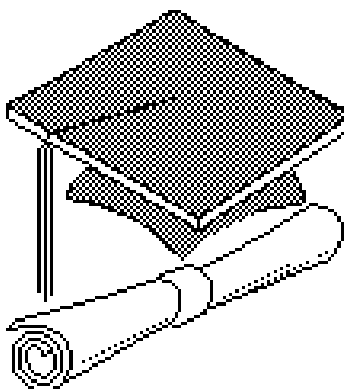


**CHARTER SCHOOL APPLICATION**

# **Jamesville Discovery Charter School**



**Submitted To:**

North Carolina State Board of Education  
North Carolina Department of Public Instruction  
Office of Charter Schools

February 19, 2010

Crystal P. Ange  
1094 Butler Lane  
Jamesville NC 27846  
252-792-0746  
[ange4@embarqmail.com](mailto:ange4@embarqmail.com)

Office of Charter Schools  
State Board of Education Leadership for Innovation Committee  
6303 Mail Service Center  
Raleigh, NC 27699-6303

Jamesville Discovery Charter School  
Jamesville, NC 27846

Ladies and Gentlemen of the Board:

Thank you for your consideration of our charter school application. We have been working very hard to come up with an education plan that will make Jamesville Discovery Charter School the top school in our state where students from all over will want to attend. When students leave Jamesville Discovery Charter School for higher learning we expect they will be well advanced beyond their peers. Jamesville has a strong community support system from parents and local businesses, and they are very excited about the possibility of a charter school in our community. Jamesville Discovery Charter School has put together a board of directors that has a rich history in education, finance and business that will help them govern our school to the top level.

Jamesville Discovery Charter School has formed a partnership with Sylvan Learning Center. With special programs from Sylvan, we aim to ensure that all of our students get a quality education they couldn't receive anywhere else. We also plan on working with several colleges including Elizabeth City State University, NC State University and Martin Community College to make sure our students graduate high school with college credits already in hand.

Since Jamesville Discovery Charter School is applying to convert a public school to a charter school, we have followed statute 115C-238.29B.(a) which states a majority of the teachers and instructional support personnel currently employed at the school must sign statements indicating that they favor the conversion and evidence that a significant number of parents of children enrolled in the school favor conversion. We are happy to include signed forms from personnel and parents that comply with the statute. We are also happy to include signed statements from all five Martin County Commissioners stating they support Jamesville Discovery Charter School's attempt to convert Jamesville High School into a charter school.

Thank you for your consideration of our application and we feel certain you will find our application superior to all others submitted.

Thank you,

Crystal P. Ange, Chair  
Jamesville Discovery Charter School

## **“N.C. High Schools Encouraged to Re-invent Themselves”**

Phyliss Boatwright    Courier Times    December 15, 2004

This article reported on the N.C. Action Plan for High School Innovation. The action plan is the product of the N.C. New Schools Project, an initiative of the state’s Education Cabinet, the Public School Forum of North Carolina, and the Bill and Melinda Gates Foundation.

The announcement of the plan was the first step in building support for reforming the state’s 343 public high schools, where only 60 out of 100 North Carolina ninth-graders will graduate from high school four years later.

The action plan is based on a new set of “3R’s” –

a. Rigor

- Keep students challenged
- Eliminate lower-level courses
- Strengthen graduation requirements
- Encourage more high school students to take college-level courses

b. Relevance

- Keep students interested in school
- Link academic to real life
- Provide work-based experience, such as job shadowing
- Provide opportunities to work on large, comprehensive projects
- Prepare students for post-secondary education

c. Relationships

- Make students feel they are a part of a caring community
- Ensure your school is a place where every student is known, valued, and able to contribute
- Build smaller schools of about 400 students
- Carve existing schools into smaller learning communities

***The article concluded by noting that education leaders gave no time frame on when the changes would take place... “The wheels turn slowly”.***

***Ladies and gentlemen of the Charter School Advisory Committee, we at Jamesville Discovery Charter School submit to you a formidable plan that begins the rebuilding of our high schools.***

***Our plan clearly addresses each component of the new set of “3R’s”.***

***Our wheels turn swiftly with an eye to the future of education in Martin County***

***Our timeframe is NOW.***

## II Table of Contents

### Contents of Application

<b>I</b>	<b>Title/Cover Page</b>	<b>1</b>
<b>II</b>	<b>Table of Contents</b>	<b>4</b>
<b>III</b>	<b>Application Summary Sheet</b>	<b>5</b>
<b>IV</b>	<b>Basic Information</b>	<b>6</b>
<b>V</b>	<b>Governance</b>	<b>7-27</b>
<b>VI</b>	<b>Mission</b>	<b>28-29</b>
<b>VII</b>	<b>Education Plan</b>	<b>29-37</b>
	<b>A. Educational Theory &amp; Foundation of Model</b>	<b>29-30</b>
	<b>B. Instructional Approach &amp; Curriculum Design</b>	<b>31-33</b>
	<b>C. Special Education</b>	<b>33</b>
	<b>D. Admissions Policy</b>	<b>33-36</b>
	<b>E. School Calendar</b>	<b>36</b>
	<b>F. Evaluation</b>	<b>36</b>
	<b>G. Student Conduct and Discipline</b>	<b>36-37</b>
<b>VIII</b>	<b>Business Plan</b>	<b>37</b>
	<b>A. Projected Staff</b>	<b>37-41</b>
	<b>B. Enrollment</b>	<b>41-42</b>
	<b>C. Projected Enrollment 2011-12 through 2015-16</b>	<b>42</b>
	<b>D. Budget: Revenue Projections 2011-12 through 2015-16</b>	<b>43-44</b>
	<b>E. Budget: Expenditure Projections 2011-12 through 2015-16</b>	<b>45-47</b>
	<b>F. Budget: Capital Assets</b>	<b>48</b>
	<b>G. Audits: Program and Financial</b>	<b>48-49</b>
	<b>H. Health and Safety Requirements</b>	<b>49-52</b>
	<b>I. Civil Liability and Insurance</b>	<b>52</b>
	<b>J. Transportation Plan</b>	<b>52</b>
	<b>K. Facility Description</b>	<b>52-53</b>
	<b>L. Marketing Plan</b>	<b>53-54</b>
<b>IX</b>	<b>LEA Impact Statement</b>	<b>55</b>
<b>X</b>	<b>Signature Page</b>	<b>56</b>
<b>XI</b>	<b>Appendices</b>	<b>57</b>

### III. APPLICATION SUMMARY SHEET

Name of School: Jamesville Discovery Charter School

Primary Contact: Crystal P. Ange

Telephone Number(s) 252-792-0746  
Fax: 252-792-9043

E-mail Address ange4@embarqmail.com

Street Address: 1094 Butler Lane  
Jamesville, NC 27846

Local Education Agency: Martin

#### GRADE SPAN:

Year 1: 7-12 Year 2: 7-12 Year 3: 7-12 Year 4: 7-12 Year 5: 7-12  
Year 6: 7-12 Year 7: 7-12 Year 8: 7-12 Year 9: 7-12 Year 10: 7-12

#### ENROLLMENT SPANS:

Year 1: 350 Year 2: 350 Year 3: 350 Year 4: 350 Year 5: 350  
Year 6: 350 Year 7: 350 Year 8: 350 Year 9: 350 Year 10: 350

#### TARGETED POPULATION:

An offering for all students of Martin County, North Carolina, grades 7-12.

#### CONVERSION:

       NO   X   YES If so,   X   Public        Private

If a public school, give the name of the six-digit identifier of the school being converted: 580-328

#### IV. BASIC INFORMATION

It is the intent of the person(s) and/or parties identified below to establish a Charter School for the 2011-12 school year pursuant to North Carolina General Statutes 115C-238.29 passed June 21, 1996 and as amended by the North Carolina General Assembly, other applicable state and federal applicable laws, and the State Board of Education policies; all of which are subject to future amendments.

##### NAME OF PROPOSED CHARTER SCHOOL:

Jamesville Discovery Charter School

##### THIS APPLICATION IS SUBMITTED TO: GS 115C-238.29B(c)

  X   Local Board of Education                      Martin County Board of Education

       University of North Carolina                      Name of University

  X   NC State Board of Education                      NCDPI, Office of Charter School

##### LOCAL EDUCATION AGENCY IN WHICH PROPOSED SCHOOL WILL BE LOCATED: GS 115C-238.29B(a)

MARTIN COUNTY

##### PRIMARY CONTACT INFORMATION: GS 115C-238.29B(a)

Primary Contact Person                      Crystal P. Ange

Primary Mailing Address:                      1094 Butler Lane

City/State/Zip:                      Jamesville, NC 27846

Phone:                      252-792-0746

Fax:                      252-792-9043

Email:                      ange4@embarqmail.com

## V. GOVERNANCE

**Name of Private Nonprofit:** Jamesville Discovery Charter School

**Mailing Address:** PO Box 34  
**City/State/Zip:** Jamesville, NC 27846  
**Phone:** 252-792-0746  
**Fax:** 252-792-9043

**Name of registered agent and address:** Molly Long PO Box 69, Jamesville, NC 27846

**FEDERAL TAX ID:** 27-1927034

### ARTICLES OF INCORPORATION

Applied For See Appendix A

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

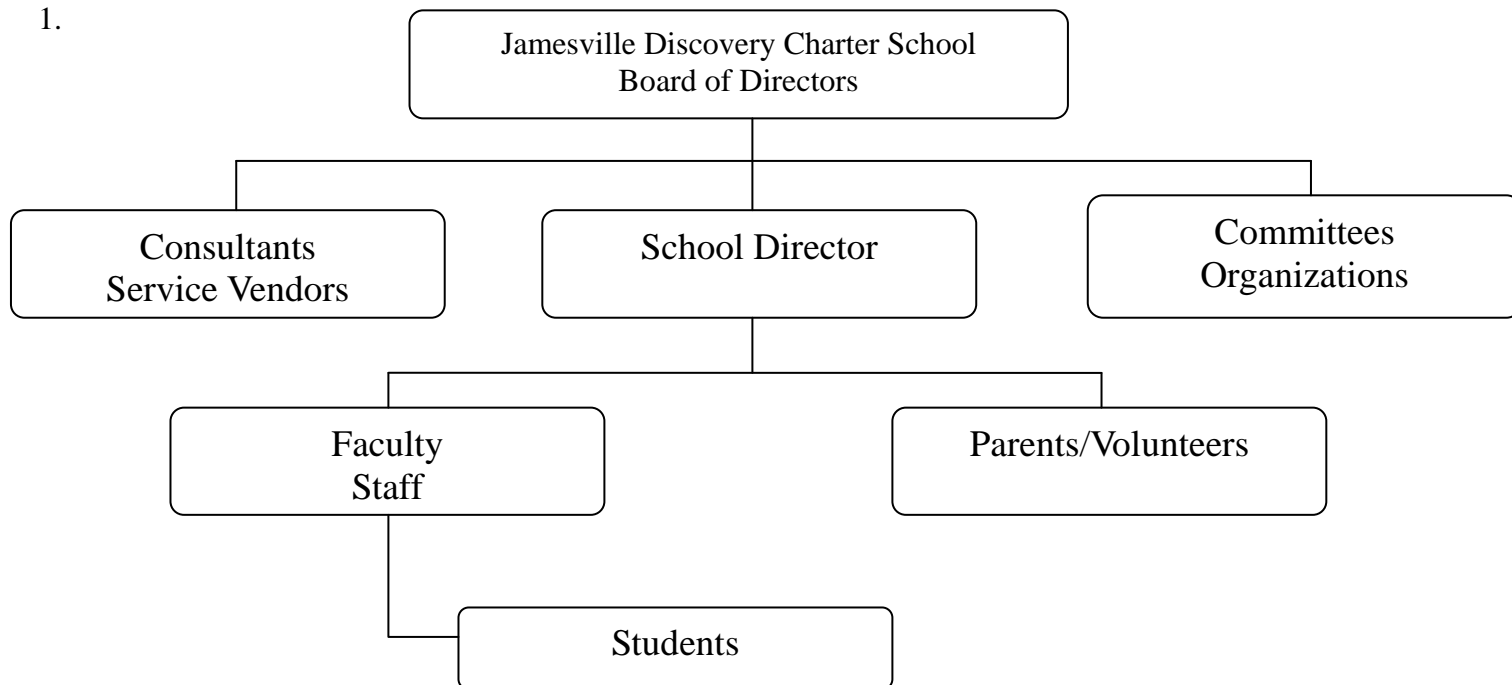
The private nonprofit listed as the responsible organization for the proposed charter school has 501c(3) status:

X  Yes (Applied For)          No

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

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

1.



