conflict of Interest Statement..... | Appendix 5 |

Appendix 1

Whereas, many Pitt County Schools are projected to be over capacity and,

Whereas, demand for school choice in Pitt County is high as evidenced by the increasing number of students attending a neighboring charter school, private school and home schools and,

Whereas, Farmville and surrounding area parents, students and community members support the formation of Farmville Charter Academy in Farmville, North Carolina as a public charter school of choice, as seen in the undersigned names and signatures.

| Signature | Printed Name | Address (Farmville) | Phone | E-mail |
|------------------------|-----------------|--------------------------|--------------|--------|
| <i>Zeezee Baker</i> | Zeezee Baker | 3368 Planter's Way | 402-753-9960 | |
| <i>Asia Baker</i> | Asia Baker | 4332 West Cotton | 252-315-5451 | |
| <i>Robert Jacobs</i> | Robert Jacobs | 3368 Planter's Way | 252-412-6469 | |
| <i>Ashley Baker</i> | Ashley Baker | 4332 W Cotton St | 252-3076571 | |
| <i>Leonardo Ward</i> | LEONARDO WARD | 3362 WALLACE ST | 378-9493 | |
| <i>Erica Lipscomb</i> | Erica Lipscomb | 4122 Capitol Blvd | 919-478-7667 | |
| <i>Luby Baker</i> | Luby Baker | 4332 W COTTON | 753-3116 | |
| <i>Lindsey Clark</i> | Lindsey Clark | 7305 Calhoun | 919-482-1897 | |
| <i>Ann Tyson</i> | Ann Tyson | 413 George St. | | |
| <i>Katya Moore</i> | Katya Moore | Turnage St. | 753-2616 | |
| <i>Birdie Maye</i> | Birdie Maye | 3796 Wablers St | | |
| <i>Bobbie Cherry</i> | Bobbie Cherry | 406 S. Wm St | 753-5809 | |
| <i>Innie Spell</i> | Innie Spell | Amy 222 Fountain | 749-1110 | |
| <i>Margie Brandy</i> | Margie Brandy | Hwy 42 Mockle Creek | 821-8288 | |
| <i>Carollyn Beard</i> | Carollyn Beard | 1004 S. George St. | 753-7633 | |
| <i>Ernie Syner</i> | Ernie Syner | 2200 St. | | |
| <i>Jimmie May Jr.</i> | Jimmie May Jr. | 6321 Wm Goodlett | 252-481-6056 | |
| <i>Annie K. Green</i> | Annie K. Green | Hwy 121 Farmville | 753-4272 | |
| <i>Kimberly Rouse</i> | Kimberly Rouse | 907 Wards Street | 347-3607 | |
| <i>Annette Blensow</i> | Annette Blensow | Greenville Blvd. | 320-3987 | |
| <i>Benita Stewart</i> | Benita Stewart | 403 College Str. Kinston | 825-1862 | |
| <i>Leo Stewart</i> | Leo Stewart | 403 College St. | 286-1382 | |
| <i>Michelle Giles</i> | Michelle Giles | 903 Greene St | NA | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please return to Melissa Grimes ♦ 3006 Phillips Road, Greenville, NC 27834 ♦ 252-364-8418

HB Sugg Community Center
3632 south George Street
Farmville, NC 27828

April 11, 2012

North Carolina Department of Public Instruction
301 North Wilmington Street
Raleigh, NC 27601

To Whom It May Concern:

The owners of the HB Sugg Community Center, located at 3632 South George Street, Farmville, NC, are honored and privilege that our center was chosen to house the Farmville Charter Academy.

Our mission is to preserve the historical value of the property, and to serve the spiritual, physical, social, culture and educational needs of the people in the Farmville community and surrounding areas.

We have agreed to offer ten rooms, bathrooms, conference room, and other space that will be needed to carry out the program.

We believe that the center has a lot to offer, such as an activity field, and a fenced in area for play grounds. Our commercial kitchen and cafeteria is being renovated, and should be completed within the next six months. Also, since this build was a school at one time, there is a gymnasium, which is in need of repair, but is very sound.

If there are any questions or additional information that you need from us, please call Mrs. Joyce Wilkes at 252-753-6400.

Yours truly,



Mrs. Joyce Wilkes, Administrator
HBS Community Center

| |
|------|
| C-11 |
| C-12 |
| C-13 |

| |
|------|
| C-10 |
| C-14 |
| C-15 |

| | | | | |
|------|-------------|--------------------|---------------------|------|
| C-40 | BOILER ROOM | BOYS BATHROOM C-65 | GIRLS BATHROOM C-66 | C-23 |
| C-24 | C-22 | | | |

HB SUGG COMMUNITY CENTER
 3632 SOUTH GEORGE STREET
 FARMVILLE, NC 27828
 (252) 753-6400

Proposed Public Charter School

Farmville Charter Academy

Appendix 4

ACTIVITIES & CLUBS

Beta Club
Math Masters
Battle of the Books
S.T.E.E.P Teams
Drama Club
FCA Press
Dance Team

SPECIAL SERVICES AND PROGRAMS

- Study Island
- A/R Reading Program

STUDENT SERVICES

FARMVILLE CHARTER ACADEMY

3632 South George Street
Farmville, NC 27828

Phone

Fax

www.

- Individual Tutoring
- Cooperative Learning
- Project Based Learning
- Web Quest
- Study Island
- Classroom Libraries

SCHOOL HIGHLIGHTS

- Family-friendly atmosphere
- Involved PTO
- Volunteer and Mentor Program
- Tutoring Program
- Study Island Program
- Beta Club/AIG Program
- School News Paper
- A/B Honor Roll/Principals List
- Drama Productions
- Band
- Dance
- Theatre
- Staff Development
- Charter School Best Practice
- Professional Learning Communities

Principal/CEO-

Grade Levels-K-8

Enrollment-

School Hours: 7:30 am - 4:00 pm

Uniforms: Yes

Average Class size:-small class size

Teaching Staff- Approximately 30 percent of faculty members have advanced degrees.

Exceptional Student Education: Various Exceptionalities

Academically, Intellectually Gifted Students (AIG)

ESL- Program

Media Center-Book collections and other educational material.

Computers and Technology- Two computer labs, at least one computer system in each classroom and classroom presentation systems.

A CHARTER SCHOOL.....

- A public School
- Tuition Free
- Independently Managed
- Accountable to the State
- Open to all NC Residents
- No Attendance Zones
- No Entrance Requirement
- Administers State Testing

CURRICULUM

- Subjects include math, reading, writing, health, social studies, science and foreign language.
- Extra subjects on a weekly basis-band, drama and karate.
- Gifted Education for eligible students
- Library /Media Center
- Computer Labs
- Commitment to Character Education
- Culturally responsive Teaching

SIGNATURE PAGE

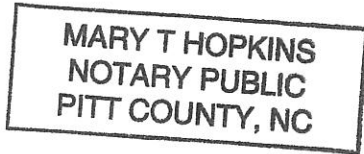
The foregoing application is submitted on behalf of FARMVILLE CHARTER ACADEMY (*name of non-profit corporation or individuals submitting application*). The undersigned has read the application and hereby declares that the information contained in it is true and accounts to the best of his/her information and belief. The undersigned further represent 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: **Carrie S. Baker**

Position: **Chairman of the Board**

Signature: Carrie S. Baker

Date: April 12, 2012



Sworn to and subscribed before me this

12 day of April, 2012.

Mary T. Hopkins
Notary Public Official Seal

My commission expires 11-1, 2013.