

# **CHARTER SCHOOL APPLICATION**

**Schools opening in the fall of 2013**

**PARENTS AND THEIR CHILDREN ACADEMY**

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**CHARTER SCHOOL**  
**2012 Application Process**  
**To open a charter school in the 2013-2014 school year**

***TIMELINE***

APPLICATION DUE DATE/TIME

<b>APRIL 13, 2012</b>	A <b>complete</b> application package must be received in the Office of Charter Schools by 12 noon on <u>April 13, 2012</u> . If the preliminary chartering entity is other than the State Board of Education (SBE), please contact the Office of Charter Schools for guidance.
<b>APRIL 20, 2012</b>	Copy of the application due to the Local LEA.
<b>MAY 11, 2012</b>	LEA Impact Statements due to the Office of Charter Schools
<b>MAY, 2012</b>	Public Charter School Advisory Committee receives applications and begins the process of reviewing applications ahead of their initial meeting.
<b>JUNE/JULY, 2012</b>	The Public Charter School Advisory Committee meets and discusses applications. Candidates receiving the highest ratings will receive interviews.
<b>JULY, 2012</b>	Charter School Advisory Committee interviews candidates and makes recommendations to SBE for preliminary charter school approval.
<b>SEPTEMBER, 2012</b>	SBE votes for applicants which will begin their preliminary planning year training with final approval to be granted in March of 2013.

*The Office of Charter Schools must receive the entirely complete application package no later than **12 noon on April 13, 2012**. A copy must be submitted to the LOCAL Board pursuant to G.S. 115C-238.29B(d) within 7 days.*

# I. APPLICATION COVER PAGES

**NAME OF PROPOSED CHARTER SCHOOL:** Parents and Their Children Academy

**NAME OF NONPROFIT ORGANIZATION/MUNICIPALITY UNDER WHICH CHARTER WILL BE ORGANIZED OR OPERATED:** PATCH, Inc.

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

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

**NAME OF CONTACT PERSON:** Katrina Sweet

**TITLE/RELATIONSHIP TO NONPROFIT:** Executive Director

**MAILING ADDRESS:** 4636 Periwinkle Place Rocky Mount, NC 27804

**PRIMARY TELEPHONE:** 252-458-4010

**ALTERNATE TELEPHONE:** 252-200-4916

**E-MAIL ADDRESS:** kls@katrinasweet.com

**Location Proposed Charter School (LEA):** Nash County

**Conversion:**

No:

Yes:  If so, Public  or Private:

If a private school, give the name of the school being converted:

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

Description of Targeted Population:

PATCH Academy plans to serve students in Nash County, Edgecombe County, and Halifax County from Kindergarten to Eighth grade. PATCH Academy is open to all students; we will not discriminate because of ethnicity, gender, religion, disability, or race. Although PATCH Academy is open to all students, we anticipate that

the students will mirror students particularly from Nash, Halifax and Edgecombe County; predominantly low income students. However, we will actively seek applicants from various populations within the surrounding counties in an effort to attract students from a diverse background; including economically and ethnicity. With the future trend of the demographic changes of America (The Browning of America), PATCH Academy is positioning the school for the new paradigm shift to serve the population that will mirror the future of Nash, Edgecombe, and Halifax Counties.

PATCH Academy will partner with various organizations within the community; faith base, day care centers, preschool centers, community colleges, universities, and other nonprofit organizations to increase our marketing strategies that will attract a diverse population of students and staff. Our marketing strategies are designed to create diversity in an effort to dissolve racial disparities and structure that will ultimately develop community and family engagement. We are dedicated to creating diversity in an effort to meet the needs of the students we are serving.

Proposed Grades Served: K-8 Proposed Total Enrollment: 213

**Projected School Opening Year 2013 Month August**

School Year	Grade Levels	Total Projected Student Enrollment	Year Round	
			YES	NO
First Year	K-5	147		✓
Second Year	K-6	169		✓
Third Year	K-7	191		✓
Fourth Year	K-8	213		✓
Fifth Year	K-8	213		✓
				✓

I certify that I have the authority to submit this application and that I was regularly involved in the development of this application. All information contained herein is complete and accurate, realizing that any misrepresentation could result in disqualification from the application process or revocation after award. I understand that incomplete applications will not be considered. The person named as the contact person for the application is so authorized to serve as the primary contact for this application on behalf of the applicant.