## 2. Board of Directors

Crystal P. Ange  
1094 Butler Lane  
Jamesville NC 27846  
252-792-0746  
[ange4@embarqmail.com](mailto:ange4@embarqmail.com)

Molly A. Long  
PO Box 69  
Jamesville NC 27846  
252-792-3017  
[longmolly@hotmail.com](mailto:longmolly@hotmail.com)

L. Kaye B. Dotson  
2334 Tar Landing Rd  
Williamston NC 27846  
252-792-7525  
[dotsonl@ecu.edu](mailto:dotsonl@ecu.edu)

Sharon R. Britt  
PO Box 846  
Williamston NC 27892  
252-217-5363

Philip Warren Griffin  
2969 NC Hwy 171  
Jamesville NC 27846  
252-217-8184

Van Robert Heath  
25722 US HWY 64  
Jamesville NC 27846  
252-792-6614

Danielle Stalls Hardison  
1961 Fairview Church Road  
Jamesville NC 27946  
252-792-5872  
[dcshardison@gmail.com](mailto:dcshardison@gmail.com)

Michelle C. Tynch  
188 Schooner Landing Drive  
Edenton, NC 27932  
252-482-8438

**3. Each founding board member must submit, with the application, a one-page resume highlighting his or her experiences over the past ten or more years.**



**Crystal Perry Ange**  
**Curriculum Vitae**

Home: 1094 Butler Lane, Jamesville NC 27846, (252)792-0746

**EDUCATION**

- Liberty University, Lynchburg VA  
Currently enrolled pursuing EdD in Educational Leadership (Projected graduation date July 2010)  
Dissertation Topic-Determining factors that contribute to graduation for SWD in community colleges
- East Carolina University, Greenville NC  
Educational Specialist in Education and Administration (ED.S), May 2006
- East Carolina University, Greenville NC  
Masters of School Administration (MSA), May 2000
- East Carolina University, Greenville NC  
Masters of Science Education (Biology) (MAED), July 1990
- East Carolina University, Greenville NC  
Bachelor's Degree in Science Education (Biology) (BS), December 1987
- Mount Olive College, Mt. Olive NC  
Associate's Degree in Science (AS), May 1985

**PROFESSIONAL EXPERIENCE**

- December 2008-current Dean of Student Services, Beaufort Community College
- October 2007 – Nov. 2008 Assistant Superintendent, Beaufort County Schools/K-12 Curriculum, Exceptional Children, Student Services
- February 2005 – October 2007 Exceptional Children/Student Services Director Beaufort County Schools
- July 2004 – January 2005 Principal John Small School, Beaufort County Schools
- July 2001 – June 2004 Principal Chocowinity Middle School, Beaufort County Schools
- August 2000 – June 2001 Assistant Principal Washington High School, Beaufort County Schools
- August 1998 – May 2000 – NC Principal Fellow – East Carolina University – Internship Williamston Primary School, Martin County Schools
- August 1992-June 1998 – Teacher Roanoke High School – Martin County Schools – Instructed Chemistry, Biology, AP Biology, Earth Science, Physical Science
- August 1990 – June 1992 – Teacher Chowan Middle School – Edenton Chowan Schools – Instructed middle school science
- February 1988 – June 1990 – Teacher Jamesville High School – Martin County Schools – Instructed Physics, Chemistry, Biology

## Molly A. Long

P O Box 69  
Jamesville, NC 27846  
[longmolly@hotmail.com](mailto:longmolly@hotmail.com)  
252-792-3017

<b>Professional Experience</b>	Retired	2003-Present
	mlong consulting, Winston-Salem, NC Independent Business Consultant	2000-2002
	Wachovia Bank & Trust Co., NA, Winston-Salem, NC Senior Vice President & Department Manager Corporate Trust Department	1975-2000
	College Foundation of North Carolina, Raleigh, NC Loan Officer & Financial Aid Counselor	1973-1974
	Wachovia Bank & Trust Co., Raleigh, NC Administrator Bond Trustee Department	1967-1972
	Martin County Community Action, Inc., Williamston, NC Accountant	1966-1967
<b>Education</b>	Atlantic Christian College (Barton College), Wilson, NC Associate Degree Business Administration & Accounting	1963-1965
<b>Civic &amp; Community Activities</b>	Martin County Department of Aging Advisory Board Member	2005-Present
	Jamesville First Baptist Church Trustee	2005-Present
	Martin County Department of Social Services Vice-Chairman & Advisory Board Member	2003-Present
	North Carolina Senior Tar Heel Legislature Alternate Representative	2008-Present
	Town of Jamesville Mayor & Commissioner	2003-2009
	Jamesville High School Volunteer	2003-2008
	Martin County Tourism Development Authority Chairman & Board Member	2004-2008

## **L. Kaye Bennett Dotson**

2334 Tar Landing Rd  
Williamston, NC 27892  
Email: dotsonl@ecu.edu  
Tel: 252-792-7525

---

### **EDUCATION**

<b>Edd</b>	<b>Educational Leadership: Concentration in Library Science</b> East Carolina University
<b>CAS</b>	<b>Certificate of Advanced Study: Library Science</b> East Carolina University
<b>MLS</b>	<b>Master of Library Science</b> East Carolina University
<b>BS</b>	<b>Bachelor of Science, History</b> <b>Minor: Political Science</b> East Carolina University

### **CERTIFICATION, AND LICENSURE**

National Board Certified Professional Teacher  
North Carolina Media Coordinator Certificate: #00076  
North Carolina Social Studies Certificate: #00400  
North Carolina Public Librarian Certificate #9248  
Certificate in Tele-Learning: East Carolina University

### **PROFESSIONAL EXPERIENCE**

#### **East Carolina University**

August 2008- Present Assistant Professor

#### **North Carolina Public Schools**

*1987-2008 Public Schools Media Coordinator 1987-2008*

#### **Instructor In Higher Education Setting**

*East Carolina University- Adjunct 2005-08*

*Beaufort County Community College- Evening Librarian 2003-05*

*Martin County Community College- Evening Librarian 1983-87*

*Kings College- Librarian 1982-83*

### **Professional Memberships**

- North Carolina Association of Educators
- North Carolina School Library Media Association
- American Library Association
- ISTE – International Society for Technology in Education
- Kappa Delta Pi
- Phi Delta Kappa

**Sharon R Britt**  
**P. O. Box 846**  
**Williamston, NC 27892**

PROFESSIONAL EXPERIENCE

Woodmen of the World  
Area Manager  
North Eastern North Carolina  
August 2006-present

Woodmen of the World  
Field Representative  
Goldsboro, NC  
September 1998-August 2006

Wayne County Public Schools  
Southern Academy  
Teacher, Alternative Educational Setting  
August 1997-June 1998

Wayne County Public Schools  
Belfast Academy  
Teacher, Alternative Educational Setting  
Math 9-12 grades  
Math and Science, Middle Grades  
August 1993-June 1997

Wilson County Public Schools  
Elm City Middle School  
Teacher, 7<sup>th</sup> grade Math  
August 1991-June 1993

EDUCATION

Atlantic Christian College, Wilson, NC  
B.S. Secondary Education, 1991

REFERENCES

Available upon request

## Philip Warren Griffin

2969 NC Hwy 171  
Jamesville, NC 27846  
(252) 217-8184

**Objective**      **Board of Advisors – Jamesville Charter School**

### **Professional Experience**

#### **Principal**

Jamesville School	1992 – 2001
Edna Andrews Elementary School	1982 – 1992

#### **Assistant Principal**

Roanoke High School	1975 - 1982
West Martin Elementary	1970 – 1975

#### **Teacher**

Oak City High School	1968 – 1970
----------------------	-------------

### **Martin County Schools 1968 - 2001**

### **Achievements**

- Coach of the Year – Basketball (Atlantic 7)
- Oak City High School – Basketball Coach
- Roanoke High School – Basketball Coach
- West Martin Middle School – Basketball Coach
- Roanoke High School – Softball Coach
- Roanoke High School – Tennis Coach
- Oak City High School – Assistant Football Coach

### **Education**

#### **Jamesville High School, 1964**

Social Studies Education, **University of North Carolina – CH, 1968**

MAT – Social Studies, **East Carolina University, 1970**

6<sup>th</sup> Year Degree – Ed Specialist Administration, **ECU, 1975**

### **Community**

#### **Jamesville Christian Church - Member**

**Jamesville Christian Church – Deacon**

**Jamesville Christian Church – Sunday School Teacher**

**Jamesville Ruritan Club – Member**

**Little League Coach – Baseball**

**Little League Coach – Softball**

**Babe Ruth Coach – Baseball**

**Babe Ruth Coach – Softball**

**Martin General Hospital – Board of Directors**

**VAN ROBERT HEATH**  
**25722 US HWY 64**  
**JAMESVILLE NC 27846-9272**

**Phone:** Home (919) 792-6614  
Work (919) 792-7052  
Mobile (919) 809-2144

**EDUCATION:**

**College:** Martin Community College, Williamston NC 27892 (Extra Credit Student)

Classes: Introduction to Microcomputers  
Microcomputer Operating Systems (Windows)  
Microsoft Word (Word Processing)  
Microsoft Access (Data Processing)

Pitt Technical Institute, Greenville NC 27834 Graduation: May 1979

Degree: Associate in Applied Sciences  
Major: Electronics Engineering Technology  
Major Courses: Electronics, Calculus, Physics  
Activities: Student Government Representative (at large)  
Student Government Finance Committee

**High School:** Jamesville High School, Jamesville NC 27846 Graduation: June 1972

Major Courses: General Education  
Activities: PhyChem Club  
Dramatics Club  
Future Farmers of America  
Chapter Treasurer (9,10)  
Coastal Federation Vice President (11)  
District I Vice President (11)  
District I President (12)

**EXPERIENCE:**

July 1997- Appointed Political Action Committee Chair for NC Rural Letter Carriers' Association  
Present 2008 Served as National PAC Co-Chair  
2009 Inducted National Rural Letter Carriers' Association PAC Hall of Fame

Dec. 1996-Martin County Board of Education  
Present Elected Board member

July 1988- U. S. Postal Service  
Present Rural Carrier Associate RR02 Windsor 7/88 - 2/91  
Rural Letter Carrier RR01 Windsor 2/91 - 6/94  
Rural Letter Carrier RR01 Jamesville 6/94 - Present  
Roanoke Chowan District Vice-President 93-94  
Delegate To State Convention since 1992  
Member QWL/EI Team (both offices)

May 1987-U. S. Department of Agriculture  
Feb. 1991 Food Safety and Inspection Service  
Meat and Poultry Inspection Operations Poultry Inspector  
P. O. Box 460  
Lewiston NC 27849

Sept 1986-Franklin Baking Company Route Salesman  
May 1987 P. O. Drawer 228  
Goldsboro NC 27533

March 1981- CSX Transportation Assistant Signal Technician  
Aug. 1986 Signals Department  
500 Water Street  
Jacksonville FL 32202

June 1979-International Telephone and Telegraph Senior Engineering Technician  
Feb. 1981 Test Engineering Support Services Department  
2912 Wake Forest Road  
Raleigh NC 27611

April 1972- U. S. Navy Quartermaster Second Class  
June 1976 USS Mount Whitney (LCC-20)  
USS Nimitz (CVN-68) Plankowner

Danielle Stalls Hardison  
1961 Fairview Church Rd  
Jamesville NC 27846  
Telephone (252) 792-5872  
[dcshardison@gmail.com](mailto:dcshardison@gmail.com)

EDUCATION:

1972-1977 Bachelor of Science in Intermediate Education  
Concentration in Language Arts and Mathematics  
East Carolina University  
Greenville, NC

WORK EXPERIENCE:

1978-1983 Bertie County Schools  
Windsor, NC  
English / Mathematics High School Teacher, Title I Teacher

1983-2009 Martin County Schools  
Williamston, NC  
Elementary Teacher, Middle Grades Mathematics and Science Teacher,  
Assistant High School Basketball Coach, Head Cheerleading Coach

2009-Present Retired

PROFESSIONAL ACCOMPLISHMENTS:

1985 Certification in Middle Grades Science

1989 *Project Wild* Certified

1998 Certified as a NC Teaching Mentor

1998-1999 Jamesville Elementary School Teacher of the Year

1999 Completed Performance-Based Licensure Assessor Training

2003 Obtained High Qualified Status in Middle Grades Language Arts, Mathematics, and Science

2004-2005 Jamesville High School Teacher of the Year

FORMER PROFESSIONAL AFFILIATIONS:

National Council of Teachers of Mathematics, National Educators Association, North Carolina Educators Association, Professional Educators of North Carolina

COMMUNITY / CIVIC ACTIVITIES:

Girl Scout Leader, Boy Scout Leader, Sunday School Teacher

*Michelle C. Tynch  
188 Schooner Landing Drive  
Edenton, NC 27932*

Objective: To work in an environment that allows me to manage individuals that are excited about helping students learn.

#### Employment

OWNER/EXECUTIVE DIRECTOR 1994-PRESENT  
*Sylvan Learning Center Elizabeth City, North Carolina*

In my 16 years at Sylvan, I have had many different responsibilities. I started out as a part-time instructor in the Greenville center. In this role, I taught all programs including reading, math, beginning reading, and writing. In 1997, I became the center director for the Rocky Mount Center. In this role, I was responsible for managing all the student programs and conferencing with parents. I also had conferences with teachers and schools. Then I was promoted to Regional Manager in 1999. In this role, I oversaw five centers and 10-14 school contracts. I worked with the schools to set up schedules for testing and instruction. Reading and math were the focus of these contracts. I helped test each student and got all of their programs up and going. In 2003, I went to work for another group of centers in the western part of the state. I was the executive director over four centers. I managed the staff and help grow the center's enrollment. In 2005, I bought the Sylvan territory in Elizabeth City. Since purchasing the territory, I have opened the center and served students in 20 different schools over 9 counties in the areas of reading and math. I am very thankful to have the opportunity to help the students in this area develop skills and confidence to do better in school.

