



## **NORTH CAROLINA CHARTER SCHOOL APPLICATION**

# **AMITA**

**Public charter schools opening the fall of 2015**

**Due by 5:00 pm, December 6, 2013**

North Carolina Department of Public Instruction  
NCDPI/Office of Charter Schools  
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Raleigh, NC 27699-6303

## **CHARTER SCHOOL 2013 Application Process**

**To open a charter school in the 2015-2016 school year**

### **APPLICATION DUE DATE/TIME**

**September 6, 2013** A letter of intent to apply for the 2015-2016 school year **must** be received electronically to Deanna Townsend-Smith in the Office of Charter Schools **no later than 12:00 noon at deanna.townsend-smith@dpi.nc.gov**. If the Letter of Intent is not submitted, an application from this group will not be accepted. You can find the Letter of Intent requirements on the NC Office of Charter School web site.

**December 6, 2013** A complete online application package, in the Office of Charter Schools **by 5:00 pm.**

**December 13, 2013** A copy of the application due to the Local Education Agency in which the proposed charter school will reside in. Applicant must provide an attached PDF version as evidence to the Office of Charter Schools (i.e. signed letter).

### **APPLICATION SPECIFICATIONS**

Applicants can submit applications prior to the deadline December 6, 2013 at 5:00 pm. **All applicants must be submitted using the online portal** and applicants are to use the following specifications:

1. All required Appendices should be clearly titled, include page numbers (i.e. Appendix A and page numbers as- A1, A2, B1...), and submitted as a FULL PDF document.
2. Review all elements of your application for completeness before submitting. **An incomplete application will result in the elimination of the application.**
3. Late submissions **will not** be accepted. No exceptions.
4. Provide confirmation electronically to the Office of Charter Schools to [deanna.townsend-smith@dpi.nc.gov](mailto:deanna.townsend-smith@dpi.nc.gov) that within seven (7) days the applicant has provided one full copy of the application to the LEA in which the proposed charter school will be located.

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**I. APPLICATION CONTACT INFORMATION**

Name of proposed charter school: AMITA

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

Name of non-profit organization under which charter will be organized or operated: AMITA INC.

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

Name of contact person: Rio Kirkland

Title/Relationship to nonprofit: Founder/Chief Executive Officer

Mailing address: 4008 Quarry Hollow Dr.  
Fayetteville NC 28306

Primary telephone: 757-572-7246 Alternative telephone: 757-714-3271

E-Mail address: rkirk1978@aol.com

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

County: CUMBERLAND

LEA: 260-Cumberland County Schools

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

No: X

Yes:

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

No: X

Yes:

What is the name of the nonprofit organization that governs this charter school? AMITA INC.

Is this application for Virtual charter school: Yes: No: X

**Grade Levels Served and Total Student Enrollment:**

Projected School Opening: Year 2015 Month August

Will this school operate on a year round schedule?

No: X

Yes:

Proposed Grade Levels Served and Total Student Enrollment (

10

Years)

Academic School Year	Grade Levels	Total Projected Student Enrollment
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First Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1410
Second Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1515
Third Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1660
Fourth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1700
Fifth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1740
Sixth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1740
Seventh Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1740
Eight Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1740
Ninth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1740
Tenth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	1740

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

*I certify that I have the authority to submit this application and that the initial board members and I were regularly involved in the development of this application. All information contained herein is complete and accurate. I realize that any misrepresentation will result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the non-profit organization.*

rkirk1978  
Signature

Founder \_\_\_\_\_  
Title

rkirk1978  
Printed Name

12/06/2013  
Date

## II. MISSION and PURPOSES

(No more than three total pages in this section)

### **Mission:**

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

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

AMITA will provide a safe learning environment, enhance character development, and prepare the student for global competition. (Refer T.44 #1 & T.62-T.75)

Furthermore, our objective is to close the student learning gap by building a rapport with the student, increase one's self-efficacy, provide teaching instruction that is determined by data, and provide an engaging curriculum that prepares the student for the workforce or college. For example, the student will write across the curriculum which will promote writing proficiency. Also, the student will have the opportunity to earn a FAA private flying license, certifications in software development, Microsoft Adm., Cisco Adm, nursing assistance, medical coding, and as a pharmaceutical technician.

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

1. *Provide a description of Targeted Population in terms of demographics. In your description, include how this population will reflect the racial and ethnic composition of the school system in which it is located. Describe the rationale for selecting the location and student body.*

First, Cumberland County Public School's student population is predominately African American students who contribute to 45% of the total population. The European Americans contribute to 34% of the total student population, 11% of the population represents the Hispanic Americans, 2% of the population represents the Native Americans, 2% of the population represents the Asian Americans, and 7% of the population is listed as other. Moreover, 58% of the students in Cumberland County receive free or reduced lunch. In addition, 31% of the students have a parent that is enlisted within the military.

The Aviation Medical Information Technology Academy selected Cumberland County because of the high number of people who are economically challenged. Therefore, those students will have a higher probability to be less motivated to perform well academically. (Refer to the county's lower than average test scores APDX A.5 #II). Therefore, the faculty will build a rapport with the student, provide teaching instruction that is determined by data, increase the student's self-efficacy, and provide a curriculum that will prepare them for the workforce or college. Also, AMITA will enable the student to obtain a FAA private flying license, workforce certifications, the appreciation for theater and classical music at no cost to him or her. AMITA's student population will reflect the demographics of Cumberland

County. Furthermore, we have positioned AMITA near I 95 which makes it convenient for several students from different counties to attend the academy (Refer to T.7, T.8, T.39-T.43).

AMITA's curriculum is designed to engage the targeted students with STEM courses. For example, the board has created a budget for the aeronautical engineering department that will allow us to purchase a flight simulator. (Refer to T.96 & T.97) In addition, a \$40,000 budget will be used to provide twenty qualified aviation students who meet the G.P.A requirement for that year and are at least sixteen years of age, will have the opportunity to earn a private flying license at no cost to him or her. Consequently, the student's morale should be enhanced and one will have a higher probability to be studious throughout one's educational career. Moreover, AMITA's aeronautical engineering program will increase its budget after the second year of operation in which more qualified students will receive the same opportunity.

The Aviation Medical Information Technology Academy (AMITA) will encourage all of the parents within the community to enroll their children into the program so their child will have a chance to maximize one's learning experience. The proposed area is in the middle of two school districts which are Gray's Creek and South View High. Moreover, the proposed site is surrounded by 3,000 families. Many of the students may decide to walk to school; however, we will provide transportation. Also, is AMITA positioned near I-95 which is convenient for all of the different counties.

In addition, the high school students have the opportunity to gain work certifications as a nursing assistant, medical coder, pharmacy technician, software developer, Microsoft Server Adm., and Cisco Adm. which is free for the student. More importantly, AMITA believes in maximizing the students' learning experience. In consequence, providing the child with a safe learning environment, competent administration, engaging curriculum and teachers who will enrich the student's learning experience will promote effective learning.

Furthermore, The Aviation Medical Information Technology Academy (AMITA) will provide the K-8 students with free piano, violin, and guitar lessons. Currently, there is no public school that offers a student the opportunity to participate in playing musical instruments beginning in kindergarten. More importantly, AMITA will provide the student with the opportunity the use of either a piano, guitar, violin, and a student will have an opportunity to attend a five week summer reading program at

2. *What will be the total projected enrollment at the charter school and what percentage of the Average Daily Membership (ADM) does that reflect when compared to the Local Education Agency (LEA) of the same offered grade levels? (i.e. If the proposed school will be grades 9-12, only compare the total enrollment to the total enrollment of the LEA is grades 9-12).*

Upon approval, The Aviation Medical Information Technology Academy (AMITA) K-12 would be the third charter school to operate in the Cumberland County School System, and would help the county with accommodating the growing student population. However, AMITA will have a minimal impact on the Cumberland County's student enrollment which is currently at 52,729 students. AMITA will enroll a maximum of 1,410 students in its first year

(about 2.5% of the 2011/2012 Cumberland County Average Daily Membership), growing to a peak of 1,740 students in its fifth year which will be around 3% if current growth rates are maintained (Cumberland County's School System, 2012).

3. *Explain how the charter school's education plan will compare to or differ from that of the local LEA(s).*

The Aviation Medical Information Technology Academy will provide engaging academic courses while ensuring the student with academic success which will prepare one for global competition. For example, AMITA will promote writing across the curriculum which students desperately need (Appendix T.10) AMITA will provide a teacher assistant in the K-5 classes and one will be provided for the science, English and math classes for grades 6th-8th. Also, all high school math classes will have an assistant. AMITA's provides one of the few curriculums that will have two teachers within the classrooms which will help to promote effective teaching and learning.

Also, AMITA will have one of the first K-8 fine arts program that provides the student with the opportunity to be in theater and the opportunity to learn how to play the piano, violin, or guitar. AMITA will provide the student with the instrument at no cost. Therefore, everyone will have the opportunity to sing, act or play a classical instrument no matter their income level or age.

Furthermore, the high school curriculum will offer special educational tracks. For example, AMITA provides the student with an opportunity to learn about aeronautics. Also, AMITA is partnered with Centerline Aviation and All American Aviation Services which are both flight schools. Also, the students will have to take FAA Pilot Engineering courses and have to pass the flight simulation at AMITA. Henceforth, at the age of sixteen, the student will be prepared to begin taking flying lessons with the partnered flight schools. Moreover, a discount and a \$40,000 budget has been provided for qualified students so they can obtain a private flying license at no cost. AMITA believes that this track will get the student excited about engineering.

However, students who are interested in the medical field, he or she will have the opportunity to earn one's certification as certified nursing assistant, medical coder or as a pharmacy technician. Needless to say, AMITA will encourage one to continue one's education by enrolling into college so the student can become a registered nurse, doctor, pharmacist or a dentist. Needless to say, AMITA is motivating the student to continue one's education and the student will be able to earn an income while one is attending college by being certified in the medical field. Also, software development, Microsoft Server and Cisco systems certifications can be obtained through AMITA. Moreover, these certifications will allow the student the option to enter into the workforce after high school with a decent earning potential. (Apdx T.32&33)

More importantly, the elementary students will have the opportunity to enroll into our free summer reading camp which is five weeks long. Also, a student will be encouraged to save money as a college student by taking AP courses. For example, AMITA will provide AP Calculus, AP Statics, AP Literature and Composition, AP Language and Composition, AP Biology, AP Chemistry, AP

Physics Environmental science, AP World History, AP U.S History, AP Microeconomics, AP Government and Politics, and AP computer science programming. Secondly, a middle school student will have the opportunity to take high school level courses while one is in middle school. A This will help to ensure the student's success during one's rigorous academic career .For example, the eighth graders will have the opportunity to take chemistry, advanced media essentials, and design essentials. Also, the seventh graders will have the opportunity to take forensics, biology, academic anatomy, video game designs, and multimedia webpage. Furthermore, the sixth graders will have the opportunity to take pre-algebra, physical science, introduction to graphic designs, print advertising design and drafting essentials. Also, AMITA has budgeted \$40,000 which will be used for STEM competitions(T.62-T.75).AMITA's curriculum will prepare the student for global competition by enhancing one's self-efficacy, providing essential courses, and

4. *In the appendices (Appendix A), you must provide evidence through a narrative or visual of this educational need through survey data, or times and locations of public meetings discussing this proposed charter school. (Please do not provide more than one sample survey form).*

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

*The Six Legislative Purposes of a Charter School are:*

1. *Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site.*
2. *Hold schools accountable for meeting measurable student achievement results.*
3. *Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system.*
4. *Improving student learning.*
5. *Increasing learning opportunities for all students, with a special emphasis on at-risk or gifted students.*
6. *Encourage the use of different and innovative teaching methods.*

1. First, the teachers will be asked to lead parental involvement programs, to be department chairs, leaders of the weekly sub-department meetings, academic clubs, and evaluate their peers. Also, teachers may have the opportunity to help lead professional development meetings in which the teacher will be given the opportunity to present information on a particular instructional topics. For example, the information could cover information that pertains to teaching instructions or academic research. Also, a peer evaluation will implemented by a teacher will enhance one's morale because one will feel valued by being given the opportunity to be apart of the evaluation process. As a result, extending leadership roles to the teachers will enhance their morale which will enhance the school's daily

operations. Moreover, teachers will have the opportunity to become leaders within the community by promoting educational programs. For example, a teacher will have to teach a work development course for adults. The class will teach a person how to create a resume, how to obtain, and maintain a job. Lastly, teachers will continually talk to the stakeholders to receive input and provide feedback about our curriculum.

2. Hold schools accountable for meeting measurable student achievement results.

The Aviation Medical Information Technology Academy will evaluate its students by the implementation of state provided assessments which will evaluate the students mastery of a subject.

- \*WorkKeys and Elements application will be used for the Career Technology Education evaluations
- \*Math K-2 assessment for grades K-2
- \*Reading K-2 assessment for grades K-2
- \*Reading End of Grade (EOG) for grades 3-8
- \*English II (EOG) 10th
- \*Writing assessments for grades K-12
- \*Math End of Grade (EOG) for grades 3-8
- \*Algebra (EOG) 10th
- \*Biology (EOG) 10th
- \*Science End of Grade (EOG) for grades 3-8
- \*NCEXTEND 1 or NCEXTEND 2 ( EC students )
- \*Benchmark testing

The Aviation Medical Information Technology Academy will enable to the students to learn effective leadership qualities, provide 21st century learning strategies, and promote high level thinking. Moreover, the parents can rely on AMITA to provide their child with:

- \*Safe learning environment
- \*Small class sizes
- \*Character development
- \*Free piano, guitar, and violin lessons
- \*Collaboration between teachers and stakeholders to determine effective policies, curriculum and procedures
- \*High level teaching will be implemented
- \* A disadvantage student will have a free or reduced lunch
- \*Special education accommodations
- \*Highly sought after certifications

4. Improving student learning

The Aviation Medical Information Technology's goal is to provide a high quality K-12 education that will close the achievement gaps by extending school hours which will be from 7:30 a.m. until 4:30 p.m. each day. Therefore, the students will have roughly 120 minutes of additional time for instruction for five days out of the week. This will amount to forty or more instructional hours per month which will provide four hundred or more instructional hours per year. Next, AMITA will provide teacher assistants, implement writing across the curriculum, and offer the students workforce certifications. More importantly, teachers will integrate Responsiveness to

Instruction with PBL which will have all the students learning at different learning levels. Also, AMITA will utilize pre-assessments as a diagnostic and a prescriptive tool to identify the individual students' strengths and weaknesses. This will allow AMITA's teachers to drive instruction to meet the needs of all students. Based on student diagnostic results, instruction within the classroom will be differentiated to meet the individual needs. Also, by the fifth grade, a student will take an active role in one's educational track (T.54-55). As a result, this will enable the student to record one's educational progress which could help motivate the student to set and achieve higher educational goals.

5. Increasing learning opportunities for all students, with a special emphasis on at-risk or gifted students.

All of the students will be included in the evaluation process by taking a pre-assessment, and the teachers will use that data to determine effective learning strategies that will make the classroom an enriching learning environment. However, a student may need accommodations to help one learn more effectively. As a result, the student will be provided with an 504 Plan or an IEP. However, both the regular and special education teachers will collaborate with the student's parent and the student to determine the student's individual educational program. Next, the teachers will collaborate with the student and one's parent to fabricate a customized strategy to maximize one's learning experience. Therefore, a regular education teacher and the special education teacher will be required to make modifications to one's lesson plan to accommodate the needs of the special and gifted students. Furthermore, an IEP will be provided for all at-risk or gifted students. An IEP will help the teacher and the student with identifying one's needs, accommodating those needs, and monitor the student's progress over a given time. A at-risk student may come from many different backgrounds. Therefore, enhancing the student's self-efficacy will be imperative by providing innovative learning strategies and encouragement (T.50-T.54). However, a gifted student may have a high intellect, but one may have social issues. Nevertheless, AMITA's after school STEM programs will be great for a student to join because it will increase one's educational interests while building one's self-efficacy with team competitions (T.62).

6. Encourage the use of different and innovative teaching methods:

More importantly, AMITA will have certified special education and regular education teachers. All of the students will be provided assignments as a result of the integration of RTI with PBL and Inquiry Based Learning which can be used to identify the student's mastery level. Implementing of RTI is more than a singular strategy. It is a concept that can be integrated into small-group learning, differentiated homework assignments, learning centers, learning, and even advanced classes (T.83-T.94). Moreover, the greatest role tiering plays is in preparing a teacher for any given day's activities by requiring that each of the three degrees of student readiness which includes the student is not yet ready, just ready, ready to go beyond are planned for and addressed in that day's instruction.

Steps to RTI

A. Identify the Standard Course of Study objective: As obvious as it may

seem, many teachers, often those most experienced, sometimes plan learning experiences without focusing on specifically what they intend for students to master with that activity. Teaching from textbooks or using activities that have been engaging in the past does not always ensure mastery of the objectives.

B. Identify the tiers that are addressed with the given activity. Every teacher has at least one resource for each objective. Therefore, identifying which level of readiness that activity, experience, or resource addresses is essential. Moreover, knowing the students' proficiency level in each classroom is essential. For example, in providing tiered experiences for an advanced or honors class, a teacher needs to generate only two levels experiences for those who are proficient and those who have mastered the information.

C. Identify the modifications for the remaining tiers are essential. Furthermore, an AMITA teacher will conceptualizes these modifications. For example, not-yet-ready students might be all the way to the left for a level of concrete learning, while ready-to-go-beyond learners might be on the far right, needing more abstract thinking. Modifications may be made based on any of the following ten criteria: (T.45 #1)

\*Vocabulary

\*Complexity

\*Level of thinking

\*Interest level

\*Sophistication of research

### **Goals for the Proposed Charter School:**

1. *Provide specific and measurable student achievement performance goals for the school's educational program and the method of demonstrating that students have attained the skills and knowledge specified for those goals. Address how often and when the information will be communicated to the governing board and other stakeholders. These goals should include specific and measurable performance objectives over the first five years of the schools existence.*

\* The school will make high growth annually: This goal will be evaluated annually when scores are released and AMITA's goal is to have an average growth rate of 3% during the first five years. (Please refer to charts below 6.01 and 7.01)

\* 95% of students will pass EOGs annually: This goal will be evaluated annually when scores are released to the public.

\* Students will commit to a minimum of 7 hours of community service each year and write a reflective paper in regards to their experience for that day.- The student and one's teacher will record one's time that he or she has given to the community. Moreover, the lead teacher of each grade level will report to the board annually with the results. This goal will help the student to build one's character and enables the student to exemplify one's leadership ability.

6.01

Elementary &

Middle School

Academic Measure	Year 1	Year 2	Year 3
Year 4 Year 5			
Attendance 95%	95%	95%	95%
Matriculation >95	> 90	>95	>95
% Students Meet or Exceed (Writing) +3 +3 +4	Baseline		+2
% Students Meet or Exceed (Math) +4	Baseline	+2	+3
% Students Meet or Exceed (Reading) +4	Baseline	+2	+3
% Students Meet or Exceed (ELA) +4	Baseline	+2	+3
% Students Meet or Exceed (Science) +4	Baseline	+2	+3

7.01

High School

Academic Measure	Year 1	Year 2
Year 3 Year 4 Year 5		
Attendance 95%	95%	95%
Matriculation >95 >95	> 90	>95
% Students Meet or Exceed (English EOC) +3 +4	Baseline	+2
% Students Meet or Exceed (Biology EOC) +3 +4	Baseline	+2
% Students Meet or Exceed (Physical Science EOC) +3 +4	Baseline	+2
% Student Meet or Exceed (Economics EOC ) +3 +4	Baseline	+2
% Student Meet or Exceed (History EOC ) +3 +4	Baseline	+2

*2. How will the governing board know that the proposed public charter school is working toward attaining their mission statement?*

1. The governing board will know that The Aviation Medical Information Technology Academy will have achieved its mission statement by the number of students who score proficiently on their standardized tests, the student graduation rates, college enrollment, summer reading program attendance, students' performance on the senior project, the number of FAA licenses earned, and workforce certifications earned by the students. More importantly, assessments will be given to the student to ensure that one reaches one's goals for the standardized tests. Assessment instruments may include tests, examinations, extended practical work, projects, senior portfolios, and documented community service hours.

### Standardized Testing

Moreover, the members of the board will analyze the students results from their standardized testing. Some examples of these evaluation tools include EOG, North Carolina Workkeys, North Carolina, NCEXTEND1, READY NCEXTEND 2 and a standardized writing assessment. First, the End of the Grade test will measure the students performance on the goals, objectives, and grade-level competencies specified in the North Carolina Standard Course of Study. Secondly, the North Carolina Workkeys assessment will measure the students proficiency that one has obtained by taking a Career and Technology Education (CTE) class. Thirdly, the NCEXTEND1 and READY NCEXTEND 2 EOG will measure a disabled students proficiency level that has a disability in the subjects that include English, reading, mathematics, and science. Fourthly, the witting assessment will evaluate the students proficiency level in writing. Lastly, all of these assessments will be used not only for obtaining a students proficiency level, but these assessments will be used as benchmarks to help improve the AMITAs curriculum.

### AMITA's Teachers will provide Formal and Summative Assessments

Assessment can be used for a variety of purposes. The intended purpose for a given system of assessment will have a major impact on its style and format. For example, a formal assessment may include some multiple-choice tests for a few subjects and examination papers for most subjects, intended to be taken at the end of the two-year course, and a variety of other tasks (essays, research essays, written assignments, oral interviews, scientific and mathematical investigations, fieldwork projects and artistic performances) spread over different subjects and completed by students at various times under various conditions during their course.

More importantly, the main purpose is to provide detailed feedback to teachers and their students on the nature of students strengths and weaknesses, and to help develop students capabilities. Nevertheless, It is more important that formative assessment correctly identifies the knowledge, skills and understanding that students should develop, rather than accurately measuring the level of each students achievement. Reliability is therefore a much lower consideration for formative assessment than validity.

However, a summative assessment is used for different purposes. For example, a summative test could be used for the student achievement, the certification and selection of students, an accountability mechanism to evaluate teachers and schools. Also, it can be used as driving force for reforming a curriculum. For example, a summative assessment could be used to identify the learning needs of the students.

Furthermore, a summative assessment is aimed at determining the level of achievement of a student generally at the end of a course of study.

### Pre- and Post-Assessment/Value-added Assessments

A. By assessing students when they first enter a program, a firm benchmark against which to measure growth is established.

B. Pre-testing is especially helpful for measuring cognitive learning.

C. These tests are easily scored and can be relatively easily analyzed using statistical procedures.

D. The board will review these results

### III. EDUCATION PLAN

(No more than ten total pages in this section)

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

#### **Instructional Program:**

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

1. AMITA's program will promote student proficiency in reading, writing, math, science, the student will be exposed IT, and the curriculum aligns with the NC.CCS. Moreover, pre-assessments will be used to drive the teacher's instruction. Furthermore, the student will write across the curriculum. For example, a math teacher may ask a student to write down the process of division. Therefore, the student must think critically in order to write the correct process of division. Furthermore, a research design through volunteer sampling, concluded, a correlation between the mastery in writing and the amount of time one spends purposefully writing (Kellogg & Whiteford, 2009). Therefore, each student will have to create a portfolio in order graduate which will consist of a business plan, a twenty page research paper, and a reflective paper. Consequently, AMITA's program will prepare the student to enter into college. Also, a high school student can obtain work certifications in the aviation, medical and IT fields which will enable one to gain employment.

#### 2. Instructional Method:

Classroom instruction will drive student engagement with the curriculum. Focused lessons will include demonstration, directing instruction, modeling, enhancing student's process of meta-cognition, and group discussion. Instruction may be implemented through whole-group or small-group settings. Guided instruction could be done with large groups or with small. In addition, project based learning, peer to peer learning, debates, and inquiry-based learning will be implemented. Finally, RTI or tiering will be implemented for independent instruction which will be used to determine the students level of retention. Moreover, the tier system will enable a teacher to teach several students who are on different levels of comprehension by identifying the student who is ready to learn new information and the student who needs additional instruction with current lesson. (T.83-.95&T.45)

#### 3. Assessments:

WorkKeys and Elements (CTE), Math K-2 assessment for grades K-2, Reading K-2 assessment for grades K-2, Reading End of Grade (EOG) for grades 3-8, English II (EOG) 10th, Writing assessment for grades 4 -12, Math End of Grade (EOG) for grades 3-8, Algebra (EOG) 10th, Biology (EOG) 10th, Science End of Grade (EOG) for grades 3-8, Teacher made assessment, NCEXTEND 1 or NCEXTEND 2 (EC students), and Benchmark testing.

#### 4. Meeting the students Needs

Multiple Intelligence:(Appendix T.45&T.46)

Howard Gardner of Harvard has identified seven distinct intelligences. This theory has emerged from cognitive research and discovered that people learn, remember, perform, and understand differently (Gardner, 1991). According to this theory, we are all able to learn using seven intelligences which are language, logical-mathematical analysis, spatial representation, musical thinking, bodily-kinesthetic, interpersonal, and intrapersonal intelligences. However, a person may prefer to use one particular learning intelligence over the others.

Students with disabilities:

AMITA's goal is to ensure that the student enhance one's cognitive ability and language skills which will enable a person to be a productive citizen. The standards consist of the knowledge, concepts and skills that that a student should be proficient or master at each grade level. Moreover, these standards are rigorous which allows the student to attain a high level of achievement. However, the student's educational needs will be accommodated with differentiated instruction, technology and extended daily instruction. (T.50-T.53)

Students (9-12)

In addition, the high school student will have the opportunity earn college credits by enrolling in AMITA's AP courses. Also, a student can become certified as a nursing assistant, pharmaceutical technician, medical coder, Microsoft Server Adm, Cisco Adm, or the student will have the opportunity to start to earn a private flying license at the age of sixteen. Also, these courses will prepare the student for the workforce or college.

#### **K-5 Curriculum and Instructional Design:**

*Describe the basic learning environment (e.g., classroom-based, independent study), including class size and structure.*

AMITA's learning environment for K-5 will promote high achievement for its students by providing a rigorous curriculum. Also, a student will write across the curriculum, have academic growth in science, English, and math which promotes the North Carolina Accountability Model. Also, AMITA's K-5 will have no more than eighteen students within the classroom. In addition, each class will have a teacher and an assistant within the core subjects to help with instruction. Therefore, the student will be able to receive additional help to ensure one is able to successfully obtain a proficient score in the EOGs. Also, all standards will be aligned with NC. CCS. Moreover, an AMITA teacher will structure one's classroom to maximize the student's educational experience.

All students will participate in the programs outlined including visual art, music, theater, Physical Education, and Spanish. Additionally, the piano, violin and guitar lessons will be provided along with the use of the instruments during the student's music class. Moreover, the student will

have access to the instruments at no cost to him or her. Furthermore, the K-8 students who are in theater, will have the opportunity to perform in five plays during the school year. Moreover, AMITA will accommodate the needs of a student who has a learning disability.

Next, the teacher will implement effective classroom management, effective communication practices, and provide a safe learning environment. In addition, effective classroom management will be practiced from the first day of school. Moreover, the classrooms procedures and routines will be listed throughout the classroom. Therefore, the learners will know what type of behavior is expected from them. Also, the teacher will explain the reasons for having those specific procedures and routines.

Also, the student will learn through many facets. Some facets include project based learning, inquiry based learning, tiering, and the student will be given purposeful writing assignments that require critical thinking. Furthermore, project-based learning promotes student centered learning which engages the students in detailed projects that originates from a question in which the student will investigate, acquire new knowledge through inquiry, and develop critical thinking skills. An AMITA student is expected to direct one's learning by participating in engaging projects throughout one's entire K-12 experience. (Refer to T.47- T.49)

Needless to say, the physical classroom structure is a very important part of classroom management. Therefore, the learners will know where everything is located. Moreover, the reading materials in the classroom will be of the appropriate age and subject for the learners. In turn, effective classroom management produces a safe learning environment in which the learners are able to engage in a healthy classroom discussion. Also, the physical learning environment will be created with a variety of learning centers where children can perform special projects. The materials will be stored in enough space and at the students eye level so that students can easily have access to the material. Furthermore, there will be area designated for reading, and art. In addition, there will be large laboratories that will be allocated for scientific activities. AMITA's elementary students will work with paper, cardboard, wood, leather, cloth, yarns, clay, and sand.

Secondly, communication between the teacher and the learner is very important. Therefore, all of AMITA's teachers will continually learn to be effective communicators. Thirdly, providing a safe learning environment is imperative to ensure that the students are able to maximize their learning potential. Therefore, it is critical that the AMITA teacher is consistent with adhering to the policies, procedures, and communication with the learners parents. More importantly, an AMITA teacher will build a rapport with one's student and the student will have a higher probability to work.

Provide a synopsis of the planned curriculum, including:

1. *One sample course scope and sequence (preferably in graph form) in the Appendices (Appendix B) for one core subject (specific to the school's purpose) for the elementary division the school would ultimately serve.*
2. *Identify how this curriculum aligns with the proposed charter school's mission, targeted student*

*population, and North Carolina Accountability Model.*

The Aviation Medical Information Technology Academy's curriculum aligns with its mission and the North Carolina's Accountability Model by promoting critical thinking, the implementation of technology to deliver instruction, aligns with the Common Core Standards, and promote proficiency in math, science and English. Also, the curriculum promotes lifelong learning, enhances character development and prepares a student for global competition.

Furthermore, AMITAs elementary, middle, and high school higher education preparation programs provide student guidance in many areas. Some areas include improving the students study habits, providing a rigorous curriculum, extracurricular activities, and motivating the students interest.

#### 1) Challenging Courses

The Aviation Medical Information Academy (AMITA) will provide a rigorous curriculum which allow the student to identify new strengths and abilities that the student never knew existed. As a result, a persons confidence or self-efficacy level will be enhanced. AMITAs curriculum allows teachers to challenge each unique student to their highest potential, but also provides another key component of success for growth through challenge, that is a supportive environment to nurture the process and provide encouragement

#### 2. Outstanding Student Literacy (Refer to B.29-B.254)

Research indicates that reading increases writing ability, comprehension, vocabulary, spelling and grammatical development. Reading quality literatures on a consistent basis will aid the development of university ready aptitude in literacy.

#### 3.) Motivating Student Interests (T.54&T.55)

Identifying and exploring subjects, vocations and activities that the students enjoy which will foster the desire for educational growth in each individual. Therefore, identify a students interest will allow the student to be introduced to a variety of educational paths. Also, AMITA will provide the student with the necessary knowledge and experience the STEM based 9-12 educational tracks.

#### 4.) Gainful Extracurricular Activities

Multiple Intelligence theory states that learning takes many forms. To encourage this learning experience, extracurricular activities will provide students with an exciting opportunity to participate in a variety of multi-cultural, civic and leadership events. Possible activities include music recitals, sporting events, and our science and engineering club in which we have budgeted \$35,000 for team competitions.

## II. Instill a Solid Foundation in Cutting Edge Technology and Business Principles

Integrating technology and business management skills into the curriculum will help to enable the student to think analytically. Also, the student will connect ones learned educational information with workplace experiences from job shadowing and partnerships which are all essential elements within The Aviation Medical Information Technology Academy's (AMITA's) curriculum. Courses will be offered beyond the NC Board of Educationsstandards. For example, the student will use the latest technology in a well-equipped media center and classrooms. Therefore, the student will integrate the use of this techology as they practice writing business plans, operations management and decision making under the supervision of educators and business professionals. Furthermore, the students will be required to present their results by creating presentations using the Prezi and PowerPoint applications. Moreover, the media center will provide iPads and implement the use of e-books.

III. Encourage Family Involvement and Encourage Active PTA Participation  
The Aviation Medical Information Technology Academy (AMITA) recognizes how essential it is for the students parent to be involved in one's educational career. Therefore, AMITA promotes several family functions which includeweekly parent reading days and PTA meetings.

*3. Describe the primary instructional strategies that the school will expect teachers to master and explain why these strategies will result in increased academic achievement for the targeted student population.*

AMITA's teachers will master the process of data driven instruction. Therefore, the teacher will analyze the student's testing results in order to help one teach more effectively. For example, the results from a pre-assessment that was given in the beginning of the school year, will be used to accommodate the students learning needs. Next, an AMITA teacher is able to effectively use differentiated instruction to accommodate the student's learning needs. An AMITA teacher will master these learning strategies: (Refer to T.51)

First, an AMITA teacher will master RTI or Tier Instruction to help a student effectively achieve one's educational goals. Needless to say, this will allow AMITA to meet multiple needs simultaneously by the implementation tier instruction and assignments. Furthermore, tier instruction involves teaching or applying the same Standard Course of Study objectives at three levels of preparation. First, it will be used to determine students not yet proficient with a lesson. Secondly, it will be implemented to determine if a student is proficient. Thirdly, it will be implemented to evaluate if a student is ready to go beyond ones current educational level. (T.83-T.95)

Secondly, an AMITA teacher will master project-based, problem based, and inquiry based instruction which all promote higher order thinking to solve problems. For example, inquiry based learning in which the students will acquire skills to access to a wide array of informational resources and the technology will allow the student to determine if the information is relative and reliable. AMITA students will use technology to fabricate projects, to present their projects, and to communicate globally. (Refer to T.47- T.49)

Thirdly, AMITA's teachers will master technology supported

instruction. Traditional methods of teaching only allowed the teacher, the sender who delivered the educational message, the opportunity to provide input. Needless to say, the student who was the receiver had the passive role and hardly was given the opportunity to interact during the lesson. In consequence, the traditional method provided limited interaction within the classroom and this arrangement is not effective in our current society.