\_\_\_\_\_

\_\_\_\_\_

*Signature* *Title*

\_\_\_\_\_  
 Ms. Katrina L. Sweet \_\_\_\_\_  
*Printed Name* *Date*

**II. TABLE OF CONTENTS FOR THE APPLICATION**

Please provide a clear and precise table of contents to the proposed charter application that guides the reader through the document in correct sequence as outlined in the application provided.

See Page 2

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

#### **MISSION:**

The mission of the proposed charter school is as follows:

Parents and Their Children Academy is a safe nurturing environment where high academic achievement is promoted through a rigorous academic program (STEAM), extensive supportive services, and family engagement. Our students learn in a caring environment where parents, schools, and the community are unified to ensure that education creates a pathway of success for all students.

#### **EVIDENCE FOR NEED OF THE PROPOSED SCHOOL:**

PATCH Academy will be located in Nash County but will serve students in Edgecombe and Halifax County where there is evidence that more families and the community are interested in a free tuition public charter school. Parents and the community have expressed an interest in the proposed charter school and the kind of environment and academic program that PATCH Academy will offer. There are several private academies in the surrounding counties; however, the tuition is not affordable. Therefore, this creates a disadvantage for the minorities; thus, families are constantly looking for alternatives to educate their children.

Rocky Mount Preparatory School, a K-12 Charter School is located in Nash County, and has been the only charter school that has served families in Nash County since 1997. Although Rocky Mount Preparatory School offers a rigorous curriculum, families often times experience a waiting list or are faced with several distressing dilemmas that create limited options for education. There are no existing charter schools in Halifax County or Edgecombe County (Rocky Mount).

Halifax County and Edgecombe County are economically distressed counties in North Carolina with a low density population. Schools suffer from segregation, high teacher turnover rates and high absenteeism. According to a 2011 report completed by the UNC Center for Civil Rights, Halifax County is one of the few counties that maintain three separate school districts. In addition, all three school districts are small; serving approximately 8, 000 students. Research has proven that the development and maintenance of three separate, racially segregated school districts in Halifax County is a continuing violation of the constitutional rights of students and brutally undermines the quality of education provided to students within the county.

In addition, the number of students being home school has increased over the years in the surrounding counties. Although parents are pleased with this option, they are often concerned about the social skills of their children.

With a growing population and in the midst of a rather dramatic demographic change that will effect education as discussed in the article, The Browning of America, PATCH Academy will decrease the limitations and increase the options for students by providing families with a choice and students with an academic program that will address current educational needs while preparing for future educational issues that will ultimately create success for all students.

## **GOALS FOR THE PROPOSED CHARTER SCHOOL:**

### **High Student Performance**

- Ensuring that every child is ready and prepared for school.
- Rigorous academic program and standards for every student.
- 100 percent students at or above proficiency
- Developing 21<sup>st</sup> Century Learners as lifelong learners.

### **Nurturing and Caring School**

- Creating an environment that is conducive to learning.
- Creating a safe facility that supports high performance.
- Develop a school that is free of harmful behavior, drugs, and weapons.
- Develop nurturing and caring administrators, teachers, and staff.

### **Cultural Barriers**

- Increase the involvement of ALL learners' parents in their educational endeavors.
- Build parents' empowerment and advocacy for their children education.
- Educate parents about PATCH Academy's curriculum, the importance of parental-teacher conferences, school events and cultural barriers
- Address cultural issues that denote racial disparities and cultural differences.
- Provide an equality education for all students.
- Create an atmosphere of unity for all learners and parents.

### **Master Teachers and Quality Staff**

- Implement a system that is designed to recruit, retain, and compensate a diverse group of Master Teachers and quality staff.
- Implement a system that provides professional staff development through continuous learning for master teachers and quality staff.
- Implement a system that requires high ethical and professional standards for all employees.
- 100 percent Master Teachers and highly qualified staff.