EDUCATOR 1995-1997  
*Wilson County Schools Wilson, North Carolina*

I taught Kindergarten in Wilson at Adams Elementary. I was responsible for teaching all the objectives from the standard course of study for Kindergarten. This included developing reading skills, basic number awareness, etc.

#### Education

BS IN ELEMENTARY EDUCATION 1990-1995  
*East Carolina University Greenville, North Carolina*

Minor in Science Education

HIGH SCHOOL DIPLOMA 1986-1990  
*Southwest Edgecombe HS Pinetops, North Carolina*  
North Carolina Scholar

#### Volunteer Organizations

Special Olympics- Founding committee member for the polar plunge in Edenton, NC to raise money for Chowan County Special Olympics

Chamber of Commerce- Education committee member for the Chamber of Commerce in Elizabeth City, NC

Samaritan's Purse- Committee member for organizing the collection, assembly and distribution of Operation Christmas Child Shoeboxes.



**4. The proposed by-laws, which must include a Conflict of Interest Policy for board members and a stated commitment to the NC Open Meetings Law. (G.S. 143.318.9 et seq)**

BY-LAWS  
OF  
JAMESVILLE DISCOVERY CHARTER SCHOOL OF MARTIN COUNTY

Adopted 2-15-2010

ARTICLE I - Name of Non-Profit Corporation

SECTION 1: Name

The name of the non-profit corporation is JAMESVILLE DISCOVERY CHARTER SCHOOL OF MARTIN COUNTY (the Corporation), duly authorized under the statutes of the State of North Carolina.

SECTION 2: Principal Office

The principal office of the Corporation is located in the town of Jamesville, in Martin County, in the State of North Carolina. The street address of the initial registered office of the Corporation is 1361 St. Andrews Street, Jamesville NC and the name of the initial registered agent at such address is Molly A Long.

ARTICLE II - Purposes

SECTION 1: Purposes

The mission of JAMESVILLE DISCOVERY CHARTER SCHOOL is as follows:

We believe that empowering our students empowers our community. The students of JAMESVILLE DISCOVERY CHARTER SCHOOL are actively engaged in an experientially rich, hands-on course of study developed to maximize each child's potential to become a responsible and respected citizen of the local and global community. Parents, students, teachers and staff are dedicated to:

- Fostering individual learning styles to reach ambitious academic goals
- Nurturing and facilitating our children's natural abilities to think creatively and critically
- Promoting self-confidence through respect for self, others and the environment

### ARTICLE III - Board of Directors

#### Section 1: Powers

The activities, affairs and business of the Corporation shall be conducted by or under the direction of the Board of Directors.

#### Section 2: Number, Qualifications, Election, and Tenure

- a) The number of directors constituting the Board of Directors shall be no less than seven (7) and no more than eleven (11).
- b) A person needs to be at least eighteen (18) years old to be qualified as a Director. Paid employees of the Corporation may serve on the Board of Directors only as Non-Voting Members with the exception of one teacher being elected to the board by his/her peers.
- c) Any qualified person seeking to become a Director of the JAMESVILLE DISCOVERY CHARTER SCHOOL Board will submit an application including a resume and explanation of why he/she is seeking membership to the Board. When a vacancy or vacancies occur, either by death, resignation, removal from office, end of term, tenure limit, and/or for any other reason the remaining JAMESVILLE DISCOVERY CHARTER SCHOOL Board Members will review the applications submitted and elect the applicant(s) seeking to become a member of the JAMESVILLE DISCOVERY CHARTER SCHOOL Board of Directors. The sitting Board Members may conduct interviews with the perspective Board Candidates.
- d) With the exception of the very first planning board, each director shall hold office for a period of two years. The terms for the initial Board of Directors shall be staggered. One half (1/2) of the members of the first board shall serve a term of two years and one half (1/2) will serve a term of three years. At the end of these terms, subsequent Directors will serve two-year terms.
- e) Except non-voting employee Directors, no person appointed or elected shall serve more than three (3) consecutive terms. However, each Director shall continue in office until the successor in that office shall have been duly appointed or until the current Director resigns, becomes disqualified or until that Director is removed.

#### Section 3: Ex-Officio Directors

The Chief Executive Officer/School Director of the Corporation shall during his or her respective term serve as an Ex-Officio member of the Board of Trustees. In addition, there shall be such other Ex-Officio Directors as elected by a consensus vote of the Directors then holding office. Each Ex-Officio Director, including the School Director, shall be entitled to enter into all deliberations and to receive notice of all meetings, but he or she shall not vote nor be counted in determining the existence of a quorum.

#### Section 4: Duties

- a) Directors shall perform any and all duties imposed on them collectively and individually by law, the Articles of Incorporation or by these By-Laws. Directors shall stand in a fiduciary relation to the corporation and shall discharge the duties of the respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions.

- b) Directors shall appoint, remove, and evaluate the Chief Executive Officer (also known as the School Director) of the Corporation.
- c) Directors shall conduct an annual self-evaluation(s) to ensure their quality of service to the corporation.
- d) Directors shall meet at such times and places as required by these By-Laws. The Board will consider a director with two consecutive un-excused absences from regular meetings as having resigned.
- e) Directors shall register their address with the Secretary of JAMESVILLE DISCOVERY CHARTER SCHOOL OF MARTIN COUNTY.

#### Section 5: Resignation of Directors

A Director may resign at any time by giving notice in writing to the Chairperson or Secretary of the Corporation. Such resignation shall take effect at the time specified, or if no time is specified, at the time such resignation is received by the Chairperson or Secretary.

#### Section 6: Vacancies

If a vacancy should occur in the Board of Directors by death, resignation, disqualification, or otherwise, the remaining Directors may continue to conduct the Corporation's business. The vacancy may be filled as provided in Section 2c of this Article III. A Director who is chosen in this manner shall hold office for the unexpired portion of the term of the person whom the newly elected Director succeeds.

#### Section 7: Compensation

Directors shall serve without compensation for their services to the Board. However, a person who is a Director may receive compensation for serving in another capacity in the Charter School for which there should be reasonable compensation, e.g., compensation as a substitute teacher for a short period of time.

#### Section 8: Director's Adverse Interest

If any Director has an adverse interest in a corporate transaction, such Director must make full disclosure to the Board of the adverse interest as soon as such Director knows, or should know of its existence. Upon full disclosure, the Board may approve the transaction only by a good faith vote of a majority of the disinterested Directors present. However, no such transaction may be approved if it would constitute self-dealing prohibited under sections 4941 of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws, or if it would result in the imposition of any excise tax under any other provision of Chapter 49A of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws.

#### Section 9: Certain Director Liability

A Director shall be subject to the liabilities imposed by law upon Directors. In addition, all Directors who vote for or assent to any distribution of assets of the Corporation contrary to any lawful restrictions in the Non-profit Corporation Act of the State of North Carolina, the corporate Charter, or the by-laws, shall be jointly and severally liable to the Corporation for the amount of such distribution. Furthermore, such liabilities shall not exceed the debts, obligations and liabilities existing at the time of the vote or assent where the Director relied and acted in good faith on financial statements of the Corporation to be correct and to be based on generally accepted principles of sound accounting practice by the Chairperson or the Treasurer, or certified by an independent public accountant or firm of such accountants to fairly reflect the financial condition of the

Corporation.

## ARTICLE IV – Meetings

### Section 1: Regular Meetings

The Board of Directors will meet a minimum of six (6) times per year with the date, time and place being designated by the Chairperson or the Chairperson's designee. One of these meetings shall be the annual meeting (Section 4) of the Board of Directors. The North Carolina open meeting laws will be followed during all meetings of the Board of Directors.

### Section 2: Substitute Regular Meetings

If any regular meeting shall not be held as designated in section 4, above, a substitute meeting may be called by the Chairperson or by two or more of the Directors. This meeting may be designated as a regular meeting.

### Section 3: Special Meetings

The persons authorized to call Special Meetings of the Board are the Chairperson or at least two Directors. All Board Members must be notified not less than four (4) days in advance of the place and time of a Special Board Meeting, such notice to be made pursuant to Section 4, below.

### Section 4: Annual Meeting

The annual meeting of the Board of Directors shall be held within 3 months after the close of the fiscal year for the purpose of selecting officers, approving financial reports, and to transact any other business as may be specified in the notice of the meeting.

### Section 5: Notice of Meetings

Notice of any regular meeting, including the Annual Meeting of the Board of Directors, shall be given to the Board Members and parents at least one-week (seven days) prior thereto. Notice of any special meeting of the Board of Directors shall be given at least four (4) days prior thereto. All notices shall be in writing delivered personally or sent by mail, email or fax to the address of each Director as shown on the records of the Corporation.

### Section 6: Quorum

The presence of one half (1/2) of the members of the Board of Directors at a meeting duly assembled shall constitute a quorum for the transaction of business. If less than a quorum is present at the time and place of any meeting, the Directors present may adjourn the meeting until a quorum shall be present.

### Section 7: Decision-Making

Consensus decision-making will be used: Consensus is reached when each member can honestly say: 1.I believe that the other participants understand my point of view; 2.I believe I understand other participants' point of view; and 3.Whether or not I prefer this decision, I support it because it was arrived at openly and fairly, and it is the best solution for us at this time.

The five-finger voting model will be used to determine if consensus has been reached. It is as follows: 5 fingers

- - I am in full support; 4 fingers - - I am in support of the proposal; 3 fingers - - I am okay with the proposal but have reservations; 2 fingers - - I have some concerns; 1 finger - - I don't like the proposal but will support it; fist - - I don't like it and won't support the decision. Decisions will pass when 75% of the group has a 4 or 5, with no fists.

When consensus cannot be reached on agenda items with time constraints, the Chair may call for a vote. These items must be identified on the meeting agenda as "Decision Required". Except as otherwise expressly provided by statute, or by the Charter of the Corporation, or by these Bylaws, if a quorum is present when a vote is taken, the affirmative vote of a two-thirds (2/3) majority of directors present is the act of the Board of Directors and shall control on all matters. Voting by written or other proxy is not permitted.

## ARTICLE V - Officers

### Section 1: Designation of Officers

The officers of the Board of Directors of this Corporation shall include the Chairperson, Vice- Chairperson, Secretary, and Treasurer and Parent Liaison. The Directors may designate and fill other corporate officers as needed. Any two offices or more may be held by one person, except the offices of Chairperson, Secretary, and Treasurer. No officer shall sign or execute any document in more than one capacity.

### Section 2: Election, Term of Office and Qualifications

Each officer shall be elected by the Board of Directors at the Annual Meeting except for the Parent Liaison. The Parent Liaison shall be elected by the Parent Advisory Committee in April of each year. These officers shall hold office during the fiscal year after their election. Other officers, as needed, may be appointed in accordance with the provisions of Section 3 of this article and may be elected by the Board at the Annual Meeting.

### Section 3: Subordinate Officers and Agents

The Board of Directors may appoint other officers or agents (i.e. Chief Executive Officer/School Director), each of whom shall hold office for such period, have such authority, and perform such duties as the Board of Directors may determine. The Board of Directors may delegate to any officer or agent the authority to appoint any subordinate officer or agent and to prescribe the respective authorities or duties.

### Section 4: Duties

Officers shall stand in a fiduciary relation to the Corporation and shall discharge the duties of their respective positions in good faith, and with that diligence and care which reasonably prudent men and women would exercise in similar circumstances and like positions.

### Section 5: Removal

The officers specifically designated in Section I of this Article V may be removed either with or without cause, by vote of the Board of Directors present at any regular meeting; or at a special meeting of the Board called for that purpose. The officers appointed in accordance with the provisions of Section 3 of this Article may be removed, either with or without cause, by the Board of Directors, by a vote of the Directors present at any

meeting. The removal of any person from office shall be done without prejudice to the contract rights, if any, of the person so removed.

#### Section 6: Resignations

Any officer may resign at any time by giving written notice to the Board of Directors or to the Chairperson or Secretary of JAMESVILLE DISCOVERY CHARTER SCHOOL, or, if that officer was appointed by an officer or agent in accordance with Section 3 of this Article, by giving written notice to the appointing officer or agent.

#### Section 7: Vacancies

A vacancy in any office because of death, resignation, removal or disqualification, or any other cause, shall be filled for the unexpired portion of the term of such office in the manner prescribed by these By-laws for regular appointments or elections to such offices.

#### Section 8: School Director/ Chief Executive Officer

The School Director/Chief Executive Officer shall have general charge of the business and affairs of the corporation and control over its employees. The School Director/Chief Executive Officer shall do and perform such other duties as may be assigned by the Board of Directors, including managing of day-to-day operations. The School Director shall serve as an ex-officio member of the Parent Advisory Committee and the Board of Directors as well as work in partnership with these groups to achieve the mission of the JAMESVILLE DISCOVERY CHARTER SCHOOL.

#### Sections 9: Chairperson

The Chairperson shall have general charge of the business and affairs of the Board of Directors. The Chairperson has the responsibility for conducting meetings. The Chairperson shall perform such other assigned duties as may be assigned by the Board of Directors.

#### Section 10: Vice-Chairperson

At the request of the Chairperson, or in absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.

#### Section 11: Secretary

The Secretary (or designee) shall keep the minutes of the meetings of the Board of Directors and shall see that all notices are duly given in accordance with the provisions of these By-Laws or as required by the law. The Secretary shall be the custodian of the statements, books, records, reports, certificates, and other documents of the Corporation and the seal of the Corporation, and see that the seal is affixed to all documents requiring such seal. The Secretary shall perform all duties and possess all authority incident to the office of Secretary, and such other duties and have such other authority as may be assigned by the Board of Directors.

#### Section 12: Treasurer

The Treasurer shall have supervision over the funds, receipts, disbursements and securities of the corporation and shall serve on the Finance Committee. The Treasurer shall perform such other duties and have such other authority as may be assigned or granted by the Board of Directors. The Treasurer may be required to give a bond for the faithful performance of the duties of the office in such form and amount as the Board of Directors may determine.

#### Section 13: Parent Liaison

The Parent Liaison shall serve as the Chairperson of the Parent Advisory Committee and as a member of the Executive Committee. The Parent Liaison shall ensure the voices and needs of the parents are brought to the attention of the Board of Directors.

#### Section 14: Duties of Officers may be Delegated

In case of absence of any officer of the corporation or for any other reason that the Board may deem sufficient, the Board may delegate authority of duties of such officer to any other officer or to any Director provided a majority of the entire Board of Directors concurs therein.

### ARTICLE VI – Committees

#### Section 1: General

The Board shall have three (3) standing committees – Executive, Finance, and Parent Advisory. Committees shall meet and conduct business between board meetings and make reports and recommendations at board meetings. Each Director shall serve on at least one standing committee.

#### Section 2: Executive Committee

The members of the Executive Committee shall be the Chairperson of the Board, Vice-Chairperson, the Secretary, the Treasurer, the Parent Liaison, the School Director and other such members. The Executive Committee shall be vested with the powers of the Board, except as to those matters herein specifically requiring an affirmative vote of the entire Board of Directors. The Executive Committee may exercise its powers when the Board is not in session or in the absence of a quorum thereof. A majority of the members of the Executive Committee shall constitute a quorum thereof.

#### Section 3: Finance Committee

The Chair of the Board shall nominate and the Board of Directors shall elect a Finance Committee. Membership on this committee will not be restricted to the Board of Directors. The Chairperson of the Board of Directors and the School Director shall serve as Ex-officio members of the Finance Committee. The Finance Committee shall supervise the financial affairs of the School and shall make recommendations from time to time in regard to the operating and capital budgets, salaries, and other business affairs.

#### Section 4: Parent Advisory Committee

Parents of JAMESVILLE DISCOVERY CHARTER SCHOOL students shall form the Parent Advisory Committee and shall nominate and elect the committee's officers. The Chairperson of the Parent Advisory

Committee, also referred to as the Parent Liaison, shall also serve as a Director on the Board of Directors with voting rights. The Chairperson of the Board of Directors and the School Director shall serve as Ex-officio members of the Parent Advisory Committee. The Parent Advisory Committee shall work with the school involving volunteer parental services, fundraising and school performance and shall make recommendations from time to time in regard to said affairs.

#### Section 5: Additional Committees

The Board of Directors may designate other committees, each of which shall consist of two or more Directors and each of which, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation, but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors or any individual Director of any responsibility or liability imposed upon it or him or her by law. The Chairperson of the Board of Directors and the School Director shall serve as Ex-officio members of such other committees. Membership on such other committees may, but need not be, limited to members of the Board of Directors. Other committees not having and exercising the authority of the Board of Trustees in the management of the Corporation may be designated by the Chairperson of the Board or by resolution adopted by a majority of the Directors present at a meeting at which a quorum is present.

### ARTICLE VII - Procedures and Restrictions

#### Section 1: Contracts

Except as otherwise provided in these By-laws, 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 effect 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 device for the general purposes or for any special or educational proposes of JAMESVILLE DISCOVERY CHARTER SCHOOL OF MARTIN COUNTY.

## ARTICLE VIII - General Provisions

### Section 1: Corporate Seal

The corporate seal shall be in such form as shall be approved by the Board of Directors.

### Section 2: Fiscal Year

The fiscal year of the Corporation shall be July 1 through June 30.

### Section 3: Amendments to By-Laws

These By-laws may be altered, amended, or repealed, and new By-laws may be adopted at any regular or special meeting upon a consensus vote of the Directors then in office provided however, that notice shall be given of the intention to alter, amend, or repeal or to adopt new By-laws at such meeting at least seven (7) days prior to such meeting in writing delivered personally or sent by mail, email or fax to the address of each Director as shown on the records of the Corporation.

### Section 4: Books and Records

The Corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board of Directors.

### Section 5: Meeting Regulation

All meetings of the Corporation including annual, special, and other shall be governed by the following established group agreements: one person speaks at a time; respect diverse opinions; agree to disagree; willingness to let up when its time; listen: sit back, breathe, hear; learn from others: don't simply defend a position, willingness to encourage "thinking out of the box"; strive to find another answer.

### Section 6: Officer and Director Indemnification

The Corporation shall indemnify any Director or former Director or officer of the Corporation or any person who may have served at its request as a director or officer of another corporation, partnership, joint venture, trust, or other enterprise against liabilities and reasonable litigation expenses, including attorneys' fees, incurred by the Director in connection with any action, suit or proceeding in which that Director is made or threatened to be made a party by reason of being or having been such Director or officer, except in relation to matters as to which the Director shall be adjudged in such action, suit or proceeding to have acted in bad faith or to have been liable or guilty by reason of willful misconduct in the performance of duty. 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 General Statues or as authorized in these By-laws.

The corporation may purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the corporation or is or was serving at the request of the Corporation as a director, officer, employee, or agent of the Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against and incurred by the person in such capacity, or arising out of the officer's status as such, whether or not the corporation would have the power to indemnify that officer against such liability.

Expenses incurred by a Director, officer, employee or agent in defending a civil or criminal action suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the specific case upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount unless it shall be ultimately determined that the person is entitled to be indemnified by the Corporation as authorized in Section 55A-17.2 or 55A-17.3 of North Carolina General Statutes or as authorized in these By-laws.

#### Section 7: Conflict of Interest

No Director, officer, or employee of the Corporation shall obtain any direct or indirect economic stake in any entity participating in the programs of the Corporation, and the Corporation shall not employ any individual who serves as a Director or officer of such an entity, or an individual who owns a stake in any such entity. It is the policy of the Corporation that no Director, officer, or employee of the Corporation shall receive any personal or private benefit resulting from the activities of the Corporation or from the receipt by the Corporation of funds from the State of North Carolina or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expenses incurred in the conduct of the business of the Corporation. In furtherance of this policy, the Board of Directors shall have the power to make such rules and regulations concerning conflicts of interest, as it deems appropriate from time to time.

#### Section 8: Prohibited Activities

The Corporation shall comply with 501(c)(3) prohibitions against substantial lobbying and involvement in political campaigns for public candidates. 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.

Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by corporations exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

#### Section 9: Disposal of Assets

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 as directed pursuant to North Carolina General Statutes.

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

Dated: \_\_\_\_\_

\_\_\_\_\_ Crystal P. Ange, Chair

\_\_\_\_\_ Molly A. Long, Vice-Chair

STATE OF North Carolina

COUNTY OF MARTIN

**5. A copy of the articles of incorporation, if available.**

See Appendix A

**VI. MISSION, PURPOSE AND EDUCATIONAL FOCUS**

**MISSION:** NC 115C-238.29F(g)(5)

It is the mission of Jamesville Discovery Charter School to achieve and maintain educational excellence by providing a small, inviting and nurturing school that focuses on grades seven through twelve. Jamesville Discovery Charter School will value and respect each member of our school family, thus enabling everyone to become effective productive citizens. Jamesville Discovery Charter School will provide an environment that will direct our students to focus on relevant and rigorous learning that will continue after high school.

- Fostering individual learning styles to reach ambitious academic goals
- Nurturing and facilitating our children's natural abilities to think creatively and critically
- Promoting self-confidence through respect for self, others, and the environment

**PURPOSES OF PROPOSED CHARTER SCHOOL:**

**1. Improve Student Learning**

The Jamesville Discovery Charter School will follow the Real World Learning model. This innovative curriculum structure integrates subject matter into experiential "learning expeditions," using field work, in-depth studies, and service projects to provide real-world opportunities for hands-on learning, with an audience that exists beyond the school itself and takes the classroom into the community. The expeditionary learning approach offers creative and leadership opportunities for students and teachers. Jamesville Discovery Charter School will provide specific training to support teachers in this innovative learning environment and approach. School time will be scheduled for staff to work together to plan, organize and function as a team with a shared vision.

**2. Increase Learning Opportunities for All Students**

Parental and community involvement will be vital to the success of the Jamesville Discovery Charter School. We will bring our community into our school as partners in public education, through the use of parental involvement agreements and the recruitment of support from business and community groups. Martin County is located in a region with a unique cultural heritage and rich natural history. The Roanoke River and our abundant forest acreage as well as our proximity to three local hospitals, offers tremendous natural and human resources for study and collaboration across the academic disciplines. By working with these organizations through learning expeditions, our students will contribute in tangible ways to the world they live in and will learn first hand the value of service and citizenship.

- Partnerships with community agencies
- Advanced learning opportunities with Martin Community College
- Distance learning opportunities and integration of technology

### 3. Encourage the Use of Different and Innovative Methods

Our success will be measured not only in tiers of standardized testing, but also via a parallel assessment system defined by our school. This performance-based assessment will comprise a body of work for each student, including short essays, reports, annual projects, and artwork, that will reflect the achievement of the whole child as a multi-dimensional individual with diverse ways of learning and expressing what is being learned. In addition, our success will be measured by parent, student, and teacher satisfaction. Jamesville Discovery Charter School will be evaluated by the willingness of families to choose our school, as well as by the open-door policy of the Board and Director to accept and solicit input from parents and children concerning the curricula, governance, and function of our school.

- Emphasis on integration and consumption of technology
- Community resources used in new, innovative ways
- Educational choices

### **EDUCATIONAL FOCUS:**

Jamesville Discovery Charter School will create an educational environment where students are inspired to academic discovery and excellence through and emphasis on experiential learning designed to honor individuality and diversity, nurture respect for self, others, and the environment, and to foster a lifelong love of learning. We will start by getting back to the basics; a strong vocational program to teach our students some of the basic skills that have made our great state and nation what it is today. Small class size, strong parental support, and the exploration and use of innovative teaching methods will be hallmarks of this school.

#### **GRADE LEVELS:**

2011: <u>7-12</u>	2012: <u>7-12</u>	2013: <u>7-12</u>	2014: <u>7-12</u>	2015: <u>7-12</u>
2016: <u>7-12</u>	2017: <u>7-12</u>	2018: <u>7-12</u>	2019: <u>7-12</u>	2020: <u>7-12</u>

#### **ENROLLMENT BY YEAR:**

2011: <u>350</u>	2012: <u>350</u>	2013: <u>350</u>	2014: <u>350</u>	2015: <u>350</u>
2016: <u>350</u>	2017: <u>350</u>	2018: <u>350</u>	2019: <u>350</u>	2020: <u>350</u>

## **VII. EDUCATION PLAN**

### **A. Educational Theory & Foundation of Model (G.S. 115C-238.29F(d))**

We believe that every child has a right to quality education and that children learn best when given the opportunity to link what they are learning with real world experiences in an atmosphere that is safe, stimulating and challenging. For over a year we have been working on the Jamesville Discovery Charter School instructional plan. We begin with the assumption that every child has not only the natural ability to learn, but

also the propensity and desire to learn. Our primary responsibility is not to teach students how to learn, but to recognize the ways in which they learn, and in turn, to give each one the opportunity to learn. It is our belief that in a school where different learning styles are addressed, children will readily achieve academically ambitious expectations.

In support of these beliefs, the founding members of Jamesville Discovery Charter School will use six common anchors as the foundation of a valuable learning experience for our children, teachers, parents and community.

**1. Academic excellence.** This will be the paramount expectation for every student. We expect students to develop a core body of shared knowledge providing a solid, coherent foundation of learning while allowing flexibility to meet the varying needs of each individual.

**2. A committed circle of educators.** We will expect our teachers to commit every day to serving and challenging the whole child, emotionally, mentally, socially, and physically. Parents, who we acknowledge as a child's first and foremost teachers, will be expected to contribute life experience, knowledge, and talents. In addition, we intend to partner with the community to offer a network of technology and human services.