Fourthly, an AMITA teacher will master cognitively oriented instruction. This strategy promotes meta-cognition skills. Therefore, the student will reflect on one's own thinking process, and developing effective learning strategies. This will be achieved when the student is provided opportunities to solve problems and reflect on one's implemented thought process for completing the task. (T.76-T.81)

Fifthly, AMITA's teachers will master the balancing of small group, whole class, and pair instruction. Whole class, small group, and pair instruction has been found to be effective by the research if used effectively and in a balanced way. For example, whole class instruction is great for discussions; however, paired instruction allows the student to work with one another and could be used for small project or peer to peer learning. In addition, by students working in small groups, students will work in small groups collaboratively, where each member is valued and contributes by each individual having an assigned role. Also, they will work as pairs and be instructed as whole class.

Also, an AMITA teacher will master culturally responsive teaching by first acknowledging the cultural differences as they affect students' dispositions, attitudes, and approaches to learning. First, multicultural awareness is very important because the administration and the other school leaders will be able to better understand their students, staff and community. Many schools in our society are made up of a diverse population. Consequently, these schools are made up with people who have different beliefs and values. Therefore, AMITA has taken sociological inventory through extensive research and surveys

4. *Provide a school academic calendar in Appendix C (minimum of 185 instructional days or 1,025 hours).*
5. *Describe in a brief narrative below on how the calendar coincides with the tenets of the proposed mission and education plan.*

The School will operate 205 instructional days each year and will mirror the Cumberland County Public School's calendar relating to holidays. The extended summer sessions will be for students to catch up on courses that they had failed. Also, the Institute of Reading Development is contracted by AMITA to provide students with a five week long summer reading program.

### **6-8 Curriculum and Instructional Design:**

*Describe the basic learning environment (e.g., classroom-based, independent study), including class size and structure.*

AMITA's learning environment for grades 6-8 will promote high achievement for its students by providing a rigorous curriculum. Also, a student will write across the curriculum, have academic growth in science, English, and math

which promotes the North Carolina Accountability Model. Also, AMITA's 6th-8th grade classrooms will have no more than eighteen students within the classroom. In addition, each class will have a teacher and an assistant within the core subjects to help with instruction. Therefore, the student will be able to receive additional help to ensure one is able to successfully obtain a proficient score in the EOGs. Also, all standards will be aligned with NC. CCS. Moreover, an AMITA teacher will structure one's classroom to maximize the student's educational experience.

Furthermore, the teacher assistant will be a valuable asset to the student and the teacher because a sixth grade student will have the opportunity to take pre-algebra and physical science. Moreover, a student will have the opportunity to take algebra and biology in the 7th grade. In addition, a student will have the opportunity to take chemistry in the eighth grade. More importantly, the middle school students will experience two semesters in four subjects: English/Language, mathematics, science, and social studies. Additionally, all middle school students will have the opportunity to enroll in Spanish, Visual Arts, music, or Theater. Moreover, the piano, violin, and guitar lessons will be provided. Also, the instruments will be free of charge; however, the instruments can only be used during the music classes. Furthermore, the K-8 students who are in theater and music, will have the opportunity to perform in five plays and music recitals during the school year.

In addition, an AMITA teacher will build a rapport with the student. As a result, the student will have a higher probability to work harder in the classroom because the student will want to impress the teacher.

Next, the teacher will implement effective classroom management, effective communication practices, and provide a safe learning environment. In addition, effective classroom management will be practiced from the first day of school. Moreover, the classroom procedures and routines will be listed throughout the classroom. Therefore, the learners will know what type of behavior is expected from them.

Also, the student will learn through many facets. Some facets include project-based learning, inquiry-based learning, tiering, and the student will be given purposeful writing assignments that require critical thinking. Furthermore, project-based learning promotes student-centered learning which engages the students in detailed projects that originate from a question in which the student will investigate, acquire new knowledge through inquiry, and develop critical thinking skills. An AMITA student is expected to direct one's learning by participating in engaging projects throughout one's entire K-12 experience. (Refer to T.47- T.49)

Needless to say, the physical classroom structure is a very important part of classroom management. Therefore, the learners will know where everything is located. Moreover, the reading materials in the classroom will be of the appropriate age and subject for the learners. In turn, effective classroom management produces a safe learning environment in which the learners are able to engage in a healthy classroom discussion. Also, the physical learning environment will be created with a variety of learning centers where children can perform special projects. The materials will be stored in

enough space and at the students eye level so that students can easily have access to the material. Furthermore, there will be area designated for reading, and art. In addition, there will be large laboratories that will be allocated for scientific activities. AMITAs elementary students will work with paper, water, cardboard, wood, leather, cloth, yarns, clay, and sand.

Provide a synopsis of the planned curriculum, including:

1. **One** sample course scope and sequence (preferably in graph form) in the Appendices (Appendix B1) for one core subject (specific to the school's purpose) for the middle school division the school would ultimately serve.
2. Identify how this curriculum aligns with the proposed charter school's mission, targeted student population, and North Carolina Accountability Model.

The Aviation Medical Information Technology Academy's curriculum aligns with its mission and the North Carolina's Accountability Model by promoting critical thinking, the implementation of technology to deliver instruction, aligns with the Common Core Standards, and promote proficiency in math, science and English. Also, the curriculum promotes lifelong learning, enhances character development and prepares a student for global competition.

Furthermore, AMITA's elementary, middle, and high school higher education preparation programs provide student guidance in many areas. Some areas include improving the students study habits, providing a rigorous curriculum, extracurricular activities, and motivating the students interest.

### 1) Challenging Courses

The Aviation Medical Information Academy (AMITA) will provide a rigorous curriculum which allow the student to identify new strengths and abilities that the student never knew existed. As a result, a persons confidence or self-efficacy level will be enhanced. AMITA's curriculum allows teachers to challenge each unique student to their highest potential, but also provides another key component of success for growth through challenge, that is a supportive environment to nurture the process and provide encouragement

### 2. Outstanding Student Literacy Refer to (B.29-B.254)

Research indicates that reading increases writing ability, comprehension, vocabulary, spelling and grammatical development. Reading quality literature on a consistent basis will aid the development of university ready aptitude in literacy.

### 3.) Motivating Student Interests (T.54&T.55)

Identifying and exploring subjects, vocations and activities that the students enjoy which will foster the desire for educational growth in each individual. Therefore, identify a students interest will allow the student to be introduced to a variety of educational paths and AMITA will provide the student with the necessary knowledge and experience to select the higher

education track that one would like to pursue.

#### 4.) Gainful Extracurricular Activities

Multiple Intelligence theory states that learning takes many forms. To encourage this learning experience, extracurricular activities will provide students with an exciting opportunity to participate in a variety of multi-cultural, civic and leadership events. Possible activities include music recitals, sporting events, and our science and engineering club in which we have budgeted \$35,000 for team competitions.

#### II. Instill a Solid Foundation in Cutting Edge Technology and Business Principles

Integrating technology and business management skills into the curriculum will help to enable the student to think analytically. Also, the student will connect ones learned educational information with workplace experiences from job shadowing and partnerships which are all essential elements within The Aviation Medical Information Technology Academy's (AMITAs) curriculum. Courses will be offered beyond the NC Board of Educations standards. Students will use common business productivity tools such as Word, Excel, Power Point and the Internet to research, collaborate and evaluate information. Using these tools will prepare a student both for higher learning and a future in the workforce. Therefore, AMITA have a well-equipped media center and classrooms students will integrate the use of this technology as they practice writing business plans, operations management and decision making under the supervision of educators and business professionals. Furthermore, the students will be required to present their results by creating presentations using the Prezi and PowerPoint applications.

III. Encourage Family Involvement and Encourage Active PTA Participation  
The Aviation Medical Information Technology Academy (AMITA) recognizes how essential it is for the students parent to be involved in ones educational career. Furthermore, AMITA will promote weekly parent reading days and PTA meetings.

#### 3. *Describe the primary instructional strategies that the school will expect teachers to master and explain why these strategies will result in increased academic achievement for the targeted student population.*

AMITA's teachers will master the process of data driven instruction. Therefore, the teacher will analyze the student's testing results in order to help one teach more effectively. For example, the results from a pre-assessment that was given in the beginning of the school year, will be used to accommodate the students learning needs. Next, an AMITA teacher is able to effectively use differentiated instruction to accommodate the student's learning needs. An AMITA teacher will master these learning strategies: (Refer to T.51)

First, an AMITA teacher will master RTI or Tier Instruction to help a student effectively achieve one's educational goals. Needless to say, this will allow AMITA to meet multiple needs simultaneously by the implementation

tier instruction and assignments. Furthermore, tier instruction involves teaching or applying the same Standard Course of Study objectives at three levels of preparation. First, it will be used to determine students not yet proficient with a lesson. Secondly, it will be implemented to determine if a student is proficient. Thirdly, it will be implemented to evaluate if a student is ready to go beyond ones current educational level. (Refer to T.83-T.95)

Secondly, an AMITA teacher will master cognitively oriented instruction. This strategy promotes meta-cognition skills. Therefore, the student will reflect on ones own thinking process, and developing effective learning strategies. This will be achieved when the student is provided the opportunity to solve problems and reflect on ones implemented thought process for completing the task. ( Refer to T.76-T.81)

Thirdly, AMITAs teachers will master technology supported instruction. Traditional methods of teaching only allowed the teacher, the sender who delivered the educational message, the opportunity to provide input. Needless to say, the student who was the receiver had the passive role and hardly was given the opportunity to interact during the lesson. In consequence, the traditional method provided limited interaction within the classroom and this arrangement is not effective in our current society.

Fourthly, project-based, problem based, and inquiry based instruction which all promote higher order thinking to solve problems. For example, inquiry based learning in which the students will acquire skills to access to a wide array of informational resources and the technology will allow the student to determine if the information is relative and reliable. AMITA students will use technology to fabricate projects, to present their projects, and to communicate globally. (Refer to T.47- T.49)

Fifthly, AMITAs teachers will master the balancing of small group, whole class, and pair instruction. Whole class, small group, and pair instruction has been found to be effective by the research if used effectively and in a balanced way. For example, whole class instruction is great for discussions; however, paired instruction allows the student to work with one another and could be used for small project or peer to peer learning. In addition, by students working in small groups, students will work in small groups collaboratively, where each member is valued and contributes by each individual having an assigned role. Also, they will work as pairs and be instructed as whole class.

Lastly, an AMITA teacher will master culturally responsive teaching by first acknowledging the cultural differences as they affect students' dispositions, attitudes, and approaches to learning. First, multicultural awareness is very important because the administration and the other school leaders will be able to better understand their students, staff and community. Many schools in our society are made up of a diverse population. Consequently, these schools are made up with people who have different beliefs and values. Therefore, AMITA has taken sociological inventory through extensive research and surveys.

4. *Provide a school academic calendar in Appendix C (minimum of 185 instructional days or 1,025 hours).*
5. *Describe in a brief narrative below on how the calendar coincides with the tenets of the proposed mission and education plan.*

The School will operate for 205 instructional days each year and will mirror the Cumberland County Public School's calendar relating to holidays. The extended summer sessions will be for students to catch up on courses failed and for students who wish to accelerate their progress towards high school graduation or completion of a career certificate.

### **9-12 Curriculum and Instructional Design:**

Describe the basic learning environment (e.g., classroom-based, independent study), including class size and structure.

AMITA's learning environment for grades 9-12 will promote high achievement for its students by providing a rigorous curriculum. Also, AMITA will promote writing across the curriculum and encourage all learners to enroll into AP courses. As a result, the student's self-efficacy will be enhanced by providing one with a rigorous curriculum and additional support. Furthermore, AMITA will promote the North Carolina Accountability Model by preparing the student for college placement tests, enabling the student's success in WorkKeys, promoting workforce and college readiness. Also, AMITA's 9th-12th grade classrooms will have no more than twenty students within the classroom. In addition, each class will have a teacher and an assistant within the core subjects to help with instruction. Therefore, the student will be able to receive additional help to ensure one is able to successfully obtain a proficient score in the standardized state exams. Also, all standards will be aligned with NC. CCS.

More importantly, an AMITA teacher will build a rapport with one's student and the student will have a higher probability to work harder in the classroom. In addition, effective classroom management will be practiced from the first day of school. Moreover, the classrooms procedures and routines will be listed throughout the classroom. Therefore, the learners will know what type of behavior is expected from them. Also, the teacher will explain the reasons for having those specific procedures and routines. (Refer to T.51)

The student will learn through many facets. Some facets include project based learning, inquiry based learning, tiering, and the student will be given purposeful writing assignments that require critical thinking. Furthermore, project-based learning promotes student centered learning which engages the students in detailed projects that originates from a question in which the student will investigate, acquire new knowledge through inquiry, and develop critical thinking skills. An AMITA student is expected to direct one's learning by participating in engaging projects throughout one's entire K-12 experience. (Refer to T.47- T.49)

Needless to say, the physical classroom structure is a very important part of classroom management. Therefore, the learners will know where everything is located. Also, the learners desk should be positioned with an equal amount

of traveling space between them. Not enough space between the desks could make some students feel uncomfortable which can cause behavior problems. Moreover, the reading materials in the classroom will be of the appropriate age and subject for the learners'. In turn, effective classroom management produces a safe learning environment in which the learners are able to engage in a healthy classroom discussion. Also, the physical learning environment will be created with a variety of learning centers where children can perform special projects. The materials will be stored in enough space and at the student's eyelevel so that students can easily have access to the material. Furthermore, there will be area designated for reading, and art. In addition, there will be large laboratories that will be allocated for scientific activities. AMITAs elementary students will work with paper, cardboard, wood, leather, cloth, yarns, clay, sand metal, and chemistry chemicals.

Secondly, communication between the teacher and the learner is very important. Therefore, all of AMITAs teachers will continually learn to be effective communicators. Thirdly, providing a safe learning environment is imperative to ensure that the students are able to maximize their learning potential. Therefore, it is critical that the AMITA teacher is consistent with adhering to the policies, procedures, and communication with the learner's parents. As a result, the teacher will teach more effectively and efficiently because everyone is well behaved and engaged. As a result, the student will be able to successfully implement the higher level of Bloom's

Provide a synopsis of the planned curriculum, including:

1. *One sample course scope and sequence for one core subject (specific to the school's purpose) (Appendix B2).*
2. *As Appendix B3, provide a visual disseminating what courses (core content and electives) will be offered in year one through year five of the charter high school. Please ensure the projected staff and budget aligns with the course offerings.*
3. *Identify how this curriculum aligns with the proposed charter school's mission, targeted student population, and North Carolina Accountability Model.*

The Aviation Medical Information Technology Academy's curriculum aligns with its mission and the North Carolina's Accountability Model by promoting critical thinking, the implementation of technology to deliver instruction, aligns with the Common Core Standards, and the curriculum requires a graduation project. Also, the curriculum promotes lifelong learning, enhances character development and prepares a student for global competition.

In addition, to meeting the core curriculum for college preparation which includes; 4 years of English, 3 years of mathematics including Algebra 1, Geometry and Algebra 2. Furthermore, it will include: 1 or more years of mathematics beyond Algebra 2, e.g., trigonometry or calculus, 3 years of natural science including such lab sciences as biology, chemistry and physics, 3 years of social studies; and, 2 years of a second language. Furthermore, AMITAs elementary, middle, and high school higher education preparation programs provide student guidance in many areas. Some areas include improving the students study habits, providing a rigorous curriculum, extracurricular activities, and motivating the students interest.

### 1) Challenging Courses

The Aviation Medical Information Academy (AMITA) will provide a rigorous curriculum which allow the student to identify new strengths and abilities that the student never knew existed. As a result, a persons confidence or self-efficacy level will be enhanced. AMITAs curriculum allows teachers to challenge each unique student to their highest potential, but also provides another key component of success for growth through challenge, that is a supportive environment to nurture the process and provide encouragement

### 2.Outstanding Student Literacy(Refer to B.29-B.254)

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*student population.*

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First, an AMITA teacher will master RTI or Responsiveness to Instruction to help a student effectively achieve one's educational goals. Needless to say, this will allow AMITA to meet multiple needs simultaneously by the implementation tier instruction and assignments. Furthermore, tier instruction involves teaching or applying the same Standard Course of Study objectives at three levels of preparation. First, it will be used to determine students not yet proficient with a lesson. Secondly, it will be implemented to determine if a student is proficient. Thirdly, it will be implemented to evaluate if a student is ready to go beyond one's current educational level. (T.83-T.95)

Secondly, an AMITA teacher will master cognitively oriented instruction. This strategy promotes meta-cognition skills. Therefore, the student will reflect on one's own thinking process, and developing effective learning strategies. This will be achieved when the student is provided opportunities to solve problems and reflect on ones implemented thought process for completing the task. ( Refer to T.76-T.81)

Thirdly, AMITA's teachers will master technology supported instruction. Traditional methods of teaching only allowed the teacher, the sender who delivered the educational message, the opportunity to provide input. Needless to say, the student who was the receiver had the passive role and hardly was given the opportunity to interact during the lesson. In consequence, the traditional method provided limited interaction within the classroom and this arrangement is not effective in our current society.

Fourthly, project-based, problem based, and inquiry based instruction which all promote higher order thinking to solve problems. For example, inquiry based learning in which the students will acquire skills to access to a wide array of informational resources and the technology will allow the student to determine if the information is relative and reliable. AMITA students will use technology to fabricate projects, to present their projects, and to communicate globally. (Refer to T.47- T.49)

Fifthly, AMITA's teachers will master the balancing of small group, whole class, and pair instruction. Whole class, small group, and pair instruction has been found to be effective by the research if used effectively and in a balanced way. For example, whole class instruction is great for discussions; however, paired instruction allows the student to work with one another and could be used for small project or peer to peer learning. In addition, by students working in small groups, students will work in small groups collaboratively, where each member is valued and contributes by each individual having an assigned role. Also, they will work as pairs and be

instructed as whole class.

Lastly, an AMITA teacher will master culturally responsive teaching by first acknowledging the cultural differences as they affect students' dispositions, attitudes, and approaches to learning. Many schools in our society are made up of a diverse population. Therefore, multicultural awareness is very important because the administration and the other school leaders will be able to better understand their students, staff and community. Consequently, this will enhance the school's spirit, and the student will have a higher probability to retain one's educational information in the classroom due to the positive learning environment.

*5. Explain how the proposed instructional plan and graduation requirements will ensure student readiness for college or other postsecondary opportunities (trade school, military service, or entering the workforce).*

First, The Aviation Medical Information Technology Academy's (AMITA's) promotes writing across the curriculum which will enable the student to become proficient in writing. Also, AMITA promotes Responsiveness To Instruction (RTI) within all classes which enables the student to learn effectively and efficiently. Therefore, the student will begin learning at one's current level of understanding. Consequently, a teacher will be able to teach at three different levels in one lesson. Needless to say, the student will be engaged because one will be learning at the appropriate level. Furthermore, a graduating student will have to complete one's senior portfolio which will consist of a business plan, a twenty page research paper, and provide evidence of seven hours of community service. This senior project will enable the student to hone one's research and writing skills. Moreover, every student in each grade level will be given the opportunity to become more self-aware of oneself by the various projects and assignments that one will be given. Also, all of the high school students will be encouraged to take Advanced Placement Courses of Study with collaboration and course offerings within the community college environment. Furthermore, all of the students within the high school math classes will be provided with a teacher assistant who will enable the student to receive additional help within the classroom. Needless to say, there will be a teacher assistant even in the AP math classes. In addition, a student will be offered educational tracks which consist of aeronautical engineering, medical, and information technology. In addition, by completing the FAA accredited course work at The Aviation Medical Information Technology Academy (AMITA), the student will earn college credit that will be applied to one's college aeronautical degree. Secondly, the medical track will allow a person to be certified as a nursing assistant, medical coder, or a pharmaceutical technician. Thirdly, the information technology track will allow a student to be certified in Microsoft Server, and Cisco. In consequence, the student will have the opportunity to obtain a decent salary job out of high school with these certifications. Lastly, The Aviation Medical Information Technology (AMITA) is preparing the students for college readiness, the workforce and global competition.

*6. If implemented, describe how the proposed charter school will meet the Future-Ready Core requirements. Provide details on how the students will earn credit hours, how grade-point averages will be calculated, what information will be on transcripts?*

Students will earn credit for graduation by taking 4 credits in math, English, social studies and three credits in science. For example, in math, a

student has to take Algebra I OR Integrated Math I, Geometry OR Integrated Math II, Algebra II OR Integrated Math III. In science, a student must take a physical science Biology and Earth/Environmental Science. In social studies, a student can take Civics and Economics US History I and US History II OR AP US History, World History, and an additional social studies course. Furthermore, a student will take one credit of Physical Education, six elective credits and four credits in English. Nevertheless, a student who takes AP US History instead of taking US History I and US History II must also take an additional social studies course in order to meet the four credits requirement. Lastly, it is possible for an AMITA student to complete most of these requirements in the middle school grades. For example, a student will have the opportunity to take pre-algebra and earth science in the sixth grade, algebra and biology in the seventh grade and chemistry and algebra II in the eighth grade.

Grade point averages will be calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Your grade point average may range from 0.0 to a 4.0.

A = 4.00 grade points  
 A- = 3.70 grade points  
 B+ = 3.33 grade points  
 B = 3.00 grade points  
 B- = 2.70 grade points  
 C+ = 2.30 grade points  
 C = 2.00 grade points  
 C- = 1.70 grade points  
 D+ = 1.30 grade points  
 D = 1.00 grade points  
 D- = 0.70 grade points

WF/F=0 grade points

P/NP (Pass/No Pass) courses are not factored in the student's GPA  
 I (Incomplete) and W (Withdrawals) do not receive grade points and do not have an effect on the GPA

Transcripts will provide information that pertains to the student's course titles, credits earned, credits attempted, name of the student and contact information.

7. *Provide a school academic calendar in Appendix C (minimum of 185 instructional days or 1,025 hours)*
8. *Describe in a brief narrative below on how the calendar coincides with the tenets of the proposed mission and education plan.*

The School will operate 205 instructional days each year and will mirror the Cumberland County Public School's calendar relating to holidays. The extended summer sessions will be for students to catch up on courses failed and for students who wish to accelerate their progress towards high school graduation or completion of a career certificate. (Please refer to appendix C)

## **Special Programs and "At-Risk" Students**

1. *Describe the methods and clear systems of prevention and intervention teachers will utilize to provide assistance to students that are not performing at expected levels: ensuring continued progress and academic student growth.*

The Aviation Medical Information Technology Academy uses data to drive instruction and provide individual instruction for each student. As a result, the student can learn at one's own pace which prevents a student from falling behind in one's school work. Therefore, the Responsiveness to Instruction will be used to enable the student to retain one's educational information more effectively and efficiently. In addition, a problem-solving model for instructional design and delivery will guide the process of continuous improvement at all tiers. Therefore, a student with a learning disability is able to maximize one's educational experience because AMITA will accommodate one's educational needs which will increase one's self-efficacy.

Moreover, prevention and intervention for "At-Risk Students will be implemented to ensure the student's success. AMITA will collaborate with the student's family and the stakeholders within the community in order to ensure the student retains one's educational information. Also, the student will enjoy learning essential educational information that will make the student a productive citizen. In addition, Furthermore, The Aviation Medical Information Technology Academy (AMITA) will have special education teachers and tutors from the community who will provide support for the student. More importantly, the student's family will be involved in the process to help guide the student to success. As a result, AMITA will be able to ensure that a person with a learning disability will have maximized one's educational experience. (Refer to Appendix T.50 A)

Furthermore, AMITA will effectively develop the at risk students by integrating creative writing, psycho-motor and affective domains techniques within the teachers daily lessons. The implementation of these domain models will focus on the students perception of value issues and developing the students psycho-motor skills. However, the majority of the schools only target the students cognitive domain, but at risk students learn differently so additional learning objectives and strategies must be implemented. (Please refer to Appendices T.52-T.56)

2. *Explain how the instructional plan and curriculum will meet the needs of English Language Learner (ELL) students, including the following:*
  - a) *Methods for identifying ELL students.*
  - b) *Specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the core academic program for ELL students.*
  - c) *Plans for monitoring and evaluating the progress and success of ELL students, including exiting students from ELL services.*

1. As a charter school, AMITA will receive students from other schools. Therefore, The Aviation Medical Information Technology Academy (AMITA) staff will review the students personal records and have the parents complete a questionnaire in regards to the child's primary choice of language. As a

result, the administration and special education teachers will be able to accommodate the needs of the student effectively and efficiently.

2. AMITA will utilize the K-12 NC English Language Development Common Core Standards and the ESL Essential Standards which will guide instruction. In addition, The Aviation Medical Information Technology Academy (AMITA) will provide the student the same opportunity as other students to enroll in any educational courses that one desires; however, one will receive English accommodations which will be in a nurturing setting. As a result, this setting will enrich the student's experience with learning a new language. Furthermore, the additional two hours that an AMITA student has for instruction, a segment of that time will be used for additional instruction for the ELL student. As a result, the student will have additional instruction to support the information that one has already received. As a result, the student will have a higher probability in becoming proficient in the English language.

- \* Respect the students primary language and culture
- \* Utilize a balanced approach to literacy instruction
- \* Encourage the use of content-based sheltered English methodologies in the classroom
- \* Ensure that teachers utilize a variety of student-centered methodologies with English language learners.
- \* Utilize various sources of literature to inspire learning and literacy

3. The Aviation Medical Information Technology Academy (AMITA's) staff has high expectations for its students and AMITA will follow the guidelines established by the State Board of Education and federal guidelines to determine when a student is eligible to successfully exit the ELL program. More importantly, The ELL student's parents or guardians will be involved in the identification, monitoring, and termination process.

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

1. AMITA will have the gifted or talented student evaluated so an IEP can be fabricated. As a result, The Aviation Medical Information Technology Academy (AMITA) will be able to meet the needs of the student. In addition, The Aviation Medical Information Technology Academy (AMITA) has high expectations and will encourage all students to take AP courses. Through these AP classes, where student learning is assessed through nationally normed tests, students will have the opportunity to build the critical thinking and time management skills and credentials to allow them the opportunity to gain admission to selective colleges and universities in and outside of North Carolina. However, a student who is in eighth grade will have the opportunity to enroll into a chemistry and an algebra II class. Therefore, by the ninth grade, the student will have the opportunity to take calculus and AP Chemistry. Also, the student will thrive in AMITA's teaching environment because all of AMITA's teachers differentiate instruction within their

classes. As a result, all of the students will be engaged. For example, a teacher may implement RTI or Tiering within the AP class which will keep all of the students engaged even though the students could be at different mastery levels. In addition, the teacher will provide the student with higher learning objectives from Bloom's Taxonomy. (Refer to model T.50 #1) More importantly, the gifted student is encouraged to tutor others which will enhance one's sense of value while one is helping another student who is in need.

Also, The Aviation Medical Information Technology Academy (AMITA) will sponsor a science and an engineering club for all of the students. Furthermore, these programs will promote STEM. More importantly, AMITA has budgeted \$35,000 for STEM competitions. Needless to say, students will be able to travel to several competitions a year. Some examples of the STEM competitions are the NCDOT Model Bridge Building competition and the First Lego League. (Refer Appendix to T.62-T.73). Also, we have partnered with Fayetteville State's STEM summer internship program which is five weeks long and it promotes science, technology, engineering, math and writing proficiency. (Refer to T.75)

2. A gifted student will be monitored by one's parents, teachers, and other personnel. Moreover, continual observation will be implemented to ensure the student is successful in one's studies without him or her experiencing emotional anxiety. Also, weekly assessments, four week interims, and nine week report cards will indicate the student's development. In addition, each child will have a teacher and a counselor to confide in to ensure the student is successful. More importantly, the student will be encouraged to speak to one's special education teacher, regular education teacher, administrator and one's counselor if one has a high level of anxiety. (Refer to T.54)

### **Exceptional Children**

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

### **Identification and Records**

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

1.First, the student's records will be requested from one's previous educational organization. The records will indicate the students eligibility for special education services or students protected rights under Section 504 of the Rehabilitation Act.Also, new students that enroll in The Aviation Medical Information Technology Academy (AMITA) will have the opportunity for a teacher conference. The conference will allow the teacher and the parent disclose any concerns and information that will be beneficial to the teacher.

2.When a new student is enrolled in The Aviation Medical Information Technology Academy (AMITA),AMITA is meticulous in regards to identifying a student who may be eligible for a 504 Plan or an IEP.Consequently, AMITA will maximize the student's learning experience. Nevertheless, when needs are identified by a classroom teacher or a parent expresses concerns for one's child, AMITA will implement the state's guidelines for evaluating the student by first receiving the consent from the parent.

\*Screening students for learning difficulties is imperative for the students' educational success. Also, a licensed special education team will examine the student to determine one's needs.If accommodations are needed,then an 504 plan or IEP will be provided, and the student will be provided with evidence-based interventions that will be used in the classroom setting.If these interventions addresses the students needs, then the interventions will be sustained.

\*Referrals and assessments will be implemented by the EC team, which will include members of the instructional consultation team but will mandate parental involvement, would examine the results of the interventions in order to determine what assessment would be appropriate for the student.These assessments will be comprehensive in that they will span all areas of concern.All assessments administered to the student will be special education, in that it will be reliable, valid and free from all racial, cultural, or linguistic bias.

\*Determining the specific accommodations are essential in order for the student to maximize one's learning experience.Therefore, upon review of the assessment data, the special education team determines that the student has a disability and that the disability negatively affects the students academic performance.If the student has a learning disability then an individualized educational program (IEP) will be developed. The IEP will describe the instructional services that will be provided to the student by the Aviation Medical Information Technology Academy (AMITA).The IEP will be used to ensure that the student achieves one's goals of AMITA, to the maximum extent reasonable.Additionally, all IEPs will include a transitional component that is evident in every goal developed,gearred toward post schooling success,and consistently monitored to ensure student success.However, a 504 Plan may be provided if the student needs accommodations:

Examples

- \*preferential seating
- \*extended time on tests and assignments
- \*reduced homework or classwork
- \*verbal, visual, or technology aids
- \*modified textbooks or audio-video materials

- \*behavior management support
- \*adjusted class schedules or grading
- \*verbal testing
- \*excused lateness, absence, or missed classwork
- \*pre-approved nurse's office visits and accompaniment to visits
- \*occupational or physical therapy

3. Records of students with disabilities and 504 Accommodation plans will be managed appropriately following state, and federal guidelines.

A. A form requesting records will be sent directly to the previous educational institute's records office. Return records will be accessible only to the administrative team.

B. Records will be confidentially held on-site at and only the student and the student's teachers will know about the accommodations and AMITA will keep the files locked in a filing cabinet inside of the locked administration office.

C. Record Compliance by AMITA will be implemented as mandated.

#### Exceptional Children's Education Programming

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

School-Based Management and Accountability Program,

1. All children can learn no matter their disability. Therefore, the it is essential that the school challenge the student and have high expectations for each child. Consequently, the child will learn, achieve, and fulfill his or her potential. Therefore, the State Board of Education developed a School-Based Management and Accountability Program. The primary goal of the program is to accommodate the learning needs of the student while providing one with a (FAPE).

Exceptional Students:

AMITA's exceptional students will have an (IEP) or 504 Plan. Also, AMITA will adhere to all applicable federal laws, including the individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and any other civil rights enforced by the U.S, Department of Education Office of Civil Rights (OCR), The Aviation Medical Information Technology Academy will strive to educate students with disabilities in the least restrictive environment with their non-disabled peers. AMITA's educational program has elements that fully support educating students with disabilities within their regular program. For example, the extended day program provides additional time to support special education services such as one-on-one instruction or in class instructional support without the need for

additional time beyond the regular school hours. However, AMITA will provide after school tutoring.

Furthermore, AMITA will measure the students' progress by utilizing assessments which identify the students individual strengths and weaknesses. As a result, the schools personnel will identify at-risk students, gifted and talented learners. Individualized instruction will then be provided because of AMITA's teachers will not only have small class sizes, a teacher assistant, but they will have received extensive training. The training will help the teachers with identifying and meeting the individual instructional needs of all of the students. This will allow them to also better serve her EC students as well. EC personnel then will assist classroom teachers and assistants in designing a classroom that will meet the needs of all EC students. It is expected that they will assist the teachers in as much of an inclusion model as possible so that each EC student can truly have the least restrictive environment possible.

AMITA will hire a full time EC coordinator and many EC teachers. All of these teachers will have a North Carolina Special Education teaching Certification. As our EC student numbers increase, we will add more EC personnel. Depending on our EC student numbers and areas of disabilities, we will probably contract for speech, OT, and PT services.

As we open our new school, our EC teachers will be critically reviewing the records of all incoming EC students to be sure that the school is compliant in following their current IEPs, holding IEP meetings with parents, and in doing reevaluations. AMITA will ensure that all necessary special education services are provided per each students IEP and in conjunction with the schools regular education program.

Teachers will make student referrals to our Special Education Team. The team will listen to the issues and then provide the teacher with several strategies to implement. These strategies will be implemented for three to four weeks. Then the teacher will return to the EC Team to inform them whether the strategies have been successful. If it appears they are working, the team may recommend the teacher continue to use the strategies and monitor the student. If they are not working, the team can refer the student for an EC evaluation. AMITA's staff will be effectively trained to identify and meet the specific needs of all of the students and provide immediate remediation and establishing an intervention plan.

Furthermore, the EC teachers and coordinator will monitor the student by making announced and unannounced classroom visits.

Gifted and Talented Students:

AMITA already provides a rigorous curriculum. Therefore, both the gifted and regular education students are encouraged to take AP courses. Our high expectations, rigorous academic program coupled with reading, science and math, the gifted student will be challenged and engaged. Moreover, the teachers are trained in differentiated instruction which will challenge the student and enhance their individual strengths while identifying one's weakness. For example, RTI will be implemented to ensure that the student is academically challenged. As a result, the gifted and talented student will have a curriculum that will maximize the students learning experience at AMITA. (Refer to T.83-T.95)

## ELL Students:

AMITA believes that a full English immersion program with intense support during the schools extended day program. This is the most effective and efficient way to improve the ability of these students to become proficient in English. The schools extensive and intentional reading, writing, and participatory program for students, will be supportive of these students being acclimated and accepted into the culture of the school. AMITA will comply with all federal, state, and judicial mandates applicable to ESL to identify probable English Language

2. AMITAs faculty and staff are dedicated in providing a FAPE to all of the students who are in need. Therefore, the Aviation Medical Information Technology Academy will provide the student with free transportation, accommodations for the physically disabled and mentally challenged students. Moreover, AMITAs teachers will implement the student's IEP and provide feedback to the special education department. AMITAs special education department will continuously collaborate with the regular education teachers. Also, AMITA will provide free tutoring for all of the students to ensure that they retain their educational information.

3. Once the student is given an IEP, the teacher and special education department will collaborate with one another to ensure that the IEP is working successfully. The special education teachers will email and have one on one interaction with the regular education teachers to receive feedback. Also, the special education teacher will make quick unannounced or announced visits to the students classroom to quietly monitor the student. As a result, the special education teacher will be able to make a quick evaluation while the student is in ones regular educational setting. This will allow the special education teacher to make quick modifications if needed. Also, the special education teacher will hold meetings with the regular education teachers, the student's parents, and the student. As a result, everyone will be able to provide input and receive feedback in regards to the progress of the student. More importantly, adjustments can be made to fabricate a more effective IEP.

To ensure the success of students with exceptionalities at AMITA, the faculty and staff will work with all students in an inclusive setting. Therefore, the faculty will be trained in the development and evaluation of IEP goals. They will also be thoroughly knowledgeable on the accommodations and modifications necessary to help each student be successful independent learner who is preparing to enter a four-year college after graduation.

4. AMITA will provide additional services for a student with an IEP or 504 Plan. For example, these services will include but not limited to physical therapy, occupational therapy, counseling, psychological, speech/language pathology and audiology, and service provided by the school nurse. In addition, the special education assessment process will identify the students needs and the IEP team will both ensure that the services are being implemented in accordance to the students identified needs and goals. In order for students with exceptionalities to benefit from special education services and the high quality instruction provided at AMITA.

## Student Performance Standards

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

1. An AMITA student will be held accountable for being proficient in the Common Core Standards and is accountable for high growth. Each student will be given a High Growth form which will enable the student to write down his or her individual goals. More importantly, the student will be able to analyze one's progress by viewing the results on the form. Please refer to chart on the next page (Refer to Appendix T.54-T.56) Also, The Aviation Medical Information Technology Academy (AMITA) will have a 95% graduation rate. Thirdly, all seniors who have been enrolled at AMITA for a least three years, will have visited at least three college campuses due to AMITA's field trips. In addition, I have already made plans with Martha Absher, Duke University's Associate Dean for Education and Outreach for the Pratt School of Engineering and she is more than happy to accommodate AMITA's needs (Appendix T.57-T.58)

More importantly, AMITA will have 85% of its seniors certified in the medical or information technology areas of study. In addition, 50% of AMITA's aeronautical engineers will have earned their private license to fly airplanes. Most importantly, AMITA will have 90% of its student attend and graduate from college. In addition, AMITA will have the remaining 10% of its students, after graduating high school, will use their certifications and enter into the medical or information technology workforce.

2. The faculty and staff will use data from assessments to enhance the teachers instructions and to maximize the students learning experience by identifying strengths and weaknesses. Some standard test include Reading End of Grade (EOG) for grades 3-8, English II (EOG) 10t, Math End of Grade (EOG) for grades 3-8, Algebra (EOG) 10th, Biology (EOG) 10th, Science End of Grade (EOG) for grades 3, NCEXTEND 1 or NCEXTEND 2 (EC students) and Benchmark testing. Also, the student will be evaluated weekly by taking teacher made assessments.

The results from the assessments will be analyzed by using these steps:

Steps for Implementing Data Based Instruction

A. Examine the data

- \* Assessment results
- \* Various sources
- \* Collaboration and inquiry
- \* Constructive conversations

B. Focus on the learner.

\* Identify a problem of understanding or skill that is common to many learners.

C. Focus on the teaching.

\* Examine instruction

\* Select instructional strategy

\* Collaboration what kind of instruction is needed?

D. Develop an action plan.

\* How will you assess progress?

5. Test your theories of how instructional strategies lead to student learning.

6. Repeat the cycle with further inquiry

3. Promotion recommendations will be determined by the grade level teaching team which is based on the student's performance on assessed learning standards; however, frequent communication with the parents will be implemented in parent teacher meetings, emails, and telephone communication to ensure that the student achieves one's educational goals. Furthermore, some examples for grade level promotions include but it is not limited:

- All students shall meet all attendance requirements

- All students shall earn a yearly average of 70 or above to pass any subject area.

- All students must pass language arts, reading, and mathematics at or above the minimum acceptable grade level.

- Evaluation of a number of assessments; End-of-Grade test scores, achievement of mastery, and other additional academic considerations specific to grade level and school philosophy.

In any case where the teaching team recommends retention, the principal will review the case and assemble an appropriate team which will include the parents, teachers, and advisers to make a final determination.

Determinations for students with special needs (IEP, 504 plans, or ELL students) will be made in consultation with the appropriate special services faculty.

### Graduation Requirements

4. AMITA will have exit standards for graduating students which are comparable to those established by high schools within the Cumberland County district. However, AMITA will require the senior students to create a portfolio that consist of a business plan and a twenty page research paper. Moreover, a senior student will have a total of 24 credits before one is eligible to graduate.

The Core (24 units)

- 4 credits of English

- 4 credits of Mathematics
  - 4 credits of Social Studies
  - 3 credits of Science
  - 1 credit of Health/Physical Education
  - 2 credits senior project (business plan and twenty page research paper)
- 6 Elective Credits (required)
- \* 2 credits from CTE, Arts or World Languages
  - \* 4 credit Concentration (recommended)

**Student Conduct:**

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

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

*Be sure to include:*

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

The Aviation Medical Information Technology Academy's (AMITA's) goal is to offer a quality education program. Therefore, the student will need a positive, safe, and orderly school environment in which is conducive to learning. However, a student must adhere to the rules of good conduct in classroom or within the school in which disrupts student learning. Also, no student will endanger the safety of others. If any student does not adhere to the school's policy then that student will be properly addressed by the teacher or administration. More importantly, AMITA will implement the proper protocol (Due Process) when dealing with complaints or behavior issues. (Please refer to Appendix D)

In addition, The Aviation Medical Information Technology Academy's (AMITA's) student conduct policy will support the attainment of the school's mission by upholding high expectations and remain responsible for establishing a positive school climate that continuously identifies and acknowledges students for respectful behavior. More importantly, students will model and identify appropriate behaviors in varying environments throughout the course of the school day and academic setting. Learning how to communicate effectively in order to be productive in different environments remains to be a valuable component of the socialization process of being a productive citizen.

**IV. GOVERNANCE, OPERATIONS and CAPACITY**

(No more than ten total pages in this section)

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

**Governance:**

**Private Nonprofit Corporation:**

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

*Name of Private Nonprofit:* AMITA INC.

*Mailing Address:* 4008 Quarry Hollow Dr.

*City/State/Zip:* Fayetteville NC 28306

*Street Address:*

*Phone:* 757-572-7246

*Fax:* 000-000-0000

*Name of registered agent and address:* Rio Kirkland  
4008 Quarry Hollow Dr.  
NC, 28306

*FEDERAL TAX ID:* 00-0000000

**Tax-Exempt Status 501 (c)(3)**

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

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

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

**Governance and Organizational Structure of Private Non-Profit Organization:**

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

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

<b>Board Member Name</b>	<b>Board Title</b>	<b>County/State of Residence</b>	<b>Current Occupation</b>
Mrs. McCreary	Member	CUMBERLAND	Science Teacher

Tabitha Kirkland	Treasurer	CUMBERLAND	Media specialist
DeRay Cole	Chief Advisor	ROBESON	Workforce Dir. for Robeson Community College
Shannon Byrd	Vice President	ROBESON	Science Teacher
Galvin Floyd	President	ROBESON	Retired Title II &Title III Dir, Teacher, Professo

**Please provide the following in this location of the APPLICATION:**

1. *A description of the governance structure of the proposed charter school, including the governing board's functions, primary duties, roles and responsibilities as it relates to overseeing the charter school. Include how the board will recruit, hire, and supervise the lead administrator.*

The Aviation Medical Information Technology Academy Board of Directors will be accountable for the all of the responsibilities of the school's operations.

1. The board ensures that AMITA's Vision and Mission is achieved.
2. The board governs AMITA's policies, curriculum, academic programs and personnel decisions, to specifically include the selection and supervision of senior administration.
3. The board fulfills all of the school's legal obligations
4. The board oversees the budget and financial operations of AMITA. However, the board members will be professional when questioning any decision made by the Chief Executive Director. Therefore, any questions or concerns should be asked on a professional platform.

The Board will use various strategies for recruiting and retaining high performing teachers. More importantly, the board will allow the Chief Executive Director manage the recruitment. However, the board will have the final approval of the hiring. Also, AMITA will focus on partnering with colleges and university to build relationships with The Aviation Medical Information Technology Academy (AMITA). For example, AMITA will attend the colleges' and universitys' job fairs. In addition, AMITA will use other resources like the Teach for America program candidates. The board will identify highly qualified teachers and those who hold a alternative certification.

AMITA's retention plan

- \* Offer the teacher a safe learning environment,
- \* The administration will have an open door policy with the teachers
- \* Monetary rewards for successful STEM projects
- \* Allow the teacher to take on different roles within the educational setting.
- \* Provide luncheons
- \* Provide staff development

- \* All expense paid for Christmas and Summer Events
- \* Christmas bonus for qualified teachers

In addition, the board members shall create positive relationships with the administrator, staff and community members on a personal level. The board member will serve the best interests of the school. To reduce conflict, the board members will allow the administrators to operate the daily activities and evaluate the team by the schools performance.

2. *Describe the size, current and desired composition, powers, and duties of the governing board. Identify key skills, areas of expertise, and constituencies that will be represented on the governing board. Explain how this governance structure and composition will help ensure that a) the school will be an educational and operational success; b) the board will evaluate the success of the school and school leader; and c) there will be active and effective representation of key stakeholders, including parents.*

The Board of Directors is legally responsible for all transactions of the charter school and will be accountable for the academic, financial, and operational performance of the School. Moreover, the responsibilities of the board as described above shall include: approval of operating policies and procedures; hiring the management company and managing agreements with all direct school vendors; compliance with state laws and terms of the charter; approval of the annual budget; approval of administration selection; review of the administrations job performance and professional development goals; review and decide appeals of student disciplinary decisions as set out in the Student Handbook; audit review and compliance; compliance with Public Records and Open Meetings Laws by giving proper public notices of all meetings; and documenting minutes, Board of Directors actions, and approval of policies. The Board of Directors will not be involved in the day-to-day leadership or administration of the school, and will empower the administration which will enable the administration to perform their daily duties.

The non-profit applicant Board is governed by stakeholders or consists of people who are committed to the achievement of The Aviation Medical Information Technology Academy's (AMITA's) visions and goals. Moreover, the board consists of not less than five or no more than seven individuals who are able to recognize, articulate, and address the needs of students through educational policies and social outreach efforts. The board has expertise in grant writing, fundraising, public school administration, and public school teaching.

Needless to say, the board consists of a diverse segment of stakeholders who provide professional experience from different backgrounds. First, Mr. Floyd has experience as the Title III Director for the University of North Carolina at Pembroke. Moreover, as the director, he enabled UNCP to obtain funds for the institution's daily operations. Also, he was the Title II Director at the Robeson County Department of Human Resources. Therefore, he provided course placement recommendations and counseling for the unemployed. Next, Mr. Cole served as the assistant superintendent of human resources for Robeson County Public Schools for three years; however, currently, he is the Workforce Director at Robeson Community College and manages multi-million dollar grants for the department. Also, we have an individual who serves in the Army as an officer. In addition, Ms. Kirkland has five years of experience with managing fundraisers and she has a certification as an administrator. However, she currently enjoys being a media specialist in the

public school system which allows her to still promote fundraising activities. Collectively, the board board members have exeprience with operating effective and efficient schools. Also, they can provide resources that can enable AMITA to receive grants for additional educational programs

A. To ensure AMITA's success, the board will have clearly defined responsibilities and reporting lines will ensure that everyone understands The Aviation Medical Information Technology's (AMITA's) expectations. Also, the board will expect its legal advisor, accountant, and auditor to report on its activities using a pre-defined schedule for board meeting agendas. In addition, the board will enter into formal agreements with these individuals and entities once the charter school application has been approved which will help to ensure AMITA's success.

B. The board will evaluate the Chief Executive Director by analyzing the school's standardized testing results, the students' participation in the community service program, the students' participation in the summer reading program, the senior students' portfolios, the school's level of safety, and the students' graduation rate.

C. There will be parents and stakeholders on the board to ensure diversity and innovative thinking.

3. *Explain the procedure by which the founding board members have been recruited and selected. If a position is vacant, how and on what timeline will new members be recruited and added to the board?*

Board members were recruited by their involvement in the community and their individual skill set. For example, the board has two members who are able to write grants, the board has a person who is very knowledgeable about fundraising, the board has four people who have management experience, and more importantly, all of the board members are dedicated to ensure that AMITA achieves its mission and vision.

First, a vacancy notice will be displayed and announced. The nominating committee will recruit potential nominees who meet the priorities, ask the nominee to complete a written statement of understanding of the duties of aboard member, and then will provide names, and essential skills.

Nominations may be made by any board member; Vote to be taken publicly by show of hands; A nominee is declared as long as he/she receives the votes from the majority of the members. In addition, members shall serve for a term of four years, or until their successors are elected.

4. *Outline below the strategic board calendar detailing how often the board will meet according to the bylaws established.*

The Board will meet on Saturdays for 8 hours each month. Refer to Appendix T.59

5. *What kinds of orientation or training will new board members receive, and what kinds of ongoing professional development will existing board members receive? The plan for training and development should include a timetable, specific topics to be addressed, and requirements for participation (Board Policies Draft: Appendix J).*

First, the founding board members have participated in NCDPI's Governance board training. Moreover, the Board of Directors members are required to participate in training and professional development annually. In addition, each year the Board of Directors will have training at a monthly meeting. The topics of the training will depend on the area of need for the board.

The area of need will be determined collectively after analyzing the results of the annual Board of Director's Self-Assessment survey. Furthermore, the training topics include financial training, charter school training, and training on how to be an effective board member or any other topic. Next, the board members will also be required to attend any training that the state legislature or Office of the Charter School requires. Lastly, the board members will also be encouraged to attend conferences that pertain to the operation of the charter school.

6. *Describe the board's ethical standards and procedures for identifying and addressing conflicts of interest. Identify any existing relationships that could pose actual or perceived conflicts if the application is approved; discuss specific steps that the board will take to avoid any actual conflicts and to mitigate perceived conflicts.*

First, the members of the board will be required to sign the Board of Director Agreement Form which provides information in regards to the board member agreement to operate at a high ethical level and perform specific responsibilities as required by the board. Some examples include Board policies, including, but not limited to, the Conflict of Interest Policy, and the Non-Discrimination Policy. The Board of Directors will follow the approved Conflict of Interest Policy for the organization in the event of a potential conflict of interest. The policy clearly provides steps and processes for determining if there is a conflict of interest and how the conflict of interest should be handled if identified. Some conflicts of interests include the hiring of vendors who employ current board members or the any topic that the board member rightfully feels is of conflict. Moreover, the president will specifically ask the Board to disclose any potential conflicts of interest before proceeding with any discussion or voting. Also, the Board of Directors will complete an annual self-evaluation survey which gives all board members the opportunity to share any concerns about ethical issues.

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

The Board of Directors will fabricate and approve all Board and school policies. Also, potential policies will be discussed in committee meetings. Next, they will be presented to the entire Board for further consideration, development, and approval. In consequence, the board will follow the meeting procedures for all official votes. In addition, the policies will be discussed in detail and voted on by the entire Board. Furthermore, the votes will be recorded and the policies will be added to the board manuals for all current and future board members. Moreover, policies will be reviewed by outside resources as necessary, including the school attorney or accountant, prior to voting for approval. Lastly, all Board policies will be reviewed on an annual basis by the Board and the Director of the school.

8. *Describe any advisory bodies, councils, or associations listed in the organization chart or to be formed, including the roles and duties of that body, and the reporting structure as it relates to the school's governing body and leadership.*

**Executive Committee:** The Executive Committee will be empowered to act between Board meetings if necessary, and sometimes with specifically delegated authority to act in particular areas on behalf of the full Board. The Executive Committee shall be comprised of the Board Chair, the Vice Chair, Academic Chair and Treasurer at a minimum. The Executive Committee shall handle all personnel matters including the annual review of all personnel recommendations by the Chief Executive Director.

**Operating Committee:** The Operating Committee is charged with supporting the

Chief Executive Director, the building administration and the school staff in assuring that the school meets the full measurable expectations of its charter application and legal mandate under its charter with the State of North Carolina. The Operating Committee members are selected by the Vice Chair and the Chief Executive Director and shall not include other Board members. In no event shall the Operating Committee, when including volunteer contributors as may be appointed by the Vice Chair and Chief Executive Director, be comprised of more than twelve (12) members.

Academic Committee: will be assigned to actively work with and assist the Chief Executive Director in objectively developing, maintaining, enhancing, measuring and evaluating the Academic Plan and the school staff as part of the overall Annual Operating Plan as submitted by the Managing Director to the Board. An integral duty of this committee is to assist the Managing Director and the Academic Director in developing and implementing teacher development strategies, measuring teacher performance and providing thorough and objective reviews of the academic staff and their measurable results.

Audit Committee: The Audit Committee shall be chaired by an independent Board member and is ultimately responsible for the audit and evaluation of all financial, academic, operational and overall corporate matters including board evaluations, student/academic evaluation/testing processes and systems, annual academic and operating plan evaluations, and financial audits. The Audit Committee shall maintain its independence and objectivity in all its dealings including those matters where the Audit Committee Chair votes as a member of the Board.

Finance Committee: shall be responsible for the oversight of The Aviation Medical Information Technology Academics (AMITAs) financial and business affairs. The Finance Committee will be assigned to provide detailed review of financial statements and financial issues, including budget, accounting, tax, investment issues, compensation oversight and all audit issues. No Finance Committee member other than the Treasurer may sign Corporation checks. The Finance Committee shall facilitate all audit and evaluation matters for the benefit of the Audit Committee where the Audit Committee shall have

Governance Committee: The Governance Committee is charged with: a) finding and recommending new directors for school approval, b) recommending officer and committee appointments, c) establishing criteria for Board service, d) providing Board member in-service training, e) reviewing the performance of Board members, Committee Chairs, the Chief Executive Director and the Academic Director, and f) providing orientation for new Board members, Committee Chairs, the Managing Director and the Principal. The Governance Committee, as chaired by the Chair of the Board of Directors, shall, in collaboration with the Audit Committee, establish and maintain an ongoing Board and comprehensive school evaluation process based on specific audit and evaluation results from the Audit Committee and the state of North Carolina as well as internal benchmarks established by the Board. Such ongoing evaluation and benchmarking shall be statistically validated (95% confidence level or better) and measured against recognized best practices and industry-specific standards and shall be reported to the Board at least quarterly.

9. *Discuss the school's grievance process for parents and staff members.*

## Grievance Policy

The Aviation Medical Information Technology (AMITA) provides an enriching learning environment and has established the following grievance protocol to solve disputes or complaints in a fair and prompt manner. Notably, the formal procedures described below may be implemented only after the parties have engaged in an earnest attempt to resolve matter(s) informally. Complaints are taken seriously by AMITA and should proceed as follows:

1. A conference with the involved teacher, grade level chair, bus driver, coach or principal to discuss the issue. The school reserves the right to redirect complainant(s) to the appropriate personnel if this step has not been followed.

2. If a person feels that the result from a complainant is insufficient, a meeting may then be scheduled with the principal. Prior to the scheduling of any such meeting, complaint(s) must be written to the principal in a Grievance Letter that identifies: (a) the issue/concern/complaint; (b) what steps have been taken to resolve the situation; and (c) proposed solutions. The principal will acknowledge the receipt of a Grievance Letter within three to five calendar days.

3. If a resolution cannot be reached through a discussion with the principal, complainants(s) may submit a formal Grievance Packet to the Executive Director. The Chief Executive Director, the (CEO), will review the complaint to determine whether the Principal has fairly complied with school policies and/or the law. This packet must include the information and materials outlined below. The Chief Executive Director will issue a response within 10 school days of receiving the packet.

4. AMITAs Board of Directors will consider appeals that it is required to consider under N.C. Gen Stat. Sec. 115C-45(c). In order for the Board of Directors to consider an appeal of the Executive Director's decision an updated Grievance Packet must be submitted to the Board of Directors within 10 days of the Executive Directors Decision. The appeal must be submitted to the Chief Executive Director. The Board of Directors will respond to the appeal within 30 days of the receipt of a complete Grievance Packet. AMITAs Board of Directors or its designee shall:

- \* Research the nature of the complaint;
- \* Interview the concerned parties; and
- \* The Board of Directors shall render a final ruling on the Grievance within 30 days or at its next regularly scheduled Board of Directors meeting, whichever is later

5. Anonymous complaints may receive an acknowledgement by the board. Also, a Grievance Packet must be submitted in writing to the Executive Director within 10 days of the conduct that triggered the grievance and must specify:

1. The nature and date of the grievance, the related School policies or laws which have been violated, and any related or supporting documents;

2. The results of previous discussions to resolve the conflict, including any correspondence;

3. The reason for the complainant(s) dissatisfaction with the decisions previously rendered

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

**Include in the Appendices:**

1. A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school. This chart should also include lines of authority to and from any outside entity that will play a role in managing or supporting the charter school (such as educational service providers, advisory bodies or parent/teacher councils). (Appendix F)
2. A one-page resume from each founding board member and responses to the questions found on the Charter School Board Member Form (Appendix G).
3. The proposed by-laws, which must include a Conflict of Interest Policy for board members and a stated commitment to the NC Open Meetings Law (Appendix H).
4. A copy of the articles of incorporation, if available. If not available, this document must be available prior to interview by SBE, the applicant must demonstrate that it has been applied for prior to submission of the proposed application. (Appendix I)
5. Copy of any board policies if adopted already (Appendix J).
6. Copies of meeting minutes (if available), relevant to the development of the charter school plan, during the application process (Appendix K).

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

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

**X Not Applicable**

**Private School Conversions: complete ONLY if the proposed charter is a private school conversion.**

*Otherwise, mark "Not Applicable" and follow the direction #3 in the Application Specifications.*

**X Not Applicable**

*Applicable" and follow the direction #3 in the Application Specifications. Understand that the replication means that a new charter school will be governed separately from the charter school the application is modeled after.*

**X Not Applicable**

**Projected Staff:**

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

**Staffing Plans, Hiring, and Management**

Include the following information for the proposed charter school:

The Aviation Medical Information Technology (AMITA) will recruit new teachers from the job fairs that will be held at the colleges and universities. However, highly qualified teachers will be recruited from teacher preparation programs, the advertisement of AMITA's Teacher JOB FAIR and other professional networks. Furthermore, the Chief Executive Director and the school principal will be responsible for the retention of teachers. For example, the Chief Executive Director responsible for providing the administration and teachers with a safe learning environment, tuition reimbursement, having an open door policy with the teachers, allowing teachers to take on leadership roles, and providing teachers and administration with recognition awards.

2. *Provide a description of the relationship that will exist between the charter school employees and the nonprofit board. Provide as Appendix L, a draft of the employment policies to be implemented by the proposed charter school.*

All employees are hired by the board. Terms and conditions of employment are set forth in an employment contract. Draft employment policies are included in Appendix N.

4. *Outline the board's procedures for hiring and dismissing school personnel, including conducting criminal background checks.*

The board and administration will ensure to post all positions will be publicly. In addition, the Chief Executive Director has primary responsibility for selecting candidates; however, the board must provide its approval. Applicants complete application forms which are screened to identify the top candidates. These candidates are then asked to participate in an interview process. The Executive Director recommends candidates to the Board for hiring. All school personnel will be subject to a criminal background check. Employees work at-will, and may resign or be dismissed at any time. Please see employment policies in Appendix N.

5. *Outline the school's proposed salary range and employment benefits for all levels of employment.*

The North Carolina Department of Instructions salary guide will serve as a guideline for all levels of employment. However, The Aviation Medical Information Technology Academy (AMITA) will retain the flexibility to incorporate varied levels of compensation based on experience, leadership capacity, curriculum development, effectiveness, or other factors of value to the school and determined by the board.

6. *Provide the procedures for employee grievance and/or termination.*

The Aviation Medical Information Technology Academy (AMITA) has developed grievance procedure that includes informal steps for resolution which includes a hearing with the board as the final step. A full description is provided in the draft employment policies in Appendix N.

7. *Identify any positions that will have dual responsibilities (within or without the organization) and the funding source for each position.*

Not applicable at this time because each position will only a one job description. Therefore, no one person will have to do the work of two people.

8. *Describe the plans to have qualified staffing adequate for the anticipated special needs population, means for providing qualified staffing for ELL and gifted students.*

The Aviation Medical Information Technology Academy (AMITA) will meet the needs of the current population of ELL, EC, and gifted students. Moreover, the school will provide the special needs students with a safe and nourishing learning environment. In addition, a full time EC certified

coordinator for special educational services will oversee the EC, ELL, and gifted student services. Furthermore, only highly qualified special education teachers will be hired to teach the special education student population. As a result, the ELL, EC and gifted student will have the opportunity to maximize one's educational experience. Lastly, as the schools special education population grows, more full time special education teachers will be hired.

9. *Provide a narrative detailing the roles and responsibilities, qualifications and appropriate licenses that each position must have to be hired by the non-profit organization and effectively perform the job function(s).*

Chief Executive Director- is required to have a master's degree in education and the chief executive director must have earned or be enrolled in an Ed.S program with a minimum of 15 earned credits that is counted towards educational leadership or in curriculum development. However, The Aviation Medical Information Technology Academy (AMITA) will encourage the chief executive director to earn one's Ed.D. Moreover, the chief executive director must pass the superintendent praxis exam within a five year period. Furthermore, the chief executive director is responsible for the student's school transportation and collaborates with the stakeholders to provide an effective curriculum. Next, the chief executive director recommends who to hire and recommends which school equipment needs to be purchased. Also, the chief executive director collaborates with school members in regards to the schools budget. More importantly, the chief executive director may participate in all board meetings, communicates openly with board concerning programs, one will make all administrative decisions necessary to ensure that the school's vision and mission will be achieved by fabricating a strategic plan on how to achieve the school's goals. Also, the chief executive director will be the schools representative who will manage all of the public affairs.

Principal (middle and high school)The principal will help monitor the process of the strategic plan to ensure that the schools daily operations are implemented effectively and efficiently. Moreover, the principal is responsible for the ongoing professional learning and development of the teachers. Furthermore, the principal maintains an active role in teaching. As a result, the principal will facilitate the professional development training sessions. Next, principal reports to the chief executive director and is responsible for providing leadership in the ongoing development, improvement, discipline, and the evaluation of curriculum and instruction; creating and supporting a professional learning community; and overseeing the schools assessment procedures which includes standardized testing. Qualifications include minimum of obtaining a masters degree in education or enrolled in a masters educational program. Also, the administration will have two years to pass the leadership praxis exam.

Assistant Principal (middle and high school) support teachers in curriculum design and implementation and have primary responsibility for the ongoing professional learning and development of the teachers. Next, assistant principal reports to the principal and is responsible for providing leadership in the ongoing development, improvement, discipline, and the evaluation of curriculum and instruction; creating and supporting a professional learning community; and overseeing the schools assessment procedures which includes standardized testing. Qualifications include

minimum of obtaining a masters degree in education or enrolled in a masters educational program. Also, the administration will have two years to pass the leadership praxis exam.

Teachers report to the assistant principal. Responsibilities include maintaining and developing expertise in their subject area; providing an innovative and effective learning environment; mentoring new or struggling teachers. Also, each teacher is required to attend IEP meetings and collaborate with other faculty to maximize possibilities for integrated, multidisciplinary teaching. Qualifications include demonstrated expertise in the subject they will teach, as evidenced by personal skills and knowledge, an undergraduate major or minor or graduate degree, or direct subject-area teaching experience. Also, the teacher has three years to pass the praxis exam.

Teacher assistant- support a grade-level teaching team and report to the assistant principal for their division. Responsibilities include providing support to lead teachers in all aspects of delivery of instruction, including, including working with small groups of students, providing one-on-one assistance to students, photocopying, covering a class if a teacher needs to step out; substitute teaching as needed; and supporting an innovative and effective learning environment. Qualifications include Associates degree in a related field or at least 3 years related experience; ability to work with diverse children; ability to work effectively as team member.

Special Education Coordinator- Responsibilities include overseeing the EC, ELL, and gifted children programs. Also, ensures the delivery of services in IEP, and 504 plans. Next, the coordinator ensures the implementation of all applicable state, federal requirements, and mandates have been adhered to. Furthermore, the coordinator ensures the compliance of supporting professional development and maintaining student accurate records. Qualifications include BA/BS degree, teaching certificate, EC certification; five years of teaching and/or supervision in the field of special education; working knowledge of EC, ELL, and gifted regulations and programs. The Special Education Coordinator reports to the principal.

EC Teachers- Responsibilities include providing direct and indirect instruction; long and short-term planning addressing the individual needs of students, evaluating student progress, preparing written reports, and communicating with teachers, parents, and administrators as needed. Qualifications include BA/BS degree; teaching certificate, EC credentials; demonstrated ability to communicate and work effectively with parents and students, ability to utilize varied teaching methodologies to accommodate students unique learning styles; proficiency with tests and measures of achievement, and the ability to work effectively as a team member. The EC teacher reports to the special education coordinator.

The Librarian Responsibilities include selecting and maintaining information in the library and virtual classroom; teaching faculty and students how to use the resources available in the library and providing support for class projects. In addition, helping the students with researching, supervising

study hall, supporting student academic success by maintaining information on current assignments, and projects. Qualifications include BA or BS degree in related field, demonstrated technology proficiency, strong oral and written communication skills. Moreover, the librarian reports to the principal.

### **Staff Evaluation and Professional Development**

1. *Identify the positions responsible for maintaining teacher licensure requirements and professional development.*

The assistant principals will ensure all teachers have appropriate license and are highly qualified status, and will collaborate with the principal to oversee the teachers professional development program.

2. *Provide a detailed plan noting how the school will mentor, retain, and evaluate staff in a format that matches the school's mission, educational program, and meet the teacher certification and licensure requirements for teachers as prescribed by state law and No Child Left Behind. Be sure this overview matches with the projected staff and funding of the proposed budget section.*

The administration and teachers will be required to achieve the standards set forth by NC Law for teachers in a NC charter school. Moreover, The Aviation Medical Information Technology Academy (AMITA) will adhere to the NCLB legislation, which requires teachers in core subject areas to meet Highly Qualified standards. The Aviation Medical Information Technology Academy (AMITA) will assist teaching candidates to become licensed and highly qualified, as necessary, including working through reciprocity agreements, lateral entry, and alternative licensure programs. The school will also provide sufficient professional development to meet the requirements of teacher license renewal.

Furthermore, the school will strive to retain quality staff and teachers by providing a safe, orderly, professional, and caring work environment and providing them with leadership opportunities and the opportunity to mentor and be mentored. The board will evaluate the chief executive director once a year. The chief executive director will be evaluated on several variables. Some variables include the student graduation rate, standardized test and the safety of the school. However, the informal evaluations of faculty are made during family conferences, tutoring sessions, staff meetings, and daily interactions with the stakeholders. Formal evaluations are performed by the administrators and involve both self-evaluation and administrative evaluation.

In addition, teacher evaluations begins with the interviewing of potential teaching candidates and in those interviews the prospective teachers will be shown the models of evaluation tool and be provided information in regards to professional development sessions. Moreover the candidates will be asked to provide feedback in regards The Aviation Medical Information Technology Academics (AMITAs) evaluation process and professional development session. Furthermore, when the teachers are hired, the teachers will be given materials, such as the teacher handbook which will provide the essential policies and procedures for the staff faculty, and students. More importantly, new teachers will be assigned to a veteran teacher as a mentor who can answer questions and help novices prepare for their evaluations.

Furthermore, the NC Educator Evaluation System (NCEES) will be utilized and all teachers will receive orientation regarding this system. Also, the principal, assistant principals, media specialist, and teachers will have four formal, written evaluation which will integrate the results of formal

observations, artifacts (syllabi, lesson plans), and the teacher's individual professional development plan. Evaluation meetings will include discussions about relevant data on student performances and how those data have been used by the teacher to drive ones curricular and instructional decisions. Also, the administrator will meet with teachers after each formal observation to share the results of the classroom visit, utilizing the NCEES. Artifacts that relate to teachers professional development during the year will be reviewed at the end of the year. In addition, the chief executive director will meet with the administration to analyze their data and to provide feedback.

Moreover, the administrations and teachers self-evaluation and personal goal-setting will be implemented as part of the evaluation process.

Also, the administrators and teachers who are found to need extra assistance in achieving their goals will be placed on a performance/action plan. The plan will include the staff members weaknesses, specific steps, and a timeline that they will adhere by while they are trying to achieve their goals.

Specific steps may include additional professional development and more frequent observations, including additional observations by a mentor or an external expert.

3. *Describe the core components of professional development plan and how these components will support effective implementation of the educational program. Describe the extent to which professional development will be conducted internally or externally and will be individualized or uniform.*

Ongoing professional learning will occur through regular coaching and feedback meetings which will be implemented by the chief executive director, principal, assistant principal and teachers. Specific topics will include but may not be limited to:

\*Core Knowledge: The Aviation Medical Information Technology Academy (AMITA) will implement the Core Knowledge sequence for K-12 grade. All K-12 teachers will receive training to ensure that they are able to apply the learned skills and implement them while teaching. Furthermore, ongoing coaching will be both in a group setting and personal setting.

\*Curriculum: Professional development for the regular and special education teachers will be implemented to ensure that they are given every opportunity to be successful in the classroom. For example, curriculum mapping and development of learning standards will be conducted for the special education teachers and regular education teachers with the support of the chief executive director, principal and assistant principal. Needless to say, the purpose is to ensure a cohesive curriculum aligned to state standards. Initial training will be in a group setting with individual coaching and mentoring provided on an ongoing basis as needed. M.A.P results will be used.

\*Instructional Techniques: All regular and special education teachers will receive training on the instructional techniques, including expeditions, workshop models, lesson planning, special education instructional practices, differentiation, practices for student engagement, and interventions. The purpose is to establish uniform instructional methods, ensure all teachers understand and practice the methods, and to engage faculty in collaborative processes. Moreover, in going

training will be implemented by the chief executive director, principal, and the assistant principal.

\*Culture: All faculty members will receive training on discipline strategies, effective classroom management, leadership and effective communication.

4. *Provide a schedule and explanation of professional development that will take place prior to school opening. Explain what will be covered during this induction period and how teachers will be prepared to deliver any unique or particularly challenging aspects of the curriculum and instructional methods.*

The Aviation Medical Information Technology (AMITA) Academy will provide a minimum of two weeks of professional development for all teachers/administrators prior to opening. The faculty will be in sessions from 7:30 AM until 4:30 PM for five days. However, the second week the faculty will be there from 7:30 AM -12:30 PM. Learning session will cover writing across the curriculum, higher order objectives, instructional methods, curriculum mapping, school culture, tier teaching, differentiation in teaching instructions, effective communication, and ethics.

5. Describe the expected number of days/hours for professional development throughout the school year, and explain how the school's calendar, daily schedule, and staffing structure accommodate this plan.

AMITA will partner with Fayetteville State, UNC Pembroke, and NC State University in order to promote effective professional development workshops. In addition, the faculty will be provided with 35 days of professional development which includes the pre-opening training, the annual summer workshop for five days, and two days per month for ongoing training. Also, training will be implemented on the early-release days in which we have built training days into our calendar for planning and development. Additional coaching will occur in the classroom and during teacher planning sessions. Moreover, The Aviation Medical Information Technology Academy (AMITA) will reimburse the faculty members for approved professional development workshops.

### **Enrollment and Marketing:**

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

### **Marketing Plan**

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

\* A website has already been created for The Aviation Medical Information Technology Academy (AMITA) which is at [www.amita.us](http://www.amita.us).

\* June, 2014; The The Aviation Medical Information Technology Academy's (AMITA's) will take out a small business loan for \$65,000 to begin TV and radio advertisement. Furthermore, will advertise on News Channel 14 which will run in the mornings, afternoons, and evenings. Also, will advertise on four different radio stations that target different market segments. In addition, AMITA will constantly play TV and radio

advertisements until the opening day.

\* June, 2014; Will begin public relations strategies; volunteers will contact community centers, local sports leagues (football, baseball, basketball and soccer), head start preschools, shopping malls, supermarkets, churches, faith based organizations and neighborhoods associations to post advertisements and inform the community at large about the school opening and events. Additionally, posters will be placed in and around grocery stores, banks, restaurants, barber shops, beauty salons and coin-operated laundry facilities.

\* June, 2014; will enable the website to enroll students for admissions and be fully operational.

\* September, 2014; will invite the stakeholders, the news channel representatives, and radio representatives to The Aviation Medical Information Technology Academy's (AMITA's) Open Enrollment Cookout.

### **Parent and Community Involvement**

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

1. The Aviation Medical Information Technology Academy (AMITA) will continue to recruit interested students via TV commercials, radio advertisements, website, Facebook presence and public advertisements. All parents of interested students will receive periodic mailings to keep all informed in regards to the progress of The Aviation Medical Information Technology Academy (AMITA) through its lottery process, administrator/teacher hiring process and facility announcements. Moreover, The Aviation Medical Information Technology Academy (AMITA) has budgeted \$65,000 for marketing.

2. The Aviation Medical Information Technology Academy's (AMITA's) students will perform several musical recitals and plays throughout the year which will bring together some of the stakeholders. The school will obtain donations from local businesses. However, the business is able to place its logo on The Aviation Medical Information Technology Academy's (AMITA's) marketing wall which will be located in the hallway of the school. Once scheduled, businesses owners, parents and faculty members will network with one another inside of the gym after school hours.

More importantly, The Aviation Medical Information Technology Academy (AMITA) will provide career workshops for the parents which will enable them to obtain a job. Creating an effective resume, receiving interview techniques, basic computer applications, and learning how to maintain an effective budget are some of the lessons that will be taught to the parents.

AMITA has formed a partnership with Duke University in which the Associate Dean of the Pratt School of Engineering, Martha Absher has communicated with AMITA about field trips, summer STEM demonstrations, and curriculum information (Refer to T.57 & T.58). Moreover, we are partnered with Fayetteville State University and North Carolina Central where rising seniors participate in a summer research internship that promotes STEM. This internship is last for 5 weeks, prepares the student for SAT/ACT, enables a student to take a field trip to a research laboratory, provides inquiry

based instruction in advanced algebra/ geometry, and promotes reading and writing while servicing the learning approach. Also, AMITA sponsors a science and engineering club which promotes STEM.(T.13& T.14)

The Aviation Medical Information Technology Academy (AMITA) will promote Business Owners Day (Assigned days will be given to a business owner so one can come to the school to read to the children), Grand Parents Day (Each Friday a grandparent has the opportunity to come to the school to read to the children), Military Day (Assigned days will be given to the military parent so they can come to the school to read to the children), and Parents Day(Assigned days will be given to the parents so they can come to the school to read to the children). Also,The Aviation Medical Information Technology Academy (AMITA)will promote a Movie Night in which parents and children are able to view a movieonaprojector screen which will be in the gym.

### **Admissions Policy**

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

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

1.The Aviation Medical Information Technology (AMITA) will begin its TV and radio advertisements for student enrollment on May 20, 2014; however, the years thereafter, the open enrollment will be between the fifteenth of each January and the twentieth of each May. All enrollment applications may be submitted either paper application (blank forms will be made available at the Local Educational Agency) or by electronic enrollment which is done on the website. All student enrollment applications will be received and processed by the office manager. Media advertisements and public announcements will clearly state how or where applications are available and the deadline for receipt of completed applications.

2.If the number of applicants exceeds the capacity of a program, class, grade level or building, a lottery process will be used to determine enrollment. The lottery will be held no later than the fifteenth of April which will be prior to the beginning of the next school year.

- \* The names of each applicant will be placed on an index card.
- \* Each name on the index card will be verified against the application for accuracy.
- \* The individual index card will be placed in a box.
- \* All index cards placed in the box will be shuffled.
- \* An individual with no affiliation with The Aviation Medical Information Technology Academy (AMITA) will randomly select index cards from the box.

\* The name of the student will be announced and assigned a lottery number. This number will be recorded on the index card and the application. This information will also be recorded on a ledger.

\* This process will continue until all index cards have been drawn and recorded.

\* The names drawn in lottery number order equaling the enrollment openings will be placed on the class roster.

\* The remaining names will be placed on a waiting list in their lottery order number.

\* The above lottery process will be repeated for all grade levels.

The school will give priority enrollment to existing students (after year one), any or all siblings of a pupil already admitted, students of a charter school administrator, teacher or teacher assistant as provided by North Carolina law, and children of a founding board member (first year) as permitted by North Carolina state law.

3. The Aviation Medical Information Technology (AMITA) will maintain a student wait list for all students not immediately chosen in the lottery process above. Needless to say, a waiting list shall be maintained for the duration of the school year which is based on The Aviation Medical Information Technology (AMITA) admission policies.

4. The Aviation Medical Information Technology (AMITA) will provide clear instructions, expectations, and objectives during the orientation meetings which will be held numerously throughout the process.

5. If a student chooses to withdraw from the school, a parent/guardian will be asked to fill out a withdrawal form stating the effective date and school where students records should be sent. If a school name is provided, The Aviation Medical Information Technology (AMITA) will transfer the students records, otherwise, The Aviation Medical Information Technology (AMITA) will wait until a request for records is received. Moreover, any transfers shall be subject to enrollment policies, enrollment application process, enrollment lottery and North Carolina law governing inbound transfer students. In addition, if a student fails to provide relative information during the first 10 days of school, then the school will make every effort to contact the parent/guardian to determine if the student is attending a different school. However, if during the 10 day period a request for records transfer is received, the school will contact the parent/guardian to confirm the request before transferring the students records.

**PROJECTED ENROLLMENT 2015-16 through 2019-2020**

IDENTIFY LEA FROM WHICH STUDENTS WILL PROBABLY COME

LEA #1 Cumberland County Schools  
 LEA #2  
 LEA #3

In the following tables, please list for each year and grade level, the numbers of students that the school reasonably expects to enroll. In addition, please indicate any plans to increase the grade levels offered by the school over time and be sure these figures match those on the initial cover page.

	2015-2016			2016-2017			2017-2018			2018-2019			2019-2020		
	LEA 260	LEA 000	LEA 000	LEA 260	LEA 000	LEA 000	LEA 260	LEA 000	LEA 000	LEA 260	LEA 000	LEA 000	LEA 260	LEA 000	LEA 000
Kindergarten	90	0	0	100	0	0	100	0	0	100	0	0	100	0	0
Grade 01	120	0	0	120	0	0	125	0	0	125	0	0	125	0	0
Grade 02	120	0	0	120	0	0	130	0	0	130	0	0	130	0	0
Grade 03	120	0	0	120	0	0	130	0	0	130	0	0	130	0	0
Grade 04	120	0	0	120	0	0	130	0	0	130	0	0	130	0	0
Grade 05	120	0	0	120	0	0	130	0	0	130	0	0	130	0	0
Grade 06	120	0	0	120	0	0	130	0	0	130	0	0	130	0	0
Grade 07	120	0	0	122	0	0	135	0	0	130	0	0	130	0	0
Grade 08	120	0	0	123	0	0	135	0	0	135	0	0	135	0	0
Grade 09	120	0	0	125	0	0	130	0	0	140	0	0	150	0	0
Grade 10	120	0	0	125	0	0	130	0	0	140	0	0	150	0	0
Grade 11	60	0	0	125	0	0	130	0	0	140	0	0	150	0	0
Grade 12	60	0	0	75	0	0	130	0	0	140	0	0	150	0	0
	1410			1515			1665			1700			1740		

**Transportation Plan:**

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

The Aviation Medical Information Technology Academy (AMITA) has in the budget to purchase seventeen buses that will have the capacity to carry eighty students per bus. Therefore, one thousand three hundred and sixty students will be able to ride the bus because we understand that the proposed school site is located in a diverse socioeconomic area. Furthermore, additional transportation will be provided if needed. However, the parents will be encouraged to car pool with other parents in order to bring the students to school. Needless to say, any student who would like to attend The Aviation Medical Information Technology Academy (AMITA) will be provided with transportation.

**School Lunch Plan:**

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

The Aviation Medical Information Technology Academy (AMITA) have budgeted \$65,000 - \$85,000 to provide the students with nutritious lunches. The Aviation Medical Information Technology Academy (AMITA) understands that partnerships are necessary to provide high quality, affordable healthy foods for all students regardless of race, economic status, sex, age, or disability. Upon final approval, The Aviation Medical Information Technology Academy (AMITA) will apply for Child Nutrition Programs through the U.S. Department of Agriculture and will partner with various programs and resources to offset the cost of running a school food services program. This will allow The Aviation Medical Information Technology Academy (AMITA) to serve meals free or at a reduced price to qualifying students as well as at a reasonable price for paying students. Moreover, The Aviation Medical Information Technology Academy (AMITA) have budgeted \$100,800 for nine cafeteria workers who will prepare the food. Furthermore, a household application will be filled out by the students guardian or parent which will allow The Aviation Medical Information Technology Academy (AMITA) to identify a student who is in need.

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

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

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

Area of proposed coverage	Proposed amount of coverage		Cost (Quote)
Comprehensive General Liability	\$15,000,000		\$14,107.00
Officers and Directors/Errors and Omissions	\$1,000,000		\$2,469.00
Property Insurance	\$10,400,000		\$10,600.00
Motor Vehicle Liability	\$1,000,000		\$19,550.00
Bonding Minimum/Maximum Amount	\$250,000	\$250,000	\$332.00
Other	\$20,000,000		\$25,729.00
Total Cost			\$72,787.00

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

**Health and Safety Requirements:**

All public charter schools are required to follow the regulations regarding health and safety as stated in § 115C238.29F (a).

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

rkirk1978 10/15/2013

(Board Chair Signature) (Date)

**Facility:**

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

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

The board has located 24 acres of land for \$400,000 (Refer to Appendix T.7 & T.8). However, the board has several traditional school developers that the board is considering. For example, William Scotsman, ADW Architect, and American Charter Development are some developers the board is considering. All three site developers are able to provide The Aviation Medical Information Technology Academy (AMITA) with a facility that is between 72,000sq. ft. - 103,000 sq. ft. More importantly, all three options are in The Aviation Medical Information Technology Academy's (AMITA's) budget. (Refer to Appendix P)

**Facility Contingency Plan:** *Describe the method of finding a facility if the one the board has identified will not be ready by the time the public charter school will be opening. Include information regarding*

*the immediate spatial needs of the school and identify any programs that will not be immediately offered because a permanent facility has yet to open.*

In the event a permanent facility is not secured, the board does not anticipate that any school programs will be affected. However, The Aviation Medical Information Technology Academy's (AMITA's) Board has several possible areas that are mutually exclusive. The Aviation Medical Information Technology Academy's (AMITA's) Board has four facility substitutes as options that can be fully developed based on preliminary due-diligence already completed by the board.

**V. FINANCIAL PLAN**

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

**Budget: Revenue Projections from each LEA 2015-16**

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

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

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

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

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

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

**REFER TO RESOURCE GUIDE FOR ADDITIONAL INFORMATION AND SOURCE DOCUMENTS**

LEA #1 260 - Cumberland County Schools

Revenue	2013-2014 Per Pupil Funding	Projected LEA ADM	Approximate funding for 2015-2016
State Funds	\$4,536.81	1,410	\$6,396,902.10
Local Funds	\$1,440.48	1,410	\$2,031,076.80
Federal EC Funds	\$3,597.74	155	\$557,649.70
<b>Totals</b>			\$8,985,628.60

**Total Budget: Revenue Projections 2015-16 through 2019-2020**

<b>INCOME: REVENUE PROJECTIONS</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>-State ADM Funds</b>	\$6,379,122	\$6,854,163	\$7,510,172	\$7,691,140	\$7,872,708
<b>-Local Per Pupil Funds</b>	\$2,031,077	\$2,181,600	\$2,390,400	\$2,448,000	\$2,505,600
<b>-Exceptional Children Federal Funds</b>	\$557,650	\$599,563	\$656,947	\$672,777	\$688,607
<b>-Other Funds*</b>	\$0	\$0	\$0	\$0	\$0
<b>-Working Capital*</b>	\$0	\$0	\$0	\$0	\$0
<b>Z - TOTAL REVENUE</b>	\$8,967,849	\$9,635,326	\$10,557,519	\$10,811,917	\$11,066,915

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

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

**Personnel Budget: Expenditure Projections 2015-16 through 2019-2020**

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

BUDGET EXPENDITURE PROJECTIONS Personnel	2015-2016			2016-2017			2017-2018			2018-2019			2019-2020		
	Num Staff	Avg Salary	Total salary	FTE	Avg Salary	Total salary									
Administrative & Support Personnel:															
Chief Executive Director	1	\$90,000	\$90,000	1	\$90,000	\$90,000	1	\$90,000	\$90,000	1	\$90,000	\$90,000	1	\$90,000	\$90,000
Lead Administrator	1	\$60,000	\$60,000	1	\$60,000	\$60,000	1	\$60,000	\$60,000	1	\$60,000	\$60,000	1	\$60,000	\$60,000
Assistant Administrator	3	\$45,000	\$135,000	3	\$45,000	\$135,000	4	\$45,000	\$180,000	2	\$45,000	\$90,000	5	\$45,000	\$225,000
Finance Officer	1	\$25,000	\$25,000	1	\$40,000	\$40,000	1	\$25,000	\$25,000	1	\$25,000	\$25,000	1	\$25,000	\$25,000
Clerical	3	\$25,000	\$75,000	3	\$25,000	\$75,000	3	\$25,000	\$75,000	3	\$25,000	\$75,000	3	\$25,000	\$75,000
Food Service Staff	10	\$9,600	\$96,000	11	\$9,600	\$105,600	11	\$9,600	\$105,600	11	\$9,600	\$105,600	11	\$9,600	\$105,600
Custodians	3	\$17,000	\$51,000	3	\$25,000	\$75,000	3	\$17,000	\$51,000	3	\$17,000	\$51,000	3	\$17,000	\$51,000
Transportation Staff	17	\$15,000	\$255,000	18	\$15,000	\$270,000	19	\$15,000	\$285,000	20	\$15,000	\$300,000	21	\$15,000	\$315,000
A - Total Admin and Support:	39	\$286,600	\$787,000	41	\$309,600	\$850,600	43	\$286,600	\$871,600	42	\$286,600	\$796,600	46	\$286,600	\$946,600
Instructional Personnel:															
Media Specialist	1	\$35,000	\$35,000	1	\$35,000	\$35,000	1	\$35,000	\$35,000	1	\$35,000	\$35,000	1	\$35,000	\$35,000
Media Specialist Assistant	0	\$0	\$0	1	\$20,000	\$20,000	1	\$15,000	\$15,000	1	\$15,000	\$15,000	1	\$15,000	\$15,000
Core Content Teacher(s)	60	\$35,000	\$2,100,000	60	\$35,000	\$2,100,000	60	\$35,000	\$2,100,000	60	\$35,000	\$2,100,000	60	\$35,000	\$2,100,000
Electives/Specialty Teacher(s)	24	\$35,000	\$840,000	24	\$35,000	\$840,000	24	\$35,000	\$840,000	24	\$35,000	\$840,000	24	\$35,000	\$840,000
Exceptional Children Teacher(s)	7	\$35,000	\$245,000	8	\$35,000	\$280,000	9	\$35,000	\$315,000	10	\$35,000	\$350,000	11	\$35,000	\$385,000
Instructional Support	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0

Teacher Assistants	40	\$20,000	\$800,000	40	\$20,000	\$800,000	40	\$20,000	\$800,000	40	\$20,000	\$800,000	40	\$20,000	\$800,000
B - Total Instructional Personnel:	132	\$160,000	\$4,020,000	134	\$180,000	\$4,075,000	135	\$175,000	\$4,105,000	136	\$175,000	\$4,140,000	137	\$175,000	\$4,175,000
A+B = C - Total Admin, Support and Instructional Personnel:	171	\$446,600	\$4,807,000	175	\$489,600	\$4,925,600	178	\$461,600	\$4,976,600	178	\$461,600	\$4,936,600	183	\$461,600	\$5,121,600
Administrative & Support Benefits															
Health Insurance	100	\$5,192	\$519,200	175	\$5,192	\$908,600	176	\$5,192	\$913,792	178	\$5,192	\$924,176	180	\$5,192	\$934,560
Retirement Plan--NC State	100	\$2,541	\$254,100	102	\$2,541	\$259,182	103	\$2,541	\$261,723	104	\$2,541	\$264,264	105	\$2,541	\$266,805
Retirement Plan--Other	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	.1	\$0	\$0	105	\$0	\$0
Life Insurance	100	\$74	\$7,400	102	\$74	\$7,548	103	\$74	\$7,622	104	\$74	\$7,696	105	\$74	\$7,770
Disability	100	\$324	\$32,400	102	\$324	\$33,048	103	\$324	\$33,372	104	\$324	\$33,696	105	\$324	\$34,020
Medicare	171	\$461	\$78,831	175	\$461	\$80,675	176	\$461	\$81,136	178	\$461	\$82,058	180	\$461	\$82,980
Social Security	171	\$1,969	\$336,699	175	\$1,969	\$344,575	176	\$1,969	\$346,544	178	\$1,969	\$350,482	180	\$1,969	\$354,420
D - Total Admin and Support Benefits:	742	\$10,561	\$1,228,630	831	\$10,561	\$1,633,628	837	\$10,561	\$1,644,189	846.1	\$10,561	\$1,662,372	960	\$10,561	\$1,680,555
Instructional Personnel Benefits:															
Health Insurance	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Retirement Plan--NC State	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Retirement Plan--Other	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Social Security	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Disability	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Medicare	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Life Insurance	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
E - Total Instructional Personnel Benefits:	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
D+E = F - Total Personnel Benefits	742	\$10,561	\$1,228,630	831	\$10,561	\$1,633,628	837	\$10,561	\$1,644,189	846.1	\$10,561	\$1,662,372	960	\$10,561	\$1,680,555

A+D = G - Total Admin and Support Personnel (Salary & Benefits)	781	\$2,710,948	\$2,015,630	872	\$2,204,873	\$2,484,228	880	\$2,147,223	\$2,515,789	888.1	\$2,181,823	\$2,458,972	1006	\$2,161,923	\$2,627,155
B+E = H - Total Instructional Personnel (Salary & Benefits)	132	\$469,000	\$4,020,000	134	\$552,500	\$4,075,000	135	\$597,500	\$4,105,000	136	\$581,500	\$4,140,000	137	\$487,500	\$4,175,000
G+H = J - TOTAL PERSONNEL	913	\$3,179,948	\$6,035,630	1006	\$2,757,373	\$6,559,228	1015	\$2,744,723	\$6,620,789	1024.1	\$2,763,323	\$6,598,972	1143	\$2,649,423	\$6,802,155

**Operations Budget: Expenditure Projections 2015-16 through 2019-2020**

<b>BUDGET OPERATIONS EXPENDITURE PROJECTIONS</b>		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
	Administrative & Support:					
Office:	Office Supplies	\$20,000	\$20,000	\$21,000	\$22,000	\$23,000
	Paper	\$1,000	\$3,250	\$3,500	\$3,750	\$4,000
	Computers & Software	\$3,000	\$300	\$300	\$300	\$300
	Communications & Telephone	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
	Copier leases	\$10,000	\$1,000	\$1,000	\$1,000	\$1,000
Management Company	Contract Fees	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Professional Contract	Legal Counsel	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Student Accounting	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Financial	\$15,000	\$45,000	\$15,000	\$45,000	\$15,000
Facilities	Facility Lease/Mortgage	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Custodial Supplies	\$15,000	\$15,100	\$15,200	\$15,300	\$15,400
	Insurance (pg19)	\$72,787	\$72,787	\$72,787	\$72,787	\$72,787
Utilities	Electric	\$80,000	\$81,000	\$81,050	\$81,100	\$81,150
	Gas	\$5,000	\$5,575	\$5,675	\$5,775	\$5,875
	Water/Sewer	\$8,000	\$8,250	\$8,350	\$8,450	\$8,550
	Trash	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Transportation	Buses	\$570,000	\$42,000	\$42,000	\$42,000	\$42,000
	Gas	\$300,000	\$301,700	\$302,700	\$303,700	\$304,700
	Oil/Tires & Maintenance	\$30,000	\$33,000	\$34,000	\$35,000	\$36,000
Other	Marketing	\$65,000	\$30,000	\$15,000	\$10,000	\$10,000
	Child nutrition	\$100,000	\$106,750	\$113,500	\$119,500	\$126,000
	Travel	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	K - TOTAL Administrative & Support Operations	\$2,413,787	\$1,884,712	\$1,850,062	\$1,884,662	\$1,864,762
	Instructional:					
Classroom Technology	Computers	\$30,000	\$30,000	\$0	\$0	\$0
	Software	\$5,000	\$5,000	\$0	\$0	\$0
	Instructional Technology	\$67,000	\$17,000	\$65,000	\$17,000	\$1,000
Instructional Contract	Staff Development	\$30,000	\$85,000	\$95,000	\$105,000	\$115,000
Books and Supplies	Instructional Materials	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Curriculum/Texts	\$141,000	\$6,000	\$6,000	\$6,000	\$6,000
	Copy Paper	\$9,000	\$8,000	\$9,000	\$10,000	\$11,000

	Testing Supplies	\$15,000	\$16,500	\$17,500	\$18,500	\$19,500
Other	Stem Competitions	\$2,000	\$35,000	\$40,000	\$50,000	\$50,000
Classroom Technology	Flight Simulator	\$0	\$100,000	\$100,000	\$100,000	\$0
Professional Contract	Private Flying License	\$0	\$40,000	\$60,000	\$70,000	\$80,000
Other	Athletic Department	\$0	\$20,000	\$20,000	\$20,000	\$20,000
	L - TOTAL Instructional Operations	\$309,000	\$372,500	\$422,500	\$406,500	\$312,500
	K+L = M - TOTAL OPERATIONS	\$2,722,787	\$2,257,212	\$2,272,562	\$2,291,162	\$2,177,262

**Overall Budget:**

<b>BUDGET OPERATIONS EXPENDITURE PROJECTIONS</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
J - TOTAL PERSONNEL	\$6,035,630	\$6,559,228	\$6,620,789	\$6,598,972	\$6,802,155
M - TOTAL OPERATIONS	\$2,722,787	\$2,257,212	\$2,272,562	\$2,291,162	\$2,177,262
J+ M =N TOTAL EXPENDITURES	\$8,758,417	\$8,816,440	\$8,893,351	\$8,890,134	\$8,979,417
Z - TOTAL REVENUE	\$8,967,849	\$9,635,326	\$10,557,519	\$10,811,917	\$11,066,915
Z - N = SURPLUS / (DEFICIT)	\$209,432	\$818,886	\$1,664,168	\$1,921,783	\$2,087,498

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

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

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

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

*Provide the break-even point of student enrollment.*

The student enrollment was based on The Aviation Medical Information Technology's (AMITA's) survey results and the number of neighboring homes that are in close proximity to the proposed school site. Also, AMITA's provides one of the few curriculums that offers a fine art program that teaches a student how to play a classical instrument, and perform in theater beginning in kindergarten. Moreover, AMITA provides the classical instruments at no cost to the student. In addition, AMITA is one of the few schools that provide teacher assistants within all of the K-5 classes, teacher assistants in grades 6-8 math, English, and science classes, teacher assistants in all high school math classes which includes AP math courses.

Also, middle school students will have the opportunity to create their own video games programs, take Algebra II and chemistry in middle school. Moreover, AMITA is the one of the few schools that will provide a teacher assistant for of the high school math courses. In addition, AMITA is one of the few schools in the nation that provides an aeronautical engineering program that has a flight simulator for the students. Furthermore, AMITA has a program for qualified students so they can earn a private flying license at no cost to them. Also, AMITA is the one of the few schools that a student can earn workforce certifications for Microsoft Engineering, and Cisco Engineering. Lastly, AMITA is one of the few schools that will allow a student to earn a certification as a medical coder, pharmaceutical technician and a nursing assistant. However, if the student decided to go to a community college to enroll in any of these educational tracks, the student would have to pay several of thousands of dollars to gain the experience. Fortunately, The Aviation Medical Information Technology Academy will provide these students with these courses and experiences at no cost to them.

In addition, AMITA is confident that the enrollment numbers will be achieved because a \$65,000 loan will be taken out once the plan has been approved. The marketing strategy consists of TV commercials, radio advertisement, billboards, and the internet will be used as marketing channels. More importantly, AMITA's marketing strategy will implemented over one year before the school opens.

The break- even point for student enrollment for the first year is 1,377 students out of the projected 1,410 students which is a difference of 33 students. For the second year, 1,387 students need to be enrolled out of the projected number of 1,515 students which is a difference of 128 students. The third year, 1,398 students will need to be enrolled out of the projected 1,660 students which is a difference of 261 students. The fourth year, 1,398 students will need to be enrolled out of the projected 1,700 students which is a difference of 302 students. The fifth year, 1,412 will need to be enrolled out of the projected 1,740 students which is a difference of 328 students

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

AMITA will apply for grants once the business plan has been approved. Moreover, AMITA has two board members who have experience with writing grants. However, The Aviation Medical Information Technology (AMITA) will take out a small business loan to cover any needed expenses.

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

*The budget relies on the state, county, and federal funds.*

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

Including the teacher assistants, 11:1

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

The Aviation Medical and Information Technology (AMITA) will not contract student accounting services, financial services, exceptional children instructional support, and custodial services.

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

Our spending priorities reflect the education program, with emphasis on instructional costs and focused professional development which consists of roughly 84%, and the lease, utilities and other activities consist of 16% of the budget. Administrative costs and other non-instructional expenses are included as needed to allow the school to operate effectively. However, The Aviation Medical Information Technology's (AMITA's) goal over time is to decrease operational expenses. As a result, AMITA will increase spending on instruction. Needless to say, the budget is based on the state and local allocation.

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

One percent of the school's expenditures will be used for the fund balance. Moreover, the school will create a fund balance by saving the surplus of funds from at the end of the year. Next, those funds will be placed into the fund balance account.

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

American Charter School Development will provide the financing for the charter school. Also, the Blue Bird bus dealership will provide financing for the buses, so the buses will be available for the first day of school. All other assets will be purchased with the state, local, and federal funds.

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

No, the school will not obtain assets from other sources. All assets will be purchased with the state, local, and federal funds.

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

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

The school board has strategically assigned the Chief Executive Director or Officer with the responsibility to recommend qualified individuals who will ensure adequate internal controls are being implemented, including the segmentation of duties, safeguarding of assets, accurate and adequate recording keeping are being implemented. More importantly, the people who are assigned to these duties understand that they will be held accountable for these job tasks. Lastly, these job duties will be monitored daily to ensure that the school is operating effectively and efficiently.

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

There is not any known or possible related party transactions that are involved in this process.

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

BDO  
5430 Wade Park Blvd., Suite 208  
Raleigh, NC 27607  
919-754-9370  
919-754-9369 Fax

VI. AGREEMENT PAGE

**Application Fee:**

*Pursuant to § 115C-238.29B(e) the charter school applicant must submit a \$500 application fee to the Office of Charter Schools. The applicant must submit their application fee by the December 6, 2013 5:00 pm EST deadline. Payments will be accepted in the form of a check only. Cash or credit cards are not accepted.*

*\*Application Note: The applicant must mail the check along with a copy of the proposed charter LOI to be received before or on the due date of December 6, 2013 5:00 pm EST. Failure to submit payment by the stipulated timeline to the Office of Charter Schools will deem the application incomplete.*

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

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

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

rkirk1978

Date: 12/06/2013

**Applicant Signature:**

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

Print/Type Name: rkirk1978

Board Position: Founder

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

Date: 12/06/2013

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Official Seal

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