### **Partnership with Parents and the Community**

- Build effective relationships with families and the community.
- Provide educational workshops for parents.
- Collaborate with organizations that will promote and increase meaningful involvement with PATCH Academy.
- Effectively communicate with families and the community on our performance, mission, and vision of the PATCH Academy.

### **Effective and Efficient Programs**

- Develop a funding system that provides adequate and aligned financial and personnel resources to maximize educational achievement.
- Develop an accountability system that is capable of reporting strategic and operational results.
- Develop a cost efficient system that is beneficial to each classroom.

PATCH Academy will develop a three year goal plan, clarified by a one year target plan that is supported by an identified strategy improvement if necessary for each goal. PATCH Academy will model a Plan-Do-Study-Act Cycle. Doug Reaves, author of Reframing Teacher Leadership, recommends a basic

component of action research. During the planning stage, we will determine what goals need to be accomplished and what we will do to help students accomplish the goals. During the study phase of the cycle, we will measure the progress of each goal and determine if goals have been met for this cycle. Furthermore, we will continue to model any improvement by conducting midyear and end of year review sessions of our progress, while acting to improve the results of the required goals.

A SWOT analysis (strengths, weaknesses, opportunities, and threats) will be presented for each goal during each review. At which time, we will focus on any weaknesses and threats that will prohibit PATCH Academy from reaching any goals and identify any opportunities for improvement that could impact the achievement for all students.

<b>Goals</b>	<b>Action Step</b>	<b>Measure/Analysis</b>	<b>Responsible</b>	<b>Time Line</b>	<b>Process Improvement</b>	<b>One Year Target Plan</b>
Goal # 1 High Student Performance	Develop a curriculum and program that ensures every child are 21 <sup>st</sup> learners.	Weekly, Monthly, Midyear and end of year reviews.  SWOT Analysis	Board of Directors and Administrator	June 2012- June 2015	Continuous improvement model. (Plan-do-study-act cycle)	June 2016
Goal # 2 Nurturing School	Implement principles that promote a healthy environment.	Weekly, Monthly, Midyear and End of year reviews.  SWOT Analysis	Board of Directors, Administrator, Teachers, and Staff	June 2012- June 2015	School Improvement Plan. (Plan-do-study-act cycle).	June 2016
Goal # 3 Cultural Barriers	Identify barriers that denote racial disparities.	Monthly, Midyear and End of Year Reviews.  SWOT Analysis	Administrators, Teachers, and Staff	June 2012- June 2015	School Improvement Plan. (Plan-do-study-act cycle).	June 2016
Goal # 4 Master Teachers and Quality Staff	Recruit master teachers and highly qualified staff.	Midyear and End of Year Reviews  SWOT Analysis	Board of Directors, Administrators, and EMO	June 2012- June 2015	Recruitment and retention plan. (Plan-do-study-act)	June 2016
Goal # 5 Community and Family Engagement	Identify potential community partners	Monthly, Midyear and End of Year Reviews  SWOT Analysis	Board of Directors and Administrators	June 2012- 2015	Golden Opportunities. (Plan-do-study-act cycle).	June 2016
Goal # 6 Effective and Efficient Programs	Identify cost efficient programs for the school.	Monthly, Midyear, and End of Year Reviews  SWOT Analysis	Board of Directors, Administrators, and EMO	June 2012- June 2015	Funding Plan. (Plan-do-study-act cycle)	June 2016

## **PURPOSES OF PROPOSED CHARTER SCHOOL:**

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

### **Improved Student Learning**

PATCH Academy will improve the ability of each student's learning by motivating them to become critical thinkers and critical readers by utilizing Blooms Taxonomy as an educational tool. Blooms Taxonomy is a classification of learning objectives within education that was proposed in 1956 by a committee of educators chaired by Benjamin Bloom. It is a multi-tiered model of classifying thinking according to six levels of complexity. Bloom Taxonomy divides educational objectives into three domains; Cognitive, Affective, and Psychomotor. One of the goals of Blooms Taxonomy is to motivate educators to focus on all three domains, creating a more holistic form of education, requiring that educators lead students to climb a higher level of thought.

The Core Knowledge Curriculum supports Blooms Taxonomy and will allow students to move to the complex thinking expected by all 21<sup>st</sup> century learners. This process will help students understand the concept of equality when solving problems with unknown quantities.

### **Increased Learning Opportunities for All Students**

Research has proven The Core Knowledge Curriculum can increase student's scores and close the gap between the disadvantage students and the advantage students. A growing knowledge of evidence shows that the Core Knowledge creates excellence and equity. It improves student's performance and lays the ground work for future learning. It ensures that all students have the benefit to a rich curriculum and it narrows the gap between high and low performance students. A study was conducted in various states and research showed that all core knowledge students, grades (K-8) scored higher in all subjects than the students that were not core knowledge students. The Core Knowledge Curriculum will assist PATCH Academy in providing a rich and rigorous curriculum that will increase the learning opportunities for all students.

### **Different and Innovative Teaching Methods**

The Core Knowledge Curriculum can be used as a teaching method that emphasizes language development, creativity, group work and sharing. According to Dr. Damodharan, any communication method that serves its purpose without destroying the objectives could be considered an innovative method of teaching. The use of innovative teaching in education has the potential of improving education and empowering students. PATCH Academy will implement a rigorous STEAM academic program. We will incorporate a strong arts integration curriculum with the core subjects in an effort to increase student's performance and identify, cultivate, and nurture the gifts and talents of all students. PATCH Academy believes this method will develop creativity and innovation benefits for both students and teachers.

### **Create New Opportunities for All Teachers**

PATCH Academy will offer new incentives that will create a pathway of new opportunities for teachers. New opportunities provide teachers with a sense of belonging and it build a partnership between the teacher and the school. PATCH Academy will invest in the professional development of teachers on a continual basis, and they will participate in the most current innovation methods of teaching associate with the STEAM Programs. A competitive pay scale with the local area schools, in addition to, a compatible teacher- student ratio and a positive reward system, will attract teachers to PATCH Academy and create new opportunities for teachers.

Teachers will be excited and appreciate the STEAM academic programs. Extensive research has shown how the interrelationships of each subject in this type of program relate to real life for students. Although teachers will be required to teach the course materials, they will also have the option of creating a framework that is engaging, hands on, and reality based. In addition, teachers will be able to customize all

lessons to accommodate the different learning styles without needing extending lessons to meet the Individual and Differential Educational Plans of students.

### **Provide Parents and Students with Expanded Choices**

PATCH Academy will provide parents and students with expanded choices. Parents deserve the right to select the type of education to meet their children personal needs while creating a pathway to educational success. PATCH Academy will provide the best education for students while creating options for parents when other options are not suitable for their child, particularly minority students. Research indicated that often times minority students are forced to attend schools that do not prepare them to succeed. These children deserve alternatives, and PATCH Academy will provide those alternatives through a challenging, rigorous, and stimulating academic curriculum. With limited options in Nash, Halifax, and Edgecombe County, PATCH Academy will successfully contribute to the educational spectrum by giving parents and students a choice to an equality education.

### **Accountability**

PATCH Academy will be accountable to the North Carolina ABC testing standards. K-2 students will be assessed using the DIBELS assessment. DIBELS stands for The Dynamic Indicators of Basic Early Literacy Skills that serve as a powerful measurement tool of the critical skills that underlie under reading success. It is a tool for planning instruction and does not determine the final outcome of the student; however, it does serve as a tool that will hopefully improve the outcome of students. Third-Eight Graders will be assessed with a standardized testing, such as NCXTENDED or Brigance. All students will be tested several times throughout the year with a consistent standardized program that is appropriate for each grade level.

## **EDUCATIONAL FOCUS:**

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

PATCH Academy is a traditional public charter school, serving students K-8 in Nash, Halifax, and Edgecombe County. All programs will be built upon a rigorous Curriculum (STEAM). In addition, PATCH Academy will also incorporate programs that focus on character education, an extended day program, and community and family engagement.

STEM, the teaching of Science, Technology, Engineering, and Mathematics will provide our students with the necessary skills to become 21<sup>st</sup> Century learners, in addition to, being competitive and secure globally. However, PATCH will move from STEM to STEAM and will incorporate the ARTS. Research has proven that students will have a deeper understanding of the course materials and there are a highly redefined interdisciplinary projects and learning activities for students to integrate creative expression, the use of technology, engineering processes, and understanding relevant societal realities. The gifts and talents of students at PATCH Academy will be identified and nurtured while they are challenged to reach their full potential. All students will have the tools and a strong foundation that will prepare them for graduation and the global market. In addition, Blooms Taxonomy, a concept of the Common Core Curriculum, is aligned with the instructional strategies of STEAM.

The Character Education Program offered by PATCH Academy will focus on a holistic approach of all students at every grade level. The curriculum will consist of weekly teachings of character traits that will strengthen the student's self esteem, personal responsibilities, and decision making skills. All students will be encouraged to display good moral skills and will be recognized and awarded based upon the reward system of the curriculum. The six pillars of our character education program are: caring, respect, fairness, responsibility, trustworthiness, and citizenship.

Our extended day program will provide students with a stable environment and provide supervision during after school hours when they could be exposed to and engaged in destructive behavior. We will provide an enriching curriculum and experiences that improve the socialization skills and academic achievement of each child.

PATCH Academy strongly encourages community engagement and family engagement. We will network and partner with community based organization in an effort to bridge the existing gap. Families will be an instrumental aspect of PATCH Academy. Parents will have the opportunity to go beyond the bake sale and PTO. Parents will be a part of PATCH Academy and in most cases, be a part of the decision making process. A PAC (Parent Advisory Committee) will be organized, and parents will chair and lead the committee. Parents will also be able to volunteer in a wide capacity, chaperone on field trips, and be a part of the mentoring program.

## IV. GOVERNANCE

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

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

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

Name of Private Nonprofit: PATCH Inc.

Mailing Address: 4636 Periwinkle Place

City/State/Zip: Rocky Mount, NC 27804

Street Address:

Phone: 252-458-4010

Fax: 252-210-3767

Name of registered agent and address: Katrina Sweet

FEDERAL TAX ID: 80-0779967

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

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

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

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

### **PROPOSED EDUCATIONAL MANAGEMENT ORGANIZATION (EMO OR CMO)**

If the Charter School plans to contract for services with an “educational management organization” or “charter support organization,” please specify the name of the company, address, website, phone number, contact person, fax, and email:

**Ellis Research & Consulting Service, LLC (ERCS)**

**3514 Whetstone Place**

**Wilson, NC 27896**

**[www.ellisconsultingservice.com](http://www.ellisconsultingservice.com)**

**President: Danny Ellis**

**Phone: 252.230.0406**

**Fax: 252.243-7266**

**Email: Ruone@myglnc.com**

- Please include a copy of the proposed management agreement of the specified EMO and explain how the contract will be in the best educational and financial interests of the charter school.

The utilization of ERCS gives the staff of PATCH Academy the opportunity to maximize classroom management and innovation. ERCS’s familiarity with the Isis system and the budget coding matrix of the NCDPI is time valued. The President has both financial and education research experience. His doctorate in human services indicates the understanding of the human factor in all financial and educational decisions. ERCS previously introduced this region to a new curriculum called flocabulary that has received great endorsements including a positive review by CBS 60 minutes.

- What other EMO/CMOs were pursued and why did the applicant select this particular one? Please include information regarding other management fees and financial/academic records that led to the selection of the proposed EMO/CMO as the best fit for this proposed school.

Two other EMOs/CMOs were considered; however one clear growth style did not emerge. These organizations made choices that were sometimes premeditated and other times evolving and opportunistic. An explanation of mixed approach to growth was not readily apparent. On the other hand, Ellis Research and Consulting Service, LLC emphasized the importance of both student growth and measurable parental involvement. The other EMOs/CMOs based their fees on the inclined of revenue during the five year Performa while ERSC, LLC allowed the potential profit margin to remain within PATCH Academy. ERSC, LLC’s key component is a small firm’s ability to create a resource rich network in a new market. Networking refers to the process of building relationships with key suppliers, partners or individuals that could support firm growth.

- Provide and discuss performance and financial data from other schools managed by the management company to demonstrate how this organization is a good fit for the proposed population of students

The President/CEO of ERCS personally met with the leadership of PATCH Academy and toured the regional identifying the benefits and challenges with locating the school in particular areas within the region. ERCS, LLC presented the leadership with previous plans from other districts that were developed, modified and monitored by his firm. The growth was influences by sociocultural factors including the student /community demographics of the target neighborhoods and market characteristics like enrollment potential and customer demand. The financial and fiduciary acuity of ERSC, LLC is highlighted by the President who holds an MBA from East Carolina University. ERSC, LLC understands

the dynamics of both PATCH Academy and the community since it is a local firm with national travel and engagement experience.

- Describe how the governance structure will be affected; if at all, by the EMO/CMO and particularly discuss how the board of directors of the charter school will govern the school independently of the EMO/CMO. An organizational chart showing the lines of authority should be included. PATCH Academy will be governed by its Board of Directors.

ERCS will consult with the board on structural changes that may affected the financial health of the school and will also consult with the School Director when pending personnel or procurement decisions will affect both the performance and financial viability of PATCH Academy. ERCS, LLC will be responsible for all financial reporting and reconciliation. ERCS will attend all board meetings and offer possible direction for improved performance. However, the final decisions will be made by the Board of Directors.

- Explain how the contract includes measurable objectives whereby the charter school board can without significant obstacles.

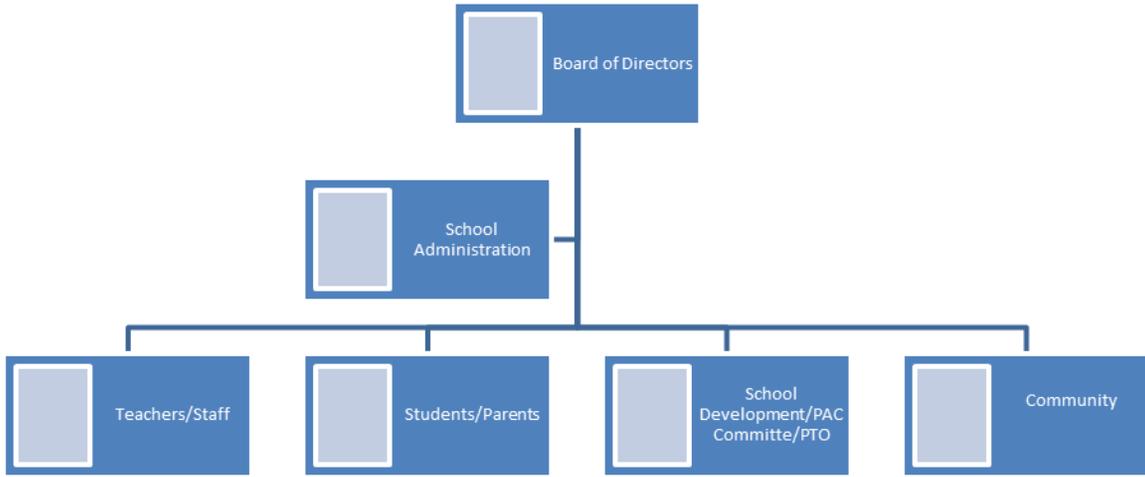
The goals and objectives of PATCH Academy were given to ERCS, LLC both in hard and soft copy. The expected performance was discussed and agreed upon by both entities. An evaluation form was viewed and reviewed by both parties. The contract allows either entity to terminate the relationship (no cause clause) with a 30 day notice. The current agreement is for two years with a yearly option for renewal thereafter.

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

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

**Please provide the following in this location of the APPLICATION: (Do not include as an appendices.)**

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



4636 PERRIWINKLE DRIVE. • ROCKY MOUNT, NC 27804  
PHONE 252-458-4010 • E-MAIL [KLS@KATRINASWEET.COM](mailto:KLS@KATRINASWEET.COM)

## KATRINA SWEET

### OBJECTIVE

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To utilize my skills as an effective leader within a business organization.

### EDUCATION

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October- 2009-Present      Capella University  
**Organization and Management/Public Policy (PhD)**  
Expected Graduation: June 2013  
July 2007- October 2008    Keller Graduate School of Management  
**Public Administration/Government** GPA 3.9 (MPA)  
August 2001-December 2005    North Carolina Wesleyan College  
**Criminal Justice** GPA 3.10 (BA)

### WORK EXPERIENCE

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September 2011-Present	Founder/Executive Director	PATCH, Inc	RockyMount, NC
November 2006-September 2011	Case Manager	NCCIW	Raleigh, NC
September 2007-December 2008	Associate Professional	Life Skills Counseling	Raleigh, NC
August 2006-October 2006	Educator	Nash RockyMount Schools	RockyMount, NC
August 2004-September 2005	Mental Health Assistant	CNN Access	RockyMount, NC
December 1997-August 2000	Educator	Nash RockyMount Schools	RockyMount, NC

### COMMUNITY ACTIVITIES

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Community Voices (2005), SGA Secretary (Nash Community College) 2000, and Child Abuse Volunteer (1996).

### REFERENCES

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Available Upon Request

STACEY COLETTE ARNOLD  
4636 Lily Walk, Rocky Mount, NC 27804

252 314-1291 staceyarnold@msn.com

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## **CAREER OBJECTIVE**

*A tactical results-driven analyst seeking a management-tier position that allows opportunities for development and advancement.*

## **PROFESSIONAL EXPERIENCE**

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Centurylink, Wake Forest, NC May 2011 - Present  
**Sr. Process Analyst**

- Receive all business adhoc requests for dispatched load data analysis.
- Prepare and summarize PowerPoint decks for force to load models.

Centurylink, Wake Forest, NC July 2009-May 2011  
**Senior Analyst**

- Prepared forecasting staffing models for residential and business environments.
- Produced public commission reports for state of South Carolina.
- Used data analysis to fulfill various adhoc requests.

Embarq, Wake Forest, NC Mar 2008 – July 2009  
**Business Analyst II**

- Analyzed historical information and forecasted data and business trends to develop long-term capacity plans and work force schedules for network service technicians.
- Used data analysis of demand load to forecast planning needs to reduce overtime and meet key service objectives.

Embarq, Wake Forest, NC Apr 2001 – Mar 2008  
**Network Operations Tech II**

- Administered and monitored work load for business technicians.
- Handled escalations and supported various departments with customer complaints.
- Assisted with training of new employees.

## **EDUCATION AND PROFESSIONAL DEVELOPMENT**

---

Bachelor of Science in Accounting  
NC Agricultural & Technical State University Greensboro, NC 1993 – 1997

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**HEATHER L. NEAL**  
**69 Meritine Ave**  
**Stratford CT 06614**  
**914-712-5721**  
**HNEAL0127@AOL.COM**

**Work Experience:**

**02/2010 – Present – Wachovia / Wells Fargo – Market Support Consultant**

**01\2009 – 02/2010 – Wachovia / Wells Fargo - Store Manager**

**09/2007 – 12/2008 – Wachovia Bank N.A. – Service Leader \*\* Position Displaced\*\***

**10/2004 – 09/2007 – Wachovia Bank N.A. – Senior Financial Center Manager**

**06/2003 – 10/2004 – Wachovia Bank N.A. – Service Transaction Specialist**

**11/1999 – 6/2003 – First Union National Bank N.A. – Teller**

**Education:**

2010 - Current – Strayer University – Business with a concentration in Banking.

2007 – Kaplan University – Business Courses.

\*\* Massive training and developing courses throughout my career with First Union/ Wachovia / Wells Fargo. \*\*

1998 – Career Development Institution – Hotel Management

1995 - Edgