



## **NORTH CAROLINA CHARTER SCHOOL APPLICATION**

# **Young Inspiration Charter School**

**Public charter schools opening the fall of 2016**

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

North Carolina Department of Public Instruction  
NCDPI/Office of Charter Schools  
301 N. Wilmington Street  
Raleigh NC 27601-2825  
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Raleigh, NC 27699-6303

## CHARTER SCHOOL

### 2015 Application Process

To open a charter school in the 2016-2017 school year

#### APPLICATION DUE DATE/TIME

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

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

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

#### APPLICATION SPECIFICATIONS

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

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

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## I. APPLICATION CONTACT INFORMATION

Name of proposed charter school: Young Inspiration Charter School

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

Name of non-profit organization under which charter will be organized or operated: *Young Inspiration, 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: *Debra Edwards*

Title/Relationship to nonprofit: *Administrative Coordinator*

Mailing address: 1113 Fordham Road  
Charlotte NC 28208

Primary telephone: 704-358-4162 Alternative telephone: 704-258-0243

E-Mail address: *Debra@younginspiration.education*

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

County: MECKLENBURG

LEA: 600-Charlotte-Mecklenburg Schools

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

No:

Yes:

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

No:

Yes:

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

No:

Yes:

What is the name of the nonprofit organization that governs this charter school? *Young Inspiration, Inc*

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

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

Projected School Opening: Year 2016 Month August

Will this school operate on a year round schedule?

No:

Yes:

Proposed Grade Levels Served and Total Student Enrollment (5 Years)

<b>Academic School Year</b>	<b>Grade Levels</b>	<b>Total Projected Student Enrollment</b>
First Year	K,01,02,03,04,05,06,07,08	288
Second Year	K,01,02,03,04,05,06,07,08,09,10	592
Third Year	K,01,02,03,04,05,06,07,08,09,10,11	672
Fourth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	752
Fifth Year	K,01,02,03,04,05,06,07,08,09,10,11,12	752

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

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

ljmacademy  
*Signature*

Debra Edwards  
*Title*

ljmacademy  
*Printed Name*

09/26/2014  
*Date*

## II. MISSION and PURPOSES

(No more than three total pages in this section)

### **Mission:**

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

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

Young Inspiration Charter School, Inc (YIC) has adopted the mission of "Securing Tomorrow by Influencing the Youth of Today"

*Clearly describe the mission of the proposed charter school:*

Young Inspiration NC, Inc.(YINC) is a non-profit [501 (c)(3)] agency which provides educational, vocational, intellectual, and moral leadership to young men and women within Mecklenburg County of North Carolina. The mission that is shared by the the proposed charter school of " Securing Tomorrow, by Influencing the Youth of Today" is being accomplished by meeting the expectations of our community, schools, parents, employees, and producing youth of exceptional intellect and character.

### **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.*

Young Inspiration Charter (YIC) will target Charlotte(Mecklenburg County) which is the largest city located in the southwest end of North Carolina. There is also a special emphasis placed on the West Charlotte community, where the poverty levels are high and End-of-Grade testing scores are low. Charlotte is the fastest growing metropolitan in North Carolina. The population has increased 35.8% since 2000. Charlotte has one school district. The impact this fast growing population has on the school system is at a critical stage. The economy has forced drastic cuts to programs and services throughout the school system. Classrooms are increasing in size continually. North Carolinas graduation rate ranks in the bottom 5 nationwide.

There are 160 CMS schools and approximately 142,612 children. The average number of elementary (K-5), middle (6-8), and High(9-12) school students is higher than the state average. The West Charlotte community has the lowest per capita income in the county. It also has some of the lowest performing school if the CMS district

As our mission statement states, Young Inspiration Charter believes that in order to have a secure society tomorrow, we have to influence the youth of today. YIC believes through education, character building, community

awareness and services, today's youth will become prepared and passionate about their tomorrow. The youth of today are the leaders of tomorrow.

- 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).*

Young Inspiration proposes to offer education to grades k thru 12. The total projected enrollment over 5 years is 752 students. Our enrollment will represent approximately 5% of the current enrollment of Charlotte Mecklenburg Public Schools.

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

Young Inspiration Charter School believes in teaching the whole child. Most schools system's mainly focus on only on cognitive domain. The Core Knowledge Sequence is a learning strategy that builds independent learners through a collaborative and seamless education program. While the local education agencies primary focus is on academics, our organization will have an equally strong emphasis on character education, and meaningful parent involvement. Core Knowledge Sequence presents a high quality education experience that build 21 century skills for students. To further enrich the Core Knowledge Sequence and allow students the opportunity to continue developing their logical and critical thinking, YIC will introduce students to STEM (Science, Technology, Engineering, and Mathematics).

As a charter school, we will offer classroom settings that are smaller than the LEA's. It is our belief that more intimate classroom settings enrich the educational experience.

- 4. In the appendices (Appendix A1), you must provide evidence through a narrative or visual of this educational need through survey data, or times and locations of public meetings discussing this proposed charter school. (Please do not provide more than one sample survey form).*

**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) Young Inspiration Charter (YIC) will provide new professional opportunities for teachers, administrators, and support staff in Mecklenburg county. YIC will select a teaching staff that will collaborate on teaching methods and strategies that are successful for at risk students. Teachers will be trained by Open Court (Literacy), Saxon (Math), and Lucy Calkin (Writing) consultants to insure the programs will be implemented with success. Teachers will participate and have opportunities to conduct Professional Development equipping them to utilize their leadership skills and expertise.

2) Young Inspiration Charter (YIC) will follow the North Carolina standard course of study and Common Core Curriculum and the North Carolina Department of Public Instruction's ABC Accountability Model. Required federal programs will also be implemented. All state mandated testing will be administered. Teachers will maintain records of assessing students through observation, student work samples, and students' self-evaluations. Teachers, students, and parents will work closely together to maintain progress records to ensure that each student is maximizing his or her learning potential.

3) YIC will provide parents with and students with expanded choices of educational types than those offered by CMS. Parents will be included in the planning of educational goals of their child(ren). Students assessments will also provide input that will be utilized in establishing their individual educational goals. Young Inspiration Charter will give parents and student an educational choice to include qualified teachers, safe environment, flexible grading groups, collaborative activities, real life experiences in learning, character development, and academic excellence.

4) Young Inspiration Charter (YIC) will improve student learning by providing a learning environment that promotes growth through the Core Knowledge sequence, having a focus on STEM courses. Critical thinking, logic, and developing student morals will also be a vital part of the curriculum. Students that are at risk have to be challenged to listen and respond when presented information in a classroom setting. As students see the value of learning, they will shift into an independent learner. As an independent learner student goals will include accepting responsibility for his/her own behavior, learning how to prioritize tasks to meet academic requirements, balancing family and social demands, developing critical thinking skills and problem solving.

5) Young Inspiration will solicit student enrollment from all areas of Mecklenburg county regardless of race, religion, or socioeconomic status. As mentioned in the application, we will have concentrated marketing campaign in the West Charlotte community. The Core Knowledge sequence has a research-based record of improving student standardized test scores. This is very important for the targeted area at risk students.

6) The Core Knowledge Sequence is written in such a way that allows for easy and intentional integration of the subject areas. Since the Core Knowledge Sequence does not dictate instructional methods, teachers will work as a



team to create diverse learning activities though out the subject areas. project based learning, technology, cross-curricular assignments, and many more options are available to teachers.

**Goals for the Proposed Charter School:**

- 1. Provide specific and measurable goals for the proposed school for the first 5 years of operation outlining expectations for the proposed school's operations, academics, finance, and governance. Address how often, who, and when the information will be communicated to the governing board and other stakeholders.*

Academic Goals-The academic goal for 90% of Young Inspiration Charter School students in grades K-12 will demonstrate typical or higher than typical growth throughout the school year will be measured based on MAP testing results for 2-12 grades, and on mCLASS:DEIBELS RESULTS for K-1. We will also factor in classroom performance. High School students will score above state average on SAT and ACT, which will enhance scholarship eligibility.

Finance Goals- The school will maintain healthy finances and practice effective use of resources through the commitment and professionalism of active Board of Directors. The school will secure other funding resources that will develop and strengthen the contingency plan.

Operations Goals - The school will establish strong relationships between parents and local organizations throughout the community creating opportunities for outreach and partnerships. The administrative team and principal will be committed to maintaining a culture of trust by keeping open lines of communication among staff, teachers, parents, students, and Board of Directors.

Governance Goals - The Board of Directors will identify a parent to become a member of the Board of Directors to ensure that every consideration is given to the parent perspective when making determinations for the school. The Board will make the selection of principal within 60 days of application approval. Every Board member will demonstrate above average commitment to the success of the school through involvement and attendance.

Information measuring performance goals will be communicated monthly to the governing board.

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

The Young Inspiration Charter School mission of Securing Tomorrow by Influencing the Youth of Today is accomplished by meeting the needs of the parents and community. Through measuring our success in meeting goals, test score results, student and parent surveys, graduation rates, and college acceptance rates the Board of Directors will know that Young Inspiration Charter is attaining the mission.

### **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.

The Core Knowledge Sequence, a collaborative and seamless education program, has been chosen to augment the North Carolina state curriculum. Making use of the Core Knowledge Sequence will provide a solid coherent foundation for learning, while allowing flexibility to meet and exceed the NC accountability standards, including the North Carolina Common Core and Essential State Standards. To further enrich the Core Knowledge Sequence and allow students the opportunity to continue developing their logical and critical thinking, YIC will introduce students to STEM (Science, Technology, Engineering, and Mathematics) courses that will engage students in hands-on activities and real-world applications of classroom content. These courses will open students up to opportunities outside of the classroom, to enter college and receive a degree in a related field, and to careers in these fields. This focus will also provide them with the skills necessary to compete in the 21st century workplace in addition to those needed by any college-ready student should they not wish to focus their college studies in one of these areas. The education plan will be divided into three divisions elementary, middle and high school. In the following discussion, there will be some spiraling content. The spiraling content is one of the most important portions of the curriculum. It assures the continuity of the curriculum and mandates communication among faculty from grade to grade as well as division to division. The School Director will be cognizant of the need to implement a seamless educational program.

#### **Curriculum and Instructional Design:**

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

The learning environment at Young Inspiration Charter will be classroom based, utilizing the Core Knowledge Sequence. The average class size will be 15 students. The elementary school will consist of grades K-5, middle school grades 6-8, and high school grades 9-12. Classroom assistants will aid in the preparation and administration of the academic materials. English, language arts, history, social sciences, math, science, art and music will form the core of the elementary curriculum and will be based on topics specified by the Core Knowledge Sequence. Middle school students will continue their academic pursuit with the introduction of Latin and extra-curricular activities such as Battle of the Books Clubs, Future Business

Leaders of America, Odyssey of the Mind, National Jr Honors Society, student council and athletic programs. In High School students will complete four years of English, History/Social Sciences, Math, and Science. Additionally they will complete two years of Latin, one year of art or music, one course in logic, and four electives in the STEM field of choice. Students will successfully complete a senior rhetoric course and thesis. YIC will offer Anatomy, Computer Programing, Web Design, Statistics and Probability, and Accounting. Subjects such are varied and will depend on student interest.

Provide a synopsis of the planned curriculum, including:

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

Core Knowledge Sequence is a research proven curriculum that has positive effects on its students. The most plausible explanation for the positive effects associated with Core Knowledge is the greater curricular coherence it creates within individual schools. Core Knowledge implementation produced more clarity of goals, less repetitiveness in the curriculum, and more content-rich instruction for students. This aligns with our mission of influencing today's youth in a positive effective manner that will ultimate impact the leaders of tomorrow in our children.

4. *Describe the primary instructional strategies that the school will expect teachers to master and explain why these strategies will result in increased academic achievement for the targeted student population for each grade span (i.e. elementary, middle, high) the school would ultimately serve.*

The teachers will be expected to master the Core Knowledge Sequence instructional plan for their related grade level and areas of study focus. This methodology has proven to be effective and successful in academic achievements for it's learners of all grade levels.

5. *Explain how the proposed instructional plan and graduation requirements will ensure student readiness to transition from grade to grade and to the next grade span upon program completion.*

The Core Knowledge Sequence provides a coherent, cumulative, and content rich learning experience. This curriculum intentionally integrates all subject areas. A focus on the trivium of grammar, logic, and rhetoric will assure each student the appropriate building blocks throughout elementary, middle and high school. STEM prepares students with 21st Century skills. The high school students will follow a vigorous college prep course of studies to ensure readiness for beyond program completion.

6. *If you are proposing a high school, describe how the proposed charter school will meet the*

*Future-Ready Core requirements. Provide details on how the students will earn credit hours and how grade-point averages will be calculated?*

The Future Ready Core Course and Credit requirements will be met by making this a guideline for building the course outline for each high school grade level. The grade point average (GPA) represents your average academic results in all of your classes by assigning a numerical value to the grades you earn. Students will be graded on the alpha numeric system (A=90-100, B=80-89, C=70-79, D=60-69, F= below 60). High school students will maintain a GPA throughout the four year program.

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.*

Young Inspiration Charter will use the following tentative schedule which allows for 185 instructional days. The calendar schedule provides for adequate opportunities for staff training and professional development as well as regular teacher/parent conferences.

### **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 Core Knowledge Sequence is structured in such a way that students at all levels have access to the content and are constantly challenged to learn new things. However, Young Inspiration Charter acknowledges that special additional experiences are sometimes necessary to ensure all students are met at their instructional level and attain growth. All students, both high and low performing, will be able to experience content at their instructional level through the use of Compass Learning. Lessons assigned through Compass

Learning are determined by the students performance on the MAP (Measures of Academic Progress) test. Teachers have the option to assign students assignments so that they can either review previous topics, practice newly learned topics, or be introduced to new topics.

The ESE and ELL faculty members will be responsible for assisting the classroom teacher in designing a classroom that will meet the needs of these students as well as the other students in the class. Therefore, it is the intent of the school to use an inclusion model to its fullest possible extent. It is understood that this may not always meet the needs of the students in each class.

At risk students will be identified through classroom observations by teachers, performance on the MAP test and other assessments, and any and all other avenues. Students determined to be at risk will be supported using a PEP (Personal Educational Plan previously discussed), Title I services and any other resources available to Young Inspiration Charter.

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.*

English Language Learner(ELL) students will be assessed upon entering the school. The school will provide services to qualifying students. We will comply with all requirements per the law to make sure that the ELL are served appropriately. The teachers will receive training to develop teaching strategies to better serve this population. A timeline will be put in place to accommodate the ELL students in a timely manner:

Home Language Survey: Date of registration or within first week of school

Classification of ELL Levels : Twenty days after registration or return of survey

Student Placement in ELL: One month after student enters Young Inspiration Charter

Parent/Guardian Notification: Upon date of classification

Teacher Certification/Personnel: Establish schedule upon opening of school

Update ELL Plan: One month after student enters school

Check Cumulative Folder: Upon receipt

Post Program Review: One month after student enters YIC

Reclassification or Exiting of ELL Students: Any point in year after 4 months of assessment or May, for end of year assessment.

Home-School Communication: Ongoing throughout the year

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.*

Gifted students or Exceptional Students will be identified by the MAP test and various other assessments. Differentiated instruction and assessment options will be used to meet the instructional needs of these children. Our intent is not to have a separate gifted program, but to enhance our gifted students educational experiences through accelerated instruction in the classroom and enrichment opportunities outside of the classroom, ie. Quiz Bowl, Battle of the Books, etc. While Young Inspiration does not intend to have a separate ESE program, accelerated and honors classes will be offered to students. Monitoring of these students progress will be accomplished through testing and assessments throughout the program year.

### **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)

In the enrollment process, students with previous IEPs will be identified through questions on the enrollment application. Services which are indicated in the IEP, will be provided accordingly. Students whom may benefit from special educational need services that have not been identified, will be identified through academic performance, assessment, testing, and referrals from parents and the student's direct contact staff. Record keeping of student files will be kept in the strictest confidence and in compliance with all state and federal laws. The special education student files, will be kept and maintained by the Special Education dept head. Only personnel working directly with that student will have data necessary for implementation of recommended student plan.

### 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.

Young Inspiration Charter School is developing along with the newly identified special education department head, the programing strategies and additional supports that the school will full ensuring that we will provide full and continuum services as required by law for students with disabilities.

### 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.*

Young Inspiration Charter School has a high student performance expectancy on the whole. All students are expected to perform academically at a minimum on grade level, but as a norm above grade level. The RTI(Response to Invention) method of determining and responding to the instructional needs of the students. YIC will follow and comply with the North Carolina Student Accountability Standards and the laws for serving children with special needs and/or disabilities as the criteria for promotion. The criteria for promotion as stated will be communicated with parents during the parent orientation provided before the student becomes active as a Young Inspiration Charter School student. High School students will be required to complete with a passing grade the course requirements of the College Prep Rubric of the NC Public schools graduation requirement rubric. In the final program year prior to graduation, student are expected to have developed their critical thinking, logic, mastered of basic and/or advanced academic concepts, and excelled in STEM choice course of study, Each student will also have demonstrated in within the program of the Charter school and their local community an character of integrity and professionalism that will be ab asset to the society as a future leader.

### **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.*

Discipline and self-control are essential to the academic and social success of each child. YIC is committed to developing students that demonstrate self-discipline, sound moral character, and respect for our community.

In most cases, the appropriate faculty members within the classroom setting will handle situations requiring discipline immediately and effectively. In some circumstances, either due to the seriousness or repetitive nature of the offense, intervention by the principal or his or her designee is warranted. In any action requiring probation or suspension the principal will be included in the decision making process, and the parent or guardian will immediately be notified. If the behavior could result in expulsion,

the principal will suspend the student, notify the Board and schedule a meeting of the parent or guardian with the Board. The decision of the Board will be final.

**More Serious Violations:** More serious violations such as unauthorized absence or repeated lesser violations will be dealt with on a more formal basis. Detention is one of the penalties that may be assigned at this level.

**Major Violations:** Major violations are those that are serious enough to require probation, suspension or expulsion. These violations will be immediately reported to the principal. They include: the use or possession of illegal or controlled substances, the use or possession of a weapon or any object being used as a weapon, academic dishonesty, theft or destruction of property and fighting which results in physical harm or injury. Any of these violations may result in probation, suspension, or expulsion.

**Student Expulsion and Exclusion Policy:** A pupil generally will not be suspended from school or recommended for expulsion unless the YIC Principal determines that the pupil has:

\*Caused or attempted to cause or threatened to cause physical injury to another person.

\*Possessed, sold or otherwise furnished any fire arm, knife, explosive, or other dangerous object, unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred by the principle or the designee of the principal.

\*Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance or alcoholic beverage or an intoxicant of any kind.

\*Unlawfully offered, arranged or negotiated to sell any controlled substance or an intoxicant of any kind, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage or intoxicant.

\*Committed robbery or extortion.

\*Caused or attempted to cause damage to school property or private property.

\*Stolen or attempted to steal school property or private property.

\*Possessed or used tobacco, or any products containing tobacco or nicotine cigarettes, smokeless tobacco, or chew packets or betel. This section does not prohibit use or possession by a pupil of his or her own prescription products.

\*Committed an obscene act or engaged in habitual profanity or vulgarity.

\*Unlawfully offered, arranged or negotiated to sell any drug paraphernalia.

\*Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other personnel engaged in the performance of their duties.

\*Knowingly received stolen school property or private property.

#### Appeal Procedures

The identity of the students other than the student appealing the suspension shall be protected to the extent required by the Family Education Rights and Privacy Act (FERPA). There are two levels to the appeals process to the long term suspensions and expulsions.



School-Level Disciplinary Hearings: held at the school and chaired by the appointed student due process officer.

**IV. GOVERNANCE and CAPACITY**

(No more than ten total pages in this section)

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

**Governance:**

**Private Nonprofit Corporation:**

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

*Name of Private Nonprofit:* Young Inspiration, Inc

*Mailing Address:* Young Inspiration Charter

*City/State/Zip:* Charlotte NC 28208

*Street Address:* 1113 Fordham Road

*Phone:* 704-358-4162

*Fax:* 704-334-4272

*Name of registered agent and address:*

Kimberly Jacobs  
1113 Fordham Road  
Charlotte. NC 28208

*FEDERAL TAX ID:* 25-1773900

**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:

X 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.

Board	Board	County/State	Current	Past or Present	Has any disciplinary
-------	-------	--------------	---------	-----------------	----------------------

Member Name	Title	of Residence	Occupation	Professional Licenses(s) Held	action been taken against any of these professional licenses?
Kimberly Jacobs	TBD	CABARRUS	Talk Show Host		N
Frank Jacobs	Chair	CABARRUS	Clergy		N
Chislom Chiles	TBD	MECKLENBURG	Asst Principal		N
Sally Corbin	TBD	MECKLENBURG	Special Education Teacher		N
Selwyn Davis	Vice Chair	MECKLENBURG	Sales/Marketing Manager		N
Sadie Jones	TBD	MECKLENBURG	EC Specialist Dept Head		N
Debra Edwards	TBD	MECKLENBURG	Childcare Director		N
Sandra Byrd	TBD	PITT	Teacher		N
Erma Mason	TBD	UNION	Social Worker		N

**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 governing BOD understands that the Board is ultimately responsible for the operations and success of the proposed Charter school. The role of the BOD is to ensure through support and guidance the success of the program. The BOD will supervise the principal who will be the only direct report to the board.

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 Young Inspiration Board of Directors(BOD) currently has nine members. It is expected that no more than 3 addition members will be added to the board. One expected member would be a parent. The Principal will serve as an officer of the advisory sub-committee. The key skills that the Board of Directors has is expertise in the field of education from various perspectives, partnered with persons who have high level expertise in business. The BOD will be able to ensure that the school is meeting academic and operational success through assessment results, testing results, and the financial stability of the overall operations. The BOD will evaluate the school leadership performance based on the same reporting tools. Parent involvement will be motivated by giving parents the sense of

ownership/responsibility for their child's education through board membership and committee leadership roles.

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?*

the BOD was recruited based on the expertise in early education, demonstrated committed to being a part of enduring the youth of today are successful, and professionalism

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

The BOD will meet a minimum of once a month.

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).*

The Board members compromise of mostly educational staff who receive a wealth of ongoing professional development through their workplaces. Additional staff development will be scheduled and ongoing. A survey will be developed that will target the focus areas of interest and need. Once determined, a timetable and table of contents can be made available.

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.*

There are no existing relationship that raise any concerns or conflict of interest.

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

The Bod will further develop decision-making policies as a team. Those policies will include a voting system as described in the ByLaws.

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.*

An advisory sub-committee to the BOD will be formed to include the Principal, teachers, and parents. the role of this committee will be to aid the BOD in making decision by supporting the Board with information from the day to day hands on operations perspective.

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

The grievance policy is detailed in the attached ByLaws found in the Article of Incorporation

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

### Include in the Appendices:

1. *A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school. This chart should also include lines of authority to and from any outside entity that will play a role in managing or supporting the charter school (such as educational service providers, advisory bodies or parent/teacher councils). (Appendix F)*
2. *A one-page resume from each founding board member and responses to the questions found on the Charter School Board Member Form (Appendix G).*
3. *The proposed by-laws, which must include a Conflict of Interest Policy for board members and a*

stated commitment to the NC Open Meetings Law (Appendix H).

4. A copy of the articles of incorporation from the NC Department of the Secretary of State. (Appendix I)
5. Copy of any board policies if adopted already (Appendix J).
6. Copies of meeting minutes (if available), relevant to the development of the charter school plan, during the application process (Appendix K).

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

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

**X Not Applicable**

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

**X Not Applicable**

**Charter School Replication:** *complete ONLY if the proposed charter is a replication of an existing charter school. Otherwise, mark "Not Applicable" and follow the direction #3 in the Application Specifications. Understand that the replication means that a new charter school will be governed separately from the charter school the application is modeled after.*

**X Not Applicable**

**Projected Staff:**

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

Projected Staffing needs are as follows

Principal

3 Assistant Principals (1 elementary, 1 middle school, and 1 high school)

Administrative Assistant

Guidance Counselor

Media Specialist/Librarian

Classroom Teachers

Music Teacher

Physical Education/Health teacher

Art Teacher

Teacher Assistants

Custodian

Kitchen Staff

Bus Drivers

Special Education Teachers

**Staffing Plans, Hiring, and Management**

Include the following information for the proposed charter school:

The Young Inspiration Charter School Board will recruit only certified and/or highly certified staff. Measures will be taken to seek enthusiastic and dedicated teachers. Universities that produce highly trained teachers in the area will be a focal point in recruitment. As a step to retain quality successful teachers in our program, purpose driven staff development that includes mentoring will be continually offered. We will also be diligent in reviewing our compensation package and incentives to promote retention.

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

The Young Inspiration Charter School board and the charter school employees will work together as one team understanding each team member has a role that is vital to the overall success of the charter school.

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

North Carolina employment guidelines and laws will be adhered strictly. Applications for employment will be reviewed for accuracy in information presented in the hiring process. Employment references will be verified along with all certifications. An applicant must successfully pass a criminal background check and drug testing prior to being offered employment with Young Inspiration Charter School.

Employment with Young Inspiration Charter School is the voluntary free will agreement between the prospective employee and YIC. The employee as well as Young Inspiration Charter School have the right at anytime to terminate this agreement at will with or without cause. An employee who resigns or is terminated will be responsible to return all school property. Employees with health coverage will be entitled to continue coverage under COBRA.

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

The salary range for employees are based on position, experience, education, and merit. Employees who are classified as FULLTIME will be entitled to the benefits package, subject to terms and conditions. PARTTIME, temporary, introductory, casual, and per diem employees are not eligible for benefits.

The starting salary range for salaried management is 55,000 to 65,000

The starting salary range for teachers and specialty teaching staff is 30,000 to 40,000

The starting salary range for support staff including instructional assistants is 15,000 to 27,000

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

It is the policy of Young Inspiration Charter School in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties which may arise among employees. Detailed step by step procedures that will be used to reach resolution is found on that attached employee manual on pages 18-20.

Termination of employment with Young Inspiration Charter School can occur at anytime as we do not have tenure or guaranteed employment. Termination can be at the will of YIC without reason. Termination may result from any of the following; Corrective action measures, layoffs, and involuntary dismissal.

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

Not applicable. Presently no positions have been identified with dual roles

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.*

Young Inspiration Charter School will hire high quality staff whom have proven expertise with ELL and gifted students. Young Inspiration Inc. has recruited a board member that is a special needs Charlotte Mecklenburg School department head to advise and oversee the school's compliance for meeting the anticipated need.

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).*

Principal - Master degree in education/business or a related field and at least five years experience in administration. The school principal at the discretion of the Board, shall carry out the policies established by the Board and shall be directly responsible to the Board. Principal shall have general management of the artistic, academic, and administrative operations of the charter school and shall direct the course of study, the discipline to be observed, the assessment of student performance, and reporting all requirements due to North Carolina State.

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

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

Administrative Assistant

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.*

YIC Intends to hire certified and highly qualified staff. All beginning teachers will be matched to a mentoring program. Every teacher will participate in extensive training in the curriculum, classroom management, character education, technology, and assessment training. YIC will retain staff through competitive compensation packages and program incentives. All staff will be evaluated through formal and un-formal observations that will be guided by the NC Teacher Evaluation Guidelines. Action plans will be developed with teachers who are assessed as having need of support services for success.

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.*

The Professional Development plan will include Preliminary Core Knowledge Training, Singapore Math Training, and STEM curriculum development training. These trainings will be provided form an external expert n each area. On going Profession Development will include mentorship and will be offered internally.

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 Preliminary trainings in the list areas above will be completed prior to

the first day of school. These training will be conducted by out contract services. Outlines and covered materials will be presented by the contracted trainer. Supplemental trainings in these areas will be on-going as needed.

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.

YIC has build approximately 240 hours of professional development into the calendar. The school calendar reflects teacher workdays that support staff development.

### **Enrollment and Marketing:**

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

### **Marketing Plan**

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

Young Inspiration has begun to market for the proposed charter school. Our survey, afterschool parents, and parents of the childcare facilities that have partnered with our organization are already anticipating the opening of the charter school in 2016 as an educational choice for their child(ren). We will continue to build community awareness and interest through printed materials and partnerships with community organizations. As we get closer to the academic year, we will include media advertising to promote Young Inspiration Charter School.

### **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.*

Young Inspiration Charter School upon approval will host a series of community awareness meetings through our partnerships with neighborhood associates, community faith based organizations, community recreational facilities, and community helps organizations. We will also do some massive community mail-outs to share the information of our soon opening charter school. As we get closer to 2016, we will increase the communications through social media, parent meetings, and media resources.

parents will become engaged in the life of the Charter school through the parent association, parent homeroom "moms", and various other

### **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.*

Young Inspiration Charter School will be open to all students entitled to attend public school according to the guidelines and statues that govern the State of North Carolina Public Schools and who submit a timely and complete application. The admissions process will be consistent with the federal NCLB Title V, part B Charter Schools Program Non-Regulatory Guidance (USDOE 2004) provided by the US Department of Education. YIC will not discriminate on the basis of race, color, gender, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability (as well as actual or perceived disability), age, religion, ancestry, athletic performance, and association with an individual who has any of the aforementioned characteristics.

All applications will be consideration for admission without regard to achievement level. The school will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic performance, disability, race, creed, gender, national origin, religion, or ancestry. Due to the diverse racial and demographic representations of North Mecklenburg County, the school is expected to represent demographic diversity of the community it serves. the school will be promoted and publicized in order to reach the entire community and all of its racial and ethnic groups. Young Inspiration Charter will not enroll pupils over 19 years of age unless they have been continuously enrolled in public school upon turning age 19 and making satisfactory progress toward high school diploma requirements and are not more than 22 years of age.

The school will be promoted and publicized in order to reach students in the entire community by publicizing the school throughout Mecklenburg County.

Open enrollment will tentatively begin January 1, 2016 and continue through March 31, 2016. After that time, a lottery will be held for any grade level(s) for which the number of applications exceeds the number of spaces. Each application will be assigned a unique number for the purpose of lottery or admission purposes. Siblings will be assigned the same number. The lottery will be held in April with the date publicly announced in advance. If a lottery is not needed, students with the completed enrollment applications will be considered enrolled and will be notified as such.

The following lottery procedures will be followed;

- 1 All applicants who have applied by the enrollment deadline will have equal opportunity in the drawing.
- 2)A public lottery will be conducted in the presence of a public notary, administrator, and a parent.
- 3)All remaining students will be placed on a waiting list and accepted by lottery as space becomes available.

4)After the application deadline, applications for students will be accepted on a rolling basis throughout the school year and each complete application form will be recorded with the acceptance date and time information.

5)Transfer students must follow regular lottery procedures and waiting list rules.

#### Applicants for Re-Enrollment

1. Students currently enrolled in and attending Young Inspiration Charter are to complete an Enrollment Intention Form indicating whether or not they intend to remain at YIC or withdraw and attend another school. Returning students are not required to complete a new application or go through the lottery process.

2. Students who withdraw before the last day of the current school year or are expelled from the school for behavior problems must re-apply for admission and will follow the procedures for new students.

The tentative enrollment deadline will be September 2, 2016 for high schoolers and September 16, 2014 for elementary and secondary school students.

**PROJECTED ENROLLMENT 2016-17 through 2020-2021**

IDENTIFY LEA FROM WHICH STUDENTS WILL PROBABLY COME

LEA #1 Charlotte-Mecklenburg 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.

	2016-2017			2017-2018			2018-2019			2019-2020			2020-2021		
	LEA 600	LEA 000	LEA 000	LEA 600	LEA 000	LEA 000	LEA 600	LEA 000	LEA 000	LEA 600	LEA 000	LEA 000	LEA 600	LEA 000	LEA 000
Kindergarten	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 01	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 02	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 03	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 04	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 05	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 06	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 07	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 08	32	0	0	48	0	0	48	0	0	48	0	0	48	0	0
Grade 09	0	0	0	80	0	0	80	0	0	80	0	0	80	0	0
Grade 10	0	0	0	80	0	0	80	0	0	80	0	0	80	0	0
Grade 11	0	0	0	0	0	0	80	0	0	80	0	0	80	0	0
Grade 12	0	0	0	0	0	0	0	0	0	80	0	0	80	0	0
	288			592			672			752			752		

**V. OPERATIONS**

**Transportation Plan:**

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

Young Inspiration Charter plans at this time to utilize 5 buses to transport students to and from campus in year one. Buses will pick up students at assigned locations. Pick up locations will be determined based on student enrollment and family need. A transportation survey will be sent to all families after the initial enrollment period is over to assess this need. As our target population is families who are financial unable to afford private education, yet desire an alternative quality education choice for their child(ren), it is critical that each child is afforded transportation to and from campus. Young Inspiration Charter will revisit the number of buses and pick up locations annually to make sure we are best serving our students.

**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.*

Young Inspiration Charter plans to participate in the Child and Adult care Food Program (CACFP) a federally funded program. CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods that contribute to the wellness, healthy growth, and development of young children, and the health and wellness of older adults and chronically impaired disabled persons.

Every student will be provided lunch regardless of their ability to pay.

**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	\$1,000,000	\$5,715.00
Officers and	\$1,000,000	\$.00

Directors/Errors and Omissions			
Property Insurance		\$500,000	\$1,200.00
Motor Vehicle Liability		\$1,000,000	\$181.00
Bonding Minimum/Maximum Amount	\$250,000	\$250,000	\$332.00
Other		\$1,000,000	\$7,633.00
Total Cost			\$15,061.00

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

**Health and Safety Requirements:**

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

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.

ljmacademy                      09/08/2014

(Board Chair Signature)

(Date)

**Facility:**

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

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

Young Inspiration Charter School will be a newly built facility on the property owned by The Rock Worship Center Steele Creek, addressed 13925 Erwin Road, Charlotte, NC 28273. YIC has identified the lender who has committed to funding the project. A letter of intent to fund is attached.

Please attach copies of Facilities Inspections as Appendix R.

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

The cost per square foot is based on

**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.*

The Young Inspiration Charter School will utilize the existing facility located at 13925 Erwin Road, Charlotte, NC 28273. This facility has 18 classrooms already approved by the county code division for early education use.

**VI. FINANCIAL PLAN**

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

**Budget: Revenue Projections from each LEA 2016-17**

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

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

**State Funds:** Charter schools receive an equivalent amount per student as the local education agency (LEA) receives per student receives from the State. Funding is based on the 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 #1600 - Charlotte-Mecklenburg Schools

Revenue	2014-2015 Per Pupil Funding	Projected LEA ADM	Approximate funding for 2016-2017
State Funds	\$4,505.20	288	\$1,297,497.60
Local Funds	\$2,332.18	288	\$671,667.84
Federal EC Funds	\$3,768.11	18	\$67,825.98
<b>Totals</b>			\$2,036,991.42

**Total Budget: Revenue Projections 2016-17 through 2020-2021**

<b>INCOME: REVENUE PROJECTIONS</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
-State ADM Funds	\$1,297,498	\$2,667,078	\$3,027,494	\$3,387,910	\$3,387,910
-Local Per Pupil Funds	\$671,668	\$1,380,651	\$1,567,245	\$1,753,799	\$1,753,799
-Exceptional Children & Federal Funds	\$67,826	\$67,826	\$67,826	\$67,826	\$67,826
-Other Funds*	\$0	\$0	\$0	\$0	\$0
-Working Capital*	\$0	\$0	\$0	\$0	\$0
<b>Z - TOTAL REVENUE</b>	\$2,036,991	\$4,115,555	\$4,662,565	\$5,209,535	\$5,209,535

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

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



**Personnel Budget: Expenditure Projections 2016-17 through 2020-2021**

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

BUDGET EXPENDITURE PROJECTIONS Personnel	2016-2017			2017-2018			2018-2019			2019-2020			2020-2021		
	Num Staff	Avg Salary	Total salary	FTE	Avg Salary	Total salary	FTE	Avg Salary	Total salary	FTE	Avg Salary	Total salary	FTE	Avg Salary	Total salary
Administrative & Support Personnel:															
Principal	1	\$65,000	\$65,000	1	\$66,950	\$66,950	1	\$68,958	\$68,958	1	\$71,026	\$71,026	1	\$73,157	\$73,157
Assistant Principal	2	\$52,000	\$104,000	3	\$53,560	\$160,680	3	\$55,167	\$165,501	3	\$56,822	\$170,466	3	\$58,527	\$175,581
Finance Officer	1	\$35,000	\$35,000	1	\$36,050	\$36,050	1	\$37,132	\$37,132	1	\$38,246	\$38,246	1	\$39,393	\$39,393
Clerical	1	\$27,000	\$27,000	1	\$27,810	\$27,810	1	\$28,644	\$28,644	1	\$27,703	\$27,703	1	\$28,534	\$28,534
Food Service Staff	4	\$20,000	\$80,000	5	\$20,600	\$103,000	5	\$21,218	\$106,090	5	\$21,855	\$109,275	5	\$22,511	\$112,555
Custodians	1	\$22,000	\$22,000	1	\$22,675	\$22,675	2	\$23,355	\$46,710	2	\$24,056	\$48,112	2	\$24,778	\$49,556
Transportation Staff	5	\$15,000	\$75,000	6	\$15,450	\$92,700	7	\$15,914	\$111,398	8	\$16,391	\$131,128	8	\$16,883	\$135,064
Guidance Counselor	1	\$35,000	\$35,000	1	\$36,050	\$36,050	1	\$37,132	\$37,132	1	\$38,246	\$38,246	1	\$39,393	\$39,393
Nurse	1	\$30,000	\$30,000	1	\$30,900	\$30,900	1	\$31,827	\$31,827	1	\$32,782	\$32,782	1	\$33,765	\$33,765
Librarian	1	\$35,000	\$35,000	1	\$36,050	\$36,050	1	\$37,132	\$37,132	1	\$38,246	\$38,246	1	\$39,393	\$39,393
A - Total Admin and Support:	18		\$508,000	21		\$612,865	23		\$670,524	24		\$705,230	24		\$726,391
Instructional Personnel:															
Core Content Teacher(s)	16	\$32,000	\$512,000	26	\$32,975	\$857,350	31	\$33,964	\$1,052,884	36	\$34,983	\$1,259,388	36	\$36,032	\$1,297,152
Electives/Specialty Teacher(s)	1	\$32,000	\$32,000	3	\$32,975	\$98,925	6	\$33,964	\$203,784	6	\$34,983	\$209,898	6	\$36,032	\$216,192
Exceptional Children Teacher(s)	2	\$42,000	\$84,000	2	\$43,260	\$86,520	2	\$44,558	\$89,116	2	\$45,899	\$91,798	2	\$47,276	\$94,552
Instructional Support	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0

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Teacher Assistants	2	\$25,000	\$50,000	3	\$25,750	\$77,250	4	\$26,523	\$106,092	4	\$27,319	\$109,276	4	\$28,139	\$112,556
B - Total Instructional Personnel:	21		\$678,000	34		\$1,120,045	43		\$1,451,876	48		\$1,670,360	48		\$1,720,452
A+B = C - Total Admin, Support and Instructional Personnel:	39		\$1,186,000	55		\$1,732,910	66		\$2,122,400	72		\$2,375,590	72		\$2,446,843
Administrative & Support Benefits															
Health Insurance	13	\$4,034	\$52,442	16	\$4,245	\$67,920	16	\$4,462	\$71,392	16	\$4,686	\$74,976	16	\$4,917	\$78,672
Retirement Plan--NC State	13	\$0	\$0	16	\$0	\$0	16	\$875	\$14,000	19	\$901	\$17,119	16	\$928	\$14,848
Retirement Plan--Other	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Life Insurance	13	\$40	\$520	16	\$40	\$640	18	\$40	\$720	19	\$40	\$760	19	\$40	\$760
Disability	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Medicare	18	\$409	\$7,366	21	\$423	\$8,887	23	\$423	\$9,723	24	\$426	\$10,226	24	\$439	\$10,533
Social Security	18	\$1,750	\$31,496	21	\$1,809	\$37,998	23	\$1,808	\$41,573	24	\$1,822	\$43,724	24	\$1,877	\$45,036
D - Total Admin and Support Benefits:	75		\$91,824	90		\$115,444	96		\$137,407	102		\$146,805	99		\$149,849
Instructional Personnel Benefits:															
Health Insurance	21	\$4,034	\$84,714	21	\$4,245	\$89,145	43	\$4,462	\$191,866	48	\$4,686	\$224,928	48	\$4,917	\$236,016
Retirement Plan--NC State	21	\$0	\$0	0	\$0	\$0	43	\$1,013	\$43,559	48	\$1,043	\$50,064	48	\$1,074	\$51,552
Retirement Plan--Other	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Social Security	21	\$2,002	\$42,036	34	\$2,042	\$69,443	43	\$2,093	\$90,016	48	\$2,158	\$103,562	48	\$2,222	\$106,668
Disability	21	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0	0	\$0	\$0
Medicare	21	\$468	\$9,831	34	\$478	\$16,241	43	\$490	\$21,052	48	\$505	\$24,220	48	\$520	\$24,947
Life Insurance	21	\$40	\$840	34	\$40	\$1,360	43	\$40	\$1,720	48	\$40	\$1,920	48	\$40	\$1,920
E - Total Instructional Personnel Benefits:	126		\$137,421	123		\$176,189	215		\$348,214	240		\$404,695	240		\$421,103
D+E = F - Total Personnel Benefits	201		\$229,245	213		\$291,633	311		\$485,621	342		\$551,500	339		\$570,951

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A+D = G - Total Admin and Support Personnel (Salary & Benefits)	93		\$599,824	111		\$728,309	119		\$807,931	126		\$852,035	123		\$876,240
B+E = H - Total Instructional Personnel (Salary & Benefits)	147		\$815,421	157		\$1,296,234	258		\$1,800,090	288		\$2,075,055	288		\$2,141,555
G+H = J - TOTAL PERSONNEL	240		\$1,415,245	268		\$2,024,543	377		\$2,608,021	414		\$2,927,090	411		\$3,017,794

**Operations Budget: Expenditure Projections 2016-17 through 2020-2021**

<b>BUDGET OPERATIONS EXPENDITURE PROJECTIONS</b>		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
	Administrative & Support:					
Office:	Office Supplies	\$10,000	\$1,000	\$10,000	\$10,000	\$10,000
	Paper	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
	Computers & Software	\$10,000	\$3,000	\$3,000	\$3,000	\$3,000
	Communications & Telephone	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
	Copier leases	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Management Company	Contract Fees	\$0	\$0	\$0	\$0	\$0
Professional Contract	Legal Counsel	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Student Accounting	\$0	\$0	\$0	\$0	\$0
	Financial	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
	Other Professional	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Facilities	Facility Lease/Mortgage	\$84,000	\$84,000	\$84,000	\$84,000	\$84,000
	Maintenance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
	Custodial Supplies	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
	Custodial Contract	\$0	\$0	\$0	\$0	\$0
	Insurance (pg19)	\$15,081	\$15,081	\$15,081	\$15,081	\$15,081
	Other	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Utilities	Electric	\$8,400	\$8,400	\$8,400	\$8,400	\$8,400
	Gas	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
	Water/Sewer	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
	Trash	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
Transportation	Buses	\$75,000	\$30,000	\$30,000	\$30,000	\$0
	Gas	\$30,000	\$42,000	\$48,000	\$48,000	\$48,000
	Oil/Tires & Maintenance	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Other	Marketing	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
	Child nutrition	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Travel	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
	Other	\$0	\$0	\$0	\$0	\$0
	K - TOTAL Administrative & Support Operations	\$375,281	\$326,281	\$341,281	\$341,281	\$311,281
	Instructional:					
Instructional Contract	Staff Development	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000

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Classroom Technology	Software	\$20,000	\$15,000	\$10,000	\$5,000	\$5,000
Books and Supplies	Instructional Materials	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
	Curriculum/Texts	\$45,000	\$40,000	\$40,000	\$40,000	\$40,000
	Copy Paper	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
	Testing Supplies	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Other	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	L - TOTAL Instructional Operations	\$177,000	\$167,000	\$162,000	\$157,000	\$157,000
	K+L = M - TOTAL OPERATIONS	\$552,281	\$493,281	\$503,281	\$498,281	\$468,281

**Overall Budget:**

<b>BUDGET OPERATIONS EXPENDITURE PROJECTIONS</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
J - TOTAL PERSONNEL	\$1,415,245	\$2,024,543	\$2,608,021	\$2,927,090	\$3,017,794
M - TOTAL OPERATIONS	\$552,281	\$493,281	\$503,281	\$498,281	\$468,281
J+ M =N TOTAL EXPENDITURES	\$1,967,526	\$2,517,824	\$3,111,302	\$3,425,371	\$3,486,075
Z - TOTAL REVENUE	\$2,036,991	\$4,115,555	\$4,662,565	\$5,209,535	\$5,209,535
Z - N = SURPLUS / (DEFICIT)	\$69,466	\$1,597,731	\$1,551,263	\$1,784,164	\$1,723,460

**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 projected number of student expected to enroll at Young Inspiration Charter was driven by survey results and expressed parent interest. In year one we will have two classes on each grade level with a maximum of 16 students per class. In year two we will add an additional class to grade levels k - 8 and add grades 9 and 10 (hosting 5 classes on each of these grade levels). In year three Young Inspiration Charter in add grade 11 (an additional 5 classes), and in the fourth year will complete our increase of grades by adding grade 12.

Our break-even point in year one is 287 students (projected enrollment 288), year two 368 students (projected enrollment 592), year three 455 students (projected enrollment 672), year four 500 students (projected enrollment 752), and year five 510 students (projected enrollment 752).

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

The organization purposes to secure funding equal to 1/3 of our proposed annual budget through investors and community partnerships.

*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 as proposed does not rely on any outside resources other than state and county funding. Young Inspiration Charter does anticipate soliciting funding from other resources. Those resources can include grants, donations, and support programs such a federal food supplements that offset food cost.*

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

Teacher Student ration used is 1-16

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.*

Not applicable. Young Inspiration Charter has built into it's staffing support position to include expertise in these areas.

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

The Young Inspiration Charter School budget supports the school's mission of Securing Tomorrow by Influencing the Youth of Today through providing youth with a free quality public education in a clean and safe environment, providing free and safe transportation, and meeting the needs of the parents. The attached budget supports the employment of certified staff, adequate staff support and development, exceptional curriculum options, support to fulfill the transportation plan, and provision to secure and maintain the financial stability of the program.

- 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.*

YIC believes that a healthy general fund balance is one equal 15% of the annual budgeted expenditures. Young Inspiration will develop a healthy general fund balance through following internal controls and procedures when creating expenditures and maintaining sound financial practices, checks and balances.

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

The proposed financing structure will include the award of funding through state and federal agencies, investments, and donations. The propose facility will be built. An intent to fund the build project has been secured.

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

Young Inspiration Charter School does not have and known assets from other resources at this time.

**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 financial policies and procedures for Young Inspiration Charter School will ensure adequate internal controls, segregated roles and responsibilities, as well as checks and balance measures that validates accuracy. To ensure the safeguarding of assets, an inventory control policy will be implemented that will maintain accurate, current, and detailed information. The internal control policies will be strictly enforced and monitored. Young Inspiration Inc, has been the recipient of over 4 million dollars in federal funding. Our financial audits have been superb and we maintained a high level of compliance with our grantors. By following the same policies and procedures that have proven to be effective in our financial successes, we are confident that adequate and appropriate controls are in place.

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

Not applicable. No none relationships exist

*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.*

Dave Love, 8514 McAlpine Park Drive, Suite 290, Charlotte, NC 28211, 704 688-5995, 704 688-5998 fax



**VII AGREEMENT PAGE**

**Application Fee:**

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

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

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

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

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

ljmacademy

Date: 09/26/2014

**Applicant Signature:**

The foregoing application is submitted on behalf of Young Inspiration Charter School (*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: ljmacademy

Board Position: Debra Edwards

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

Date: 09/26/2014

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

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

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

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