**3. Provide opportunities for children to acquire not just knowledge, but a deep experience related to the world around them.** Our instructional approach will provide real-life applications for newly presented material, and place skills in context. In order to enhance and strengthen basic academic objectives, each child will be given the opportunity and strongly encouraged to learn three skills that will complement and strengthen his or her course of study. These will be to exhibit competency in a handicraft, communicate in a second language, and to play a musical instrument.

**4. Integrate maximum use of our geographic location.** Because of our location, North Carolina State University has expressed strong interest in implementing new innovative programs in our charter school. The Roanoke River, our forest acreage, and proximity to three hospitals offer unparalleled opportunities for learning experiences that integrate our comprehensive curriculum and promote our community circle. At Jamesville Discovery Charter School we intend to make full use of our natural history, and multi-cultural resources.

**5. Add value not only to our student's own lives but also to the lives of others.** By developing and modeling a fundamental respect for diversity, by teaching tolerance and appreciation for our differences, and by seeking knowledge through these differences, our students, parents, teachers and community will foster an all-inclusive learning environment. Through our curriculum and instructional approach we will offer many opportunities for our school community to contribute to the welfare of the larger community.

**6. Foster a sense of pride in accomplishment.** If children are to become productive, active citizens, they need the confidence and the capacity to take risks and meet the increasingly difficult challenges of our world. Our instructional approach is designed to meet this goal.

We will use these anchors as touchstones to keep us focused on our mission to provide the learning environment children need in order to achieve academic and personal excellence.

The Jamesville Discovery Charter School curriculum will follow the North Carolina Standard Course of Study (NCSCS) with additional guidance from the Core Knowledge Sequence (CKS). A major component of the CKS is a coherent flow of content from grade to grade, designed to encourage steady academic progress as children build their knowledge and skills from one year to the next. Because the CKS is particularly strong in the process of building on skills instruction grade by grade, it can only strengthen the depth and breadth of the NCSCS. The combination of the two will be required in order to fulfill academic excellence expectations at Jamesville Discovery Charter School.

## **B. Instructional Approach & Curriculum Design**

The Jamesville Discovery Charter School instructional approach will emphasize learning by doing, with a particular focus on literacy and a strong vocational program. Our definition of literacy includes not only words, but creativity, critical thinking, and community contributions across the disciplines. It is well documented that an experiential learning approach has a strong positive effect on student understanding and achievement, and the best practices of experiential learning are certainly not unique to any one model. Jamesville Discovery Charter School will incorporate 5 core practices in the course of a strategic multi-year implementation.

### **1. Real World Learning**

The nuclei of the Real World Learning approach are in-depth investigations of topics that engage students through authentic projects, fieldwork, and service. This engages many different learning styles and requires significant interaction with the larger community, providing real-life applications and placing important academic skills in context. At Jamesville Discovery Charter School, Real World Learning will bring experts into the classroom and take students out into the community to conduct fieldwork, engaging students in real-world activities both on and off the school campus. Real world learning should never be considered simply as field trips. They include scientific experiments, interviewing, collecting data, sketching, or examining original documents or artifacts. They are always tied to clear academic goals and require the application of skills in ways that reinforce understanding and facilitate expression. They demand advance planning, study, and rubrics supplied by the teacher in preparation for the work. In addition, the results of these projects always have an audience beyond the school itself. There is no tracking. Students collaborate with, critique, and help one another to do their best work. Our own region has many wonderful resources that offer endless opportunities to integrate the disciplines. Our students may be involved in projects like conducting an environmental field study of herring in the Roanoke River, compiling an oral history of local Jamesville families, or making an investigation into the ways English folk ballads have evolved into Eastern North Carolina music. These studies will culminate in an exhibition or performance open to the larger community.

### **2. Reflection and Critique**

Reflection, critique, revision and collaboration are critical to the process of Real World Learning. By their very nature, these processes foster respect for self and others, develop understanding of and pride in diversity, and build character and thoughtfulness. They are included in every expedition. Jamesville Discovery Charter School teachers will be afforded the time for and be expected to model the culture of reflection and critique, both as an example to students and in their teaching duties. Through examination and assessment of student work, teachers will discover what students know and how they learn, providing information on how to improve instruction. Using specific Real World Learning protocol in their discussion and critique of instructional practices and learning, teachers will work to improve their craft in a collegial and respectful forum.

### **3. School Culture**

Jamesville Discovery Charter School will uphold a set of shared beliefs and practices regarding learning, teaching and assessment of all students. Our circle of educators will promote academic excellence in a strong culture of best effort and revision in which many drafts are the norm and nothing less than best work is expected. Students will keep portfolios of their work, including examples of brainstorming, drafting and self-critique, and will use them to demonstrate that the heart and beauty of learning lies not merely in the final results but is in fact rooted in the process.

Jamesville Discovery Charter School teachers and administrative staff will act as facilitators to students learning. Staff will work together as a group, creating a clear and common direction for the school. Not only will they facilitate student learning, but they too will be learners. Our team of teachers will provide feedback to

each other, helping increase the effectiveness of our staff by continually improving performance and renewing the commitment to teaching and learning. Students will play a major role in creating school and community service programs. Through these they will develop a sense of responsibility for themselves and their world.

School culture will also demonstrate how individual and collective behaviors support an environment where adults and students feel emotionally and physically safe and are free to take risks and go beyond their perceived limits. As a community, the staff, students and parents will take collective responsibility for the learning of each and every student.

Jamesville Discovery Charter School will operate on the premise that the best learning takes place when learners are having fun. Our classrooms and expeditions will provide fun, challenge, skill, and knowledge, and create a sense of belonging for each and every member of our learning community, including those outside the school campus.

#### **4. School Structure**

To help create an environment that will promote an expansive learning experience, Jamesville Discovery Charter School will provide flexible blocks of time for project-based study and fieldwork, group planning and shared decision-making activities such as community circles. We believe our schedule should be adjusted to fit learning priorities, rather than molding our objectives to fit a traditional schedule.

Positive relationships between teachers and students are vital, and each relationship is unique. Recognizing this, Jamesville Discovery Charter School will cater to the many different learning styles students will bring to the school. Variable student groupings will allow different types of student-to-teacher and student-to-student interactions, such as intensive coaching and cooperative learning. To enhance our teacher-to-student relationships, we will support looping, so students may stay with the same teacher for similar content areas. To best serve our community of learners, our school will feature integrated opportunities for ability-level learning across the grades.

At Jamesville Discovery Charter School, teachers must demonstrate their commitment to life-long learning not only for their students but also for themselves. We expect our teachers to develop an area of specialization so that they become resources for consultation, advice, and continual growth for the entire community of learners. Flexible scheduling blocks will provide time for the full-staff planning, teacher-to-teacher feedback, and mentoring opportunities necessary for effective team teaching.

Our teachers will work together and be paid for a ten-month school year. During this time, they will collaborate with and learn from each other to create a rich and rewarding learning environment.

#### **5. School Review**

In order to continually improve its methods, practices and effectiveness, Jamesville Discovery Charter School will continue annual assessments of instructional plans, curriculum designs, and learning expeditions to improve the quality of teaching and learning. This review will include collecting and studying baseline data, identifying priorities and establishing goals for improvement, then using this information to make informed decisions about instruction. Parents and community members will become active participants in the school review process. In addition to standardized test scores, the staff will maintain and regularly revise a school review portfolio that reflects the school's progress in implementing the core practices and improving instruction and student performance.

### **IMPLEMENTATION**

Jamesville Discovery Charter School will implement the Real World Living model gradually, planning full



realization of the model at the end of three years. Our initial focus will be upon fully engaging our students, teachers, parents and community in school culture and structure.

We intend to partner with Elizabeth City State University field consultants for specific staff training and support, and for assistance in ensuring that our implementation of the approach is aligned with state standards and objectives.

Our plan for 2011-2012 includes the following in-service training for teachers:

1. A five-day summer planning institute on-site, during which ECSU consultants will provide technical training and assistance in:

- \*Incorporating the NCSCS and CKS into team expeditions
- \*Development of the schedule to accommodate Real World Living learning blocks
- \*Implementing the Core Practices of Real World Learning
- \*Implementing Jamesville Discovery Charter School goals concerning school culture and structure
- \*Aligning the Real World Learning process with our chosen assessment models

At Jamesville Discovery Charter School we believe that assessment should be used in the service of learning. We will document student success with a comprehensive assessment system we believe is a credible, dependable and equitable means for gathering information upon which decisions can be made about the students and the school. Student evaluation will be based on a broad concept of intelligence, ability and learning. Through the use of portfolios and standardized tests, we will assess visual, auditory, kinesthetic, intrapersonal, interpersonal, logical and verbal abilities. Portfolio assessment allows students to demonstrate their mastery of disciplines in ways that test scores alone cannot show. Performance criteria (and/or rubrics) will be explicit and clearly understood by each student. Oral presentations, short essays, artwork and records of project research and data collection are examples of portfolio components. To compliment the ABCs Model, grade-appropriate practice tests for math and reading and writing will be added to the primary curriculum to document student achievement and student growth, and to enrich curriculum decisions. Pre-tests, peer and teacher critiques, and post-tests will be integrated into the instructional approach for an evaluation that takes into account the academic and social development of the whole child. Progress reports will go home at mid-point of each grading period. Report cards will go home with students at the end of each six weeks. The cumulative folders, portfolios, and Individual Education Plans (IEPs) will comprise the record keeping for enrolled students.

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

Jamesville Discovery Charter School will openly accept all students and has formed a special partnership with Sylvan Learning Center to offer unique learning opportunities in our school for all students who may need that extra help. We will abide by all laws including 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.) as appropriate for the admission to the charter school. Also, our 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, disability, race, creed, gender, national origin, religion, or ancestry.*

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

Admission to Jamesville Discovery Charter School is open to all students eligible under the guidelines established

in 115C-23.29F(g). Any child that is qualified under the laws of this state for admission to a public school is qualified for admission to this charter school, provided age and grade requirements are met. Admission shall not be determined according to the school attendance area in which the student resides. Jamesville Discovery Charter School shall not discriminate against any student on the basis of ethnicity, national origin, gender, disability, or sexual orientation, nor shall admission of students be determined on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or ancestry. Every effort will be made to recruit students from all sections of the community to ensure proportionate representation of all segments of the population. The Board of Directors is committed to small class size, as outlined in the charter application. In the event that the student applications exceed available spaces, Jamesville Discovery Charter School is dedicated to providing a fair unbiased system for assigning admissions to the school.

### **Priority of assignments**

In accordance with state law, G.S.I 15C-238.29F(g), children of the school's director, teachers, and teaching assistants and, for the first year only, Board of Directors, may be granted priority for available openings (though limited to 10% of the school's total population or twenty students, whichever is less). Siblings of currently enrolled students who were admitted in the current or a previous year will be given priority, on a space available basis.

Notwithstanding any law to the contrary, the Board of Directors of the Jamesville Discovery Charter School may refuse to admit any student who is suspended or expelled from a public school under G.S.I 15C-391 until the period of suspension or expulsion has expired. However, acceptance may be granted on a case-by-case basis. These decisions will require careful consideration and detailed communication with other schools and, perhaps, the LEA. In such cases, parents must make the Board of Directors aware of the situation so that appropriate action may be taken.

### **Application Period**

The Open Enrollment Period is the time during which applications will be accepted for student admission for the following school year. The beginning and ending dates of the Open Enrollment Period will be determined at the first regular meeting of the Board of Directors each January. Generally, it will occur in the spring of each year lasting approximately 6 weeks. Representatives of the school will conduct informational sessions at a variety of locations in each of the communities we will be serving. Parent(s) or guardians and prospective students will have the opportunity to converse with administrators and teachers. The mission, philosophy, school calendar, course content, and other pertinent information will be made available during these sessions. Fliers and pamphlets that contain a contact number for those needing additional information will be distributed during these open informational forums. Applications will also be made available at these gatherings and in many other locations throughout the community (see marketing plan). The public will be notified of these locations. These forums will be clear and easy to understand and printed in both English and Spanish.

### **Enrollment**

At the end of the Open Enrollment Period, a public lottery conducted by a neutral third party will be held. Notice of the time, date and location of the lottery will be sent by regular mail to the parent(s) or guardian of each applicant at least ten (10) days prior to the lottery. The parent(s) or guardian of the children chosen by lottery for admission to the school will be notified by mail of the results of the lottery. Parent(s) or guardian of the children placed on the waiting list will also be notified by mail of their number on the waiting list. In accordance with North Carolina law, all applicants, even those who have held a place on the waiting list throughout the previous year, must be placed in the lottery. Students on the current year's waiting list must file a separate application during the Open Enrollment Period to be included in the spring lottery for the following year's enrollment.

Lottery Procedure:

1. The lottery will take place at a public meeting of Jamesville Discovery's Board of Directors.
2. Applications will be sorted by grade level

3. A third party will assign all applicants a number beginning with their grade level.
4. All numbers will be entered into a computer generated program such as a Number Generator.
5. Starting with the first number drawn, the corresponding name will be placed on the class roster, and this action will be repeated until all numbers have been drawn. After maximum occupancy has been reached, all names will be placed on a waiting list in the order they were drawn.
6. The same process will be repeated for each grade level.
7. The applications and roster will then be compared for accuracy of recording.

### **Admissions**

The parent(s) or guardian of each child chosen for admission must contact the school administration or board and confirm his or her child's eligibility for enrollment within fourteen (14) days of receipt of notice of acceptance. Prior to admittance, accepted students will be required to submit a copy of their birth certificates, immunization records, social security numbers, and transfer records from previous school. In addition, the parent(s) or guardian will be asked to sign a Parent-School Partnership Agreement stating that they clearly understand the mission of the school and expectations for all parties. Failure to acknowledge acceptance and confirm eligibility for enrollment will result in loss of admission: the child's name will be returned to the general pool of applicants. Missing any part of the educational process may interfere with progress we hope to achieve with each child. In addition, like all other public schools in North Carolina, funding for the entire year is determined by enrollment in the early days of the school year. Our annual budget is based on the assumption of full enrollment from the first day of school. Parents will be informed of this policy in writing prior to the start of each school year.

1. All students must attend school on the first day. Students must be in attendance for at least half a day (three hours) in order to be counted as present.
2. A student who does not attend school on the first day will risk losing his or her space at the school. If a student does not attend school on the first day, and the School Director has not been notified in advance in writing, he/she shall have the discretion to resign that space through the lottery process. School officials will make every attempt to reach a family whose child is absent.
3. When an absence is anticipated, whether legal or illegal, prior notification of the School Director is required. This notification must be in writing.
4. If the absence is not anticipated, families should contact the school immediately.
5. If a student has missed more than the first five full days of school for a legal absence\* without notification of the School Director, the School Director will be instructed by the Board of Directors to automatically reassign that student's space to the next student on the waiting list, and the student will lose his or her space at the school.
6. If a student has missed more than the first five full days of school for an illegal absence, with or without prior notification of the School Director, the School Director will be instructed by the Board of Directors to automatically reassign that student's space to the next student on the waiting list, and the student will lose his/her space at the school.
7. Even if the student has attended school on the first day, the student cannot be included in the school's headcount if he/she subsequently misses 10 or more consecutive days in the first 20 days of school, unless these absences are legal.

This is in accordance with the guidelines of the Student accounting procedures administered by the North Carolina Department of Public Instruction. In other words, the state interprets such illegal absences as if the student is no longer enrolled in the school.

#### **\*Legal Absences**

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments

5. Court or administrative proceedings
6. Religious holidays or observances
7. Valid educational opportunity with approval prior to the absence

The NCDPI has made it clear that #7 is not an acceptable legal absence until after the child has attended school and been enrolled.

## **E. SCHOOL CALENDAR**

See Appendix F

## **F. EVALUATION**

Jamesville Discovery Charter School will meet the following accountability standards:

- ABC's Accountability model as set by NC Department of Public Instruction
- Federal "No Child Left Behind" accountability model
- Advanced Placement Exams for all AP classes
- Opportunities to take the PSAT, SAT, ACT, and/or ASVAB
- Senior Project that includes an exit speech, power point presentation or research thesis on post secondary education goals and community involvement

These guidelines will be seen as providing a minimal level of educational standards. Additionally, students will maintain a portfolio of their achievements in academics and community service. In addition to these guidelines and standardized exams, the Jamesville Discovery Charter School will use empirical testing data to improve the educational plan, provide remediation opportunities, and as guides for determining course selections. With our commitment to rigorous, relevant learning supported by meaningful adult relationships, accountability is inherent in the way we do business.

## **G. STUDENT CONDUCT AND DISCIPLINE** (*G.S.115C-238.29B(b)(12); G.S. 115C-238.29F(d)(4 and 5)*)

The Jamesville Discovery Charter School is committed to providing a quality education for children within a seedily atmosphere. Our school becomes our community and for the community to function, we need a well-disciplined and positive learning environment. A climate of positive discipline is conducive to serious study and promoted respect for oneself, other people, and property. Students in such an educational climate are expected to demonstrate good citizenship through speech and action. Our teachers will encourage student self-discipline and involve trained parents in student-related problem solving through peer mediation.

The School Director will be responsible for imposing short-term in-school suspensions from 1-10 days in length. In-school suspension may occur when a student engages in a physical altercation with another student, communicates a threat to either a faculty member or another student, defaces school property (student or parent may be held liable for restitution), or behaves in a manner that infringes upon the learning environment. Mediation by a neutral third party will be initiated either prior to or after a suspension occurs.

In the case of any recommended long-term suspension, the Board of Directors may review the School Director's decision. In such cases, the Board of Directors may investigate the incident or violation of the student, hearing all versions of the facts. In compliance with state and Federal laws, Jamesville Discovery Charter School teachers and administrators shall be constant communication with parent(s) or guardian through every phase of the

disciplinary process.

In the event that a child's behavior prohibits either himself or others from learning on an ongoing basis, the teacher may refer to a school based committee comprised of various faculty and administrators who will: 1. Advise the teacher on managing the student's behavior more effectively. 2. Recommend to the School Director the transfer of the student to another class. 3. Recommend the case to the Multidisciplinary Team. 4. Recommend to the School Director that the student be placed in an alternative program. 5. Recommend to the School Director that the student receive any additional services that the school or school unit has the resources to provide the student.

If this does not improve the student's capacity to learn, necessary steps will be taken to determine whether or not a disability is present. Situations which involve students who have already been diagnosed as having exceptional needs, or who may have exceptional needs will automatically be referred to the Multidisciplinary Team to determine the appropriate program, services and placement of the child. In either event, North Carolina laws for Exceptional Children shall be the guidelines. As a final measurement, a team including the parent(s) or guardian, teachers, administrators and student will review the option of expulsion. An expulsion is the permanent exclusion of a student from school, something Jamesville Discovery Charter School is dedicated to preventing, as evident through the above-mentioned protocol. However, any student who threatens the safety of others and/or the school will be seriously considered as a candidate for expulsion pending a thorough investigation into the cause and possible solutions. In compliance with Federal law, any student found carrying weapons onto school grounds may warrant an immediate expulsion of no less than 300 days of suspension from school. An expelled student may apply for readmission, but not before the next enrollment period that is at least 6 months after the expulsion date. The same due process procedures as a long-term suspension apply. Any student who is suspended or expelled from school is to remain off schools grounds for the duration of the suspension or expulsion period. Students may not attend any athletic contests or extracurricular student activities during the suspension or expulsion period. Jamesville Discovery Charter School understands that little learning occurs while students are on suspension and we will make every attempt possible to make school work available to students to keep them on track with the rest of the class.

## **VIII. BUSINESS PLAN**

### **A. PROJECTED TYPES OF STAFF:** GS 115C-238.29B(12)(e)

The School will commence in August 2011 with a School Director, and Administrative Assistant, twenty full time Teachers, one EC Coordinator, and one Counselor.

### **QUALIFICATIONS REQUIRED FOR INDIVIDUAL POSITIONS:** (G.S.115C-238.29B(b)10)

The School Director of Jamesville Discovery Charter School is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The School Director is also expected to provide professional services to Jamesville Discovery Charter School in the following areas:

#### **Leadership and Management**

- Leadership in implementing the instructional program
- Leadership in acquiring and developing the total Jamesville Discovery Charter School Staff

- Leadership in providing public relations and community involvement
- Managing the physical plant used to deliver instruction to the students
- Managing the business and financial matters related to the school

#### **Administrative**

- Meet with and report to the Board of Directors on a regular basis as prescribed by the Board of Directors
- Submit requested and required reports to the Department of Public Instruction and other related agencies
- Ensure compliance with all administrative rules and regulations established by federal, state and local governments
- Provide for the efficient and effective operation of the school
- Perform any other duties assigned by the Board of Directors

#### **Personal**

- Conduct one's self in a professional manner when representing Jamesville Discovery Charter School
- Be mindful of responsibilities to be a positive role model for young men and women in the school and community
- Dress appropriately for professional work at school and other times when representing Jamesville Discovery Charter School

#### **Minimum Requirements**

- Must have a Bachelor's degree from an accredited institution or equivalent
- Must have a minimum of four years of teaching experience and/or related experience

#### **Preference**

- Masters degree or equivalent in public school administration
- Prior experience in administration

The **Administrative Assistant** of Jamesville Discovery Charter School is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The Administrative Assistant is also expected to provide professional services to Jamesville Discovery Charter School in the following areas:

- Assist the School Director in the execution of leadership, management, administrative, and personnel duties
- Ensure compliance with all administrative rules and regulations established by federal, state and local governments
- Provide for the efficient and effective operation of the school
- Perform any other duties assigned by the School Director
- Dress appropriately for professional work at school and other times when representing Jamesville Discovery Charter School

#### **Minimum Requirements**

- High school diploma or equivalent
- Prior experience in administration
- Computer skills to include word processing, spreadsheets, and MS Office applications

#### **Preference**

- Experience in accounts payable and receivable

- Experience with adolescent population
- Coursework in clerical skills

A **Teacher** of Jamesville Discovery Charter School is expected to support the mission and objectives set for by the Charter and the Board of Directors. The teacher is also expected to provide professional services to Jamesville Discovery Charter School in the following areas:

- Provide professional services related to teaching students assigned to the teacher by the School Director
- Provide instruction of high academic quality in their field of expertise
- Support the efforts of Jamesville Discovery Charter School to involve parents, community, and volunteers in educating the students enrolled at the school
- Participate in staff development activities and other such activities organized by Jamesville Discovery Charter School that is designed to improve teaching skills
- Conduct one's self in a professional manner when representing Jamesville Discovery Charter School in an official capacity
- Be mindful of the responsibility to be a positive role model for young men and women in the school and community where the students reside
- Dress appropriately for professional work at school and other times when representing Jamesville Discovery Charter School

#### **Minimum Requirements**

- Must have Bachelor's degree from an accredited institution or equivalent

#### **Preference**

- Bachelor's degree or equivalent in the subject area taught
- North Carolina Teacher Certificate in the subject area taught
- National Board Certification

The **Exceptional Children Coordinator** is expected to support the mission and objectives set forth by the Charter and the Board of Directors. The EC Coordinator is also expected to provide professional services to Jamesville Discovery Charter School in the following areas:

- Ensure compliance of programs with federal, state and local regulations
- Conduct assessment activities to determine needs and effectiveness of exceptional children programs; develops and supports short and long range goals and objectives for the improvement of system-wide instruction for exceptional children
- Oversee the placement process, assist in the development and implementation of assessment practices and policies affecting programs for exceptional children; interprets educational policies and procedures for a variety of audiences
- Oversee the process of ensuring that each exceptional student is counted for reimbursement purposes
- Support School Director and school staff in the screening of exceptional children
- Prepare and submit required local, state and federal reports
- Develop and write state and federal grants in conjunction with program needs and funds
- Act as liaison to other community agencies to support and foster policies that enhance student growth and development
- Work with the School Director in preparing budget recommendations for use of local, state and federal funds

- Support the efforts of Jamesville Discovery Charter School to involve parents, community, and volunteers in educating the students enrolled at the school
- Work with the onsite Sylvan Learning Center to make sure every EC child has a chance for an excellent learning experience above and beyond that of a traditional school
- Dress appropriately for professional work at school and other times when representing Jamesville Discovery Charter School

The **Counselor** of Jamesville Discovery Charter School is expected to support the mission and objectives set for the by the Charter and the Board of Directors. The Counselor is also expected to provide professional services to Jamesville Discovery Charter School in the following areas:

- Provide professional guidance and conduct orientation activities for students new to the school
- Provide grade level – middle school through postsecondary – transitional activities
- Assist students with developing a post-secondary educational plan\
- Provide school-to-career guidance activities using resources, e.g., Career Information System, Career Center, and the Graduate Profile Planner/Planning Guide
- Provide scholarship information
- Conduct structured, goal-oriented counseling sessions in response to identified needs of individuals and groups of students
- Conduct with and serve as a resource for teachers, staff and parents regarding the developmental needs of students
- Conduct and facilitate conferences with teachers, students, and parents
- Maintain records to documents interactions, interventions, and decisions
- Refer students and their parents to community agencies, programs, or specialists as appropriate
- Maintain a comprehensive list of district and community resources
- Plan the guidance program calendar
- Maintain confidentiality
- Maintain records consistent with ethical and legal guidelines
- Keep informed on current professional trends
- Support the efforts of Jamesville Discovery Charter School to involve parents, community and volunteers in educating the students enrolled at the school
- Conduct one's self in a professional manner when representing Jamesville Discovery Charter School
- Be mindful of the responsibility to be a positive role model for young men and women in the school and community
- Dress appropriately for professional work at school and other times when representing Jamesville Discovery Charter School

### **Minimum Requirements**

Must have Bachelor's degree from an accredited institution or equivalent with course work in the field of counseling or psychology

### **Preference**

Masters degree from an accredited institution in the field of counseling

Minimum of two years of experience working in a school environment

**LICENSING REQUIREMENT:** In accordance with 115C-238.29F(e), at least fifty percent (50%) of the



teachers in grades six through eight, and at least fifty percent (50%) of the teachers in grades nine through twelve shall hold teacher certificates. Prior to each academic year, the school will report to NCDPI the total number of employed teachers and the total number of those employed teachers who hold valid licenses.

The school will not employ any individual whose certificate or license has been suspended or revoked by any licensing board or agency on the grounds of unethical or immoral behavior.

If a school employee, on leave from the LEA, is suspended, terminated, asked to resign, or subject to disciplinary action by the school, the school will notify the LEA, and provide requested information about the employee.

**REQUIRED DOCUMENTATION FOR EMPLOYMENT:** To be considered for employment, prospective employees are required to complete and submit an application package to the School Executive Director that includes the following:

- W-4 and I-9 forms
- Personnel Application
- Resume
- Two sets of fingerprints
- TB test results
- Drug Test
- Transcripts
- Letters of Recommendation (at least two)
- Philosophy of Education Statement
- Current North Carolina Teaching Credential (faculty)

The prospective employee must also present two valid forms of identification to the Executive Director or designee.

**CRIMINAL BACKGROUND CHECKS:** In accordance with 115C-239.29K(c), the Board of Directors will require Jamesville Discovery Charter School employees to check references for prospective employees and will use fingerprints submitted to conduct a background check through the North Carolina Department of Justice's Criminal History Records. All information received by Jamesville Discovery Charter School in accordance with the required criminal history check is privileged information, not a public record, and only for the use of the School's Board of Directors.

Jamesville Discovery Charter School will not hire individuals who have a "criminal history" which is defined as a county, state, or federal criminal history of conviction of a crime, whether a misdemeanor or a felony, that indicates an individual either poses a threat to the safety of students or personnel, or has demonstrated that he/she does not have the integrity to fulfill his/her duties as school personnel.

**REQUEST TO HAVE FEWER THAN THREE TEACHERS:** GS 115C-238.29B(b)(12)  
N/A

**REQUEST TO HAVE FEWER THAN 65 STUDENTS:** GS 115C-238.29B(b)(12)

N/A

## **B. ENROLLMENT**

In the following tables, please list for each year and grade level, the numbers of students that the school reasonably expects to enroll. In addition, please indicate any plans to increase the grade levels offered by the school.

**These numbers are projections, or estimates, and do not bind the State to fund the school at any particular level.**

For the first two years the State will fund the school up to the maximum projected enrollment for each of those years as set forth and approved in the projected enrollment tables. However, in subsequent years, the school may increase its enrollment only as permitted by G.S. 115C-238.29D(d), that is, an increase of 10% per year based on the previous year's enrollment. Any increase above 10% must be approved by the State Board of Education in accordance with G.S. 115C-238D(d).

### C. PROJECTED ENROLLMENT 2011-2012 through 2015-2016 (Table 1)

Identify LEA from which  
Charter School

students will probably come from

**Name of Proposed Charter School – Jamesville Discovery**

List LEA #1 – Martin County Board of Education

List LEA #2 – Washington County Board of Education

List LEA #3 – n/a

Grades		2011-2012			2012-2013			2013-2014			2014-2015			2015-2016		
		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
<b>Seventh</b>	7	53	2		53	2		53	2		53	2		53	2	
<b>Eighth</b>	8	53	2		53	2		53	2		53	2		53	2	
<b>Ninth</b>	9	56	4		56	4		56	4		56	4		56	4	
<b>Tenth</b>	10	56	4		56	4		56	4		56	4		56	4	
<b>Eleventh</b>	11	56	4		56	4		56	4		56	4		56	4	
<b>Twelfth</b>	12	56	4		56	4		56	4		56	4		56	4	
<b>LEA Totals</b>		330	20		330	20		330	20		330	20		330	20	
<b>Overall Total Enrollment/ADM</b>		350			350			350			350			350		

## D. Budget: Revenue Projections 2011-2012 through 2015-2016

INCOME: REVENUE PROJECTIONS		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
	State ADM Funds	\$1,944,408	\$1,944,408	\$1,944,408	\$1,944,408	\$1,944,408
	Local Per Pupil Funds	545,451	545,451	545,451	545,451	545,451
	Federal Funds	326,550	326,550	326,550	326,550	326,550
	Grants*					
	Foundations*					
	Private Funds*					
	Other Funds*					
<b>TOTAL INCOME</b>		<b>\$2,816,408</b>	<b>\$2,816,408</b>	<b>\$2,816,408</b>	<b>\$2,816,408</b>	<b>\$2,816,408</b>

SHOW  
CALCULATIONS  
FOR FIGURING  
STATE  
AND LOCAL  
DOLLARS  
FOR THE  
PROPOSED

**State** **5,555.45**

**Local** **1,558.43**

**Federal** **933.00**

CHARTER SCHOOL

**No. of pupils** **350**

Based on most current data from North Carolina Department of Public Instruction

<http://www.ncpublicschools.org/fbs/resources/data/highlights/2009highlights.pdf>

## Information Used to Determine Future Revenues

Data Below Obtained From North Carolina  
Public Schools Web Site

<http://www.ncpublicschools.org/docs/fbs/resources/data/highlights/2009highlights.pdf>

	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	Avg. Annual Increase/Decrease		
											1997- 2006	2002- 2006	2004- 2006
ADM	4,255	4,400	4,444	4,519	4,598	4,689	4,862	4,934	4,926	4,931	-68 -1.37%	-69 -1.49%	-63 -1.42%
State PPE	5,635	5,305	5,296	5,016	5,198	5,121	4,855	4,405	4,153	3,929	171 4.34%	87 1.68%	113 2.13%
Fed. PPE	1,129	1,633	798	641	434	441	449	425	338	355	77 21.80%	139 32.03%	110 13.83%
Local PPE	1,546	1,546	1,250	1,132	1,125	1,148	960	1,016	966	897	65 7.24%	84 7.48%	99 7.89%
Total PPE	8,310	8,484	7,344	6,789	6,757	6,710	6,264	5,846	5,457	5,181	313 6.04%	311 4.60%	322 4.38%

Using the above data, and applying a conservative approach, these percentages will be used to project revenues:

**State  
PPE**                      **2.00%**

**Fed.  
PPE**                      **13.50%**

**Local  
PPE**                      **7.50%**

### E. Budget: Expenditure Projections 2011-2012 through 2015-2016

May be amended as the needs of the school dictates

BUDGET EXPENDITURE		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
GS 115C-238.B(b)(5)						
PERSONNEL						
Total # staff = 34						
Administrator(s)						
2		145,000	148,625	152,341	156,149	160,053
Clerical						
2		70,000	71,750	73,544	75,382	77,267
Teachers						
20		1,000,000	1,025,000	1,050,625	1,076,891	1,103,813
Librarians						
1		50,000	51,250	52,531	53,845	55,191
Guidance						
1		50,000	51,250	52,531	53,845	55,191
Teacher Assistants						
2		50,000	51,250	52,531	53,845	55,191
Custodian						
1		20,000	20,500	21,013	21,538	22,076
Maintenance						
1		20,000	20,500	21,013	21,538	22,076
Food Service						
0		0	0	0	0	0
Bus Drivers						
4		21,600	22,140	22,694	23,261	23,842
Other						
0		0	0	0	0	0
Sub-total Salaries		1,426,600	1,462,265	1,498,822	1,536,292	1,574,699
BENEFITS						
Hospitalization		141,338	144,871	148,493	152,206	156,011
Retirement		116,125	119,028	122,004	125,054	128,181
Social Security		109,135	111,863	114,660	117,526	120,465
Sub-total Benefits		366,598	375,763	385,157	394,786	404,656
Total Salaries & Benefits		1,793,198	1,838,028	1,883,979	1,931,078	1,979,355
(Salaries & Benefits % of Total Exp.)		66.4%	68.6%	71.4%	72.2%	72.9%

## E. Budget: Expenditure Projections 2011-2012 through 2015-2016

May be amended as the needs of the school dictates

BUDGET EXPENDITURE PROJECTIONS		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
STAFF						
DEVELOPMENT		16,800	17,808	18,876	20,009	21,210
INSTRUCTIONAL						
MATERIALS & SUPPLIES		245,000	175,000	185,500	185,500	185,500
TESTING						
MATERIALS		8,750	9,275	9,832	10,421	11,047
CLASSROOM						
EQUIPMENT & FURNITURE		80,900	8,090	8,090	12,135	12,135
COMPUTER						
EQUIPMENT & SOFTWARE		68,000	6,800	13,600	27,200	13,600
OFFICE						
EQUIPMENT & FURNITURE		4,500	450	900	900	900
OFFICE SUPPLIES		5,000	5,300	5,618	5,955	6,312
INSURANCE		30,000	32,400	34,992	37,791	40,815
UTILITIES		72,000	77,760	83,981	90,699	97,955
RENT		0	0	0	0	0
MAINTENANCE & REPAIR		5,000	7,500	10,000	15,000	15,000
TRANSPORTATION		30,500	32,330	34,270	36,326	38,506
MARKETING		1,500	1,590	1,685	1,787	1,894
FOOD/CAFETERIA		63,000	66,780	70,787	75,034	79,536
SCHOOL BUSES		125,000	0	25,000	0	0
FACILITIES IMPROVEMENTS		50,000	200,000	50,000	25,000	10,000
VOCATIONAL EQUIPMENT & MATERIALS		100,000	200,000	200,000	200,000	200,000
	Sub-total Non- Personnel	905,950	841,083	753,131	743,758	734,409
<b>TOTAL EXPENDITURES</b>		<b>\$2,699,148</b>	<b>\$2,679,111</b>	<b>\$2,637,110</b>	<b>\$2,674,836</b>	<b>\$2,713,764</b>
CONTINGENCY/RESERVE		\$117,260	\$137,297	\$179,298	\$141,572	\$102,644
	(Contingency/Reserve % of Revenues)	4.16%	4.87%	6.37%	5.03%	3.64%

## E. Budget: Expenditure Projections 2010-2011 through 2014-2015

Budget assumptions may be amended as the needs of the school dictates

Hospitalization	34 staff @ \$4,157
Retirement	Total salaries X 8.14%
Social Security	Total salaries X 7.65%
Staff Development	28 staff @ \$600
Instructional Materials & Supplies	350 pupils @ \$700
Testing Materials	350 pupils @ \$25
Classroom Equip. & Furniture	20 classrooms @ \$1,000 / 28 staff @ \$300 / 350 pupils @ \$150
Computer Equip. & Software	22 classrooms @ \$1,000 / library & guidance 2 @ \$2,000 / 20 instructional class @ \$800 / 4 adm. offices @ \$1,000
Office Equip. & Furniture	6 adm. @ \$750
Food/Cafeteria	350 pupils @ \$1 for 180 days
School Buses	5 @ \$25,000

**F. WORKING CAPITAL/ASSETS ON DATE OF APPLICATION**

Cash on Hand	\$ <u>0</u>
Certificates of Deposit	\$ <u>0</u>
Bonds	\$ <u>0</u>
Real Estate	\$ <u>0</u>
Capital Equipment	\$ <u>0</u>
Motor Vehicles	\$ <u>0</u>
Other Assets	\$ <u>0</u>
<b>TOTAL</b>	\$ <u>0</u>

**ADDITIONAL NOTES:****G. AUDITS****PROGRAM AUDITS:** GS 115C-238.29B(b)(6)

The Jamesville Discovery Charter School Board of Directors will establish an Audit Committee to access the school's overall performance relative to its character, mission and education plan. The Audit Committee will work in conjunction with independent contractors employed to manage UERS and NCWISE.

- Items to be reported on include:
- An analysis of student performance relative to attaining goals specified in the school's Education Plan
- Reporting on the success of the Core Knowledge Program
- Analysis of the Special Education Coordinators working with Exceptional Children
- An evaluation of any IEP student's progress in the school's Education Plan
- A Summary Report of the Board of Directors major decisions and policies established during the school year



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

At the conclusion of each fiscal year, Jamesville Discovery Charter School's Board of Directors will engage an independent auditor to conduct the annual audit of the school's finances, practices and records. The school will select a licensed North Carolina CPA, authorized by the LCG, to conduct financial audits for charter schools. The Board will entertain a minimum of three auditing firms to access before selecting the final auditor.

The audit will verify the accuracy of the school's financial actions throughout the year: attendance and enrollment, accounting practices and financial statements. The audit will also review the school's internal control protocol. The purpose of the audit is to demonstrate compliance with state law and its requirements for a non-profit corporation. The audit will be conducted in the appropriate manner of timeliness required by the LGC.

In accordance with the general statute, the school will adhere to reporting requirements established by the State Board of Education in the Uniform Education Reporting System (UERS) by reporting at least annually to the State Board of Education via the Department of Public Instruction.

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

### **SCHOOL SAFETY PLAN:**

The safety of students and staff is a top priority of Jamesville Discovery Charter School. The safety component of the Student – Parent Handbook will meet the health and safety requirement mandated by the Martin County School system as listed below:

#### **1. Students Missing/Hiding/Runaway/Abduction/Hostage/Unwanted Intruder**

- Notify the main office who contacts 911
- School Director or designee implements a search of the school grounds and buildings
- Main office will notify the parent(s) listed on the student's Emergency Information Sheet
- School Director will contact the teacher to get an accurate description of the student/abductor
- Teachers will be notified either through another employee or the P.A. system to remove students from areas deemed dangerous
- Work with law enforcement to determine additional steps

#### **2. Student Possession of Weapon on School Grounds**

- Identify the student and his/her location in the building or on the school grounds
- Notify Law Enforcement (911)
- Alert the School Director or appropriate designee
- Student is asked to accompany a school employee to the Main office
- Ask student to surrender any weapons
- Call student's parent(s) and follow any disciplinary procedures

#### **3. Emergency Closing of Schools**

- Based on information provided by staff, law enforcement, emergency services personnel, etc., the School Director or designee of Jamesville Discovery Charter School will determine any work schedule and/or operational changes necessary due to inclement weather or other impending circumstances.

- The School Director or appropriate designee of Jamesville Discovery Charter School shall be authorized to close school if prevailing or potential hazards threaten the safety of students and employees.
- The school director shall use an automated phone system to contact partners in case of school closings or delays.
- The School Director or his/her designee shall make public announcements and releases to news media in a timely fashion.
- When the School Director or designee determines that the school opening should be delayed, the day for students will begin one or two hours later than the normal school schedule. School will be dismissed at the normal time.
- When the School Director or designee decides, in the best interest of the safety of students and staff, that school should be closed early, an emergency media announcement will also be made to area media stations, requesting that they announce the early closing immediately.
- The School Director or designee shall maintain sufficient staff at the school to handle supervision of children and emergencies until each student has been safely delivered to their home or caregiver.

## **IMMUNIZATION AND MEDICATION/TREATMENT OF STUDENTS:**

Jamesville Discovery Charter School will assure full compliance with all federal and state immunization requirements.

1. Upon enrollment, each parent/guardian must submit a copy of the student's Immunization Record and Birth Certificate.

- If a student is not in compliance, a checklist of necessary immunizations will be given to the parent. The family will be referred to the Martin County Health Department.
- Students lacking proper immunizations or a complete waiver within thirty (30) days of enrollment will be denied admittance until proof of immunization or a waiver is submitted.
- All students participating in athletics must have a completed physical signed by a licensed health provider on file at the school.

2. Medicines and Medication of Students

- Jamesville Discovery Charter School requires the administration of any drugs or other medication provided for students to be under the supervision and direction of a person duly licensed to prescribe or administer such drugs or medication. This precaution does not preclude the administration of first aid by the school in the event of injury or accident.
- If under exceptional circumstances a child is required to take oral medication during school hours, and the parent cannot be at school to administer the medication, only a person designated by the School Director will administer the medication in compliance with the following:
  - a. Written instructions signed by the parent to include the student's name, medication name, dosage, time to be administered, storing instructions, and parent's telephone number
  - b. The responsibility of the School Director or designee is to ensure the medication is stored in a secure location, maintain records of administration, have all release forms signed, and administer the medication.
  - c. Jamesville Discovery Charter School maintains the right to refuse or administer any medication(s).

## **ACCIDENTS:**

All school personnel are to respond immediately and appropriately to student injuries and illnesses. School Director and Teacher judgment is imperative in determining the services needed in such cases.

- An Emergency Information Card shall be on file in the Main office for each student enrolled.
- Jamesville Discovery Charter School staff will be trained to provide CPR (Cardiopulmonary Resuscitation) and will be knowledgeable in simple first-aid procedures.
- If emergency medical assistance is required, the Administrative Assistant will attempt to contact both the parents and the family physician, in addition to the ambulance service. If a student is injured or ill, his/her parents must come to the Main office to meet the student at the time he/she is to be excused.
- Upon treatment by appropriate medical personnel, the School Director or designee must fill out a Student Accident Report.

### **FIRE AND SAFETY REGULATIONS:**

1. Jamesville Discovery Charter School will maintain compliance with all applicable federal, state and municipal fire and safety regulations, and submit all inspections from authorities as required by law.

Fire lanes and exits must be clear at all times as well as hallways, landings, and stairs.

Any combustible materials necessary to the curriculum as well as those necessary for cleaning purposes must be properly stored in an orderly manner.

Any violations should be reported to the School Director immediately.

2. It shall be the duty of the School Director to inspect each of the buildings in his charge at least twice a month during regular school hours. This inspection shall be for the purpose of keeping the building safe from the accumulation of trash and other fire hazards.

3. The School Director shall cooperate in every way with the authorized building inspector, electrical inspector, county fire marshal or other designated person making the inspections required.

The School Director shall conduct fire drills each month in accordance with legally mandated guidelines.

### **FOOD INSPECTIONS:**

Jamesville Discovery Charter School shall adhere to all rules, regulations, and policies set forth by the Martin County Health Department concerning food handling, inspections, and storage as well as preparation.

### **HAZARDOUS MATERIALS/CHEMICALS (HM/C):**

Jamesville Discovery Charter School will maintain compliance with all applicable federal, state, and municipal laws, regulations, and inspections regarding hazardous material and chemicals. The school will avoid the use of HM/C wherever possible. All HM/C shall be stored in designated areas only – no exceptions. Any violations of the above guidelines for HM/C shall be reported to the School Director immediately.

### **BLOODBORNE PATHOGENS:**

The purpose of this policy is to limit occupational exposure of employees to blood and other potentially infectious body fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

- Education regarding the risks of bloodborne pathogens will be provided to employees on an annual basis. Opportunities for interactive questions and answers will be available.
- All blood and body substances are considered by medial authorities to be potentially infectious and are to be handled to prevent infectious agents. For this purpose, personal protective equipment, including latex glove, non-allergenic gloves, and a resuscitation mask, will be kept in each classroom and in the main office.
- Any staff or student diagnosed with bloodborne diseases will be allowed to continue at school unless it is determined by a physician that the staff member or student is too ill or presents a health risk to others.

#### **I. CIVIL LIABILITY AND INSURANCE** (*GS 115C-238.29F(c)*)

COMPREHENSIVE GENERAL LIABILITY:	\$1,000,000.00
OFFICERS AND DIRECTORS/ERRORS AND OMISSIONS:	\$1,000,000.00
BOILER & MACHINERY:	Replacement Cost
REAL AND PERSONAL PROPERTY INSURANCE:	Replacement Cost
MOTOR VEHICLE LIABILITY (PER OCCURRENCE)	\$1,000,000.00
BONDING	
MINIMUM AMOUNT:	\$ 250,000.00
MAXIMUM AMOUNT:	\$1,000,000.00
WORKERS COMPENSATION:	As specified By Chapter 97 of the General Statute

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

Jamesville Discovery Charter School will provide transportation for students. These buses will have established bus stops designated on a School Transportation Map for distribution to parents and students. Jamesville Discovery Charter School will only hire certified licensed transportation providers that have a proven safety record.

Jamesville Discovery Charter School will ensure that transportation is not a barrier to attendance and will come up with creative transportation systems to serve students wishing to attend from a greater area.

#### **K. FACILITY** (*GS 115C-238.29D(c)*)

**Has a facility been obtained at the time of this application?**      \_\_\_\_\_ Yes        X   No

**\*\*The Jamesville Discovery Charter School is applying for a Conversion Charter. i.e. use of facilities currently being used by Jamesville High School and Jamesville Middle School.**

Name of the Facility: Jamesville High School  
Address: 1215 Saint Andrews Street  
City/State/Zip: Jamesville, NC 27846

**Description of the Facility:**

Total square feet: NA  
Number of classrooms: NA  
Number of restrooms: NA  
Other Rooms: NA  
Auditorium: NA  
Gymnasium: NA  
Music Room: NA  
Art Room: NA  
Laboratory: NA

**Ownership:** \_\_\_\_\_ Fee Simple \_\_\_\_\_ Lease

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

Term of the Lease: NA  
Type of Lease: NA  
Rent: NA  
Name of Landlord: NA  
Address: NA  
City/State/Zip: NA  
Phone: NA  
Fax: NA

**Document what the building has been inspected for:**

Fire: NA  
Safety: NA  
Handicapped Accessibility: NA

**Describe how the maintenance will be provided for the facility:** NA

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

Jamesville Discovery Charter School is planning for student recruitment, realizing that the actual Marketing campaign will begin when the school receives charter approval in June 2010. The marketing approach will involve personal contacts, publicity and advertising, public presentations, and the Internet.

**Personal Contacts**

We will market the school through local civic clubs and social service organizations to which we belong.

### **Publicity/Advertising**

We will be using local media outlets. We will advertise in our local newspaper, The Enterprise. We will utilize the local radio station, 95.1 WRNS and the local channels WITN 7 & WNCT 9. We will continue to issue public statements as the opportunities permit and they will be sent to each of these outlets.

### **Public Presentations**

The Board of Directors will locate places for public presentations about the school and will design direct mail pieces, ads, brochures, posters and banners to publicize the presentations. We will make special efforts to recruit local minority students. We will market and make presentations to the local African-American organizations, Martin County Chapter of the NAACP and Martin County Ministerial Alliance. We will also market through the Martin County Latino Center. Diverse groups, events, and local media will be targeted with our public presentations. Promotional material will be distributed at information tables, displays, and in presentations at various festivals, restaurants, libraries, bookstores, and in media for each group.

### **Internet**

We have established an email account and will work with the local internet provider to set up a website. The website will display the school's mission, educational program, school calendar, application, and other areas of interest to students and parents.

### **Teacher Recruitment**

Teacher recruitment will also be critical to the success of the School. We want teachers to reflect the cultural diversity of the school. Teaching positions will be advertised through local media, newspapers, job fairs, and ads in various magazines distributed throughout the state.

## **IX. LEA IMPACT STATEMENT**

Jamesville Discovery Charter School has materialized through the diligent efforts of the community, for the community. Our school will offer parents and students choice, and our approach to learning will not only compliment, but strengthen the educational program offered in Martin County. Jamesville Discovery Charter School's board has vast experience in education, finance, and business and knows the value of small community schools with strong parental support.

We are acutely aware of the reasons why students do not reach their full academic potential – poor transition from middle to high school, lack of rigorous curriculum for all students and inadequate personal contact with students. This lends to their disengagement and often dropping out of school.

Jamesville Discovery Charter School will distinguish itself by establishing a low student-to-teacher ratio with a premium being placed on high academic standards. These high academic standards will direct our students to continue their education beyond high school. We will work to achieve the success of Dr. Steve Perry of Capital Preparatory Magnet School in Hartford, CT. Since opening in 2005, Dr. Perry has had a 100% graduation rate with all students being accepted into a 4 year college. In order to assure our student's success in our challenging academic environment, we will rely upon highly qualified teachers and counselors. Through strong relationships between students and their counselors, our students will establish relevant personal and career goals, develop leadership skills, and strengthen our community.

The Jamesville Discovery Charter School understands the need for small learning communities. February 5, 2009, the NC Department of Public Instruction in a news release, referenced school superintendents in their Drop out report for 2007-2008. The "school superintendents say that a variety of intervention strategies are important in addressing the dropout rate. These include.....smaller schools such as learn and earn, early college and middle college models." President Obama referenced the need for innovation often found in charter schools in his February 9, 2009 press conference. Our community understands this is key to the success of our children and we are committed to providing the best education possible for our children.

<p style="text-align: center;"><b>LEA IMPACT STATEMENT</b> <b>GS 115C-238.29B(d)</b></p>
--

<p style="text-align: center;">LEA may submit any information in any format it chooses.</p>
---

**X. SIGNATURE PAGE**

The foregoing application is submitted on behalf of **Jamesville Discovery Charter School.** 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 and other applicable laws.

North Carolina Charter School Advisory Committee  
Attn: Jackie Jenkins  
NCDPI/Office of Charter Schools  
301 N. Wilmington Street  
Raleigh, NC 27601-2825

To the Committee:

Since early last year, a diverse group of citizens from Jamesville and surrounding communities have been meeting weekly to develop a plan to create Jamesville Discovery Charter School. Our membership is made up of parents, professionals, educators, and business people. Our children are variously home-schooled, privately schooled and publicly schooled. While some of us are natives of the county, others of us have moved here because we love the area, its people, and its heritage, and have decided to make it our home.

Print/Type Name: Crystal P. Ange

Position: Chair

Signature: \_\_\_\_\_

Date: 2/18/10

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

Official Seal

My commission expires \_\_\_\_\_, 20\_\_\_\_.



## **XI . APPENDICES**

- A. ARTICLES OF INCORPORATION**
- B. FUNCTION OF A NON-PROFIT CORP.**
- C. RESEARCH**
- D. SCHOOL CALENDAR**
- E. HANDBOOK**
- F. LETTERS OF SUPPORT**
- G. TEACHER SUPPORT**
- H. PARENT SUPPORT**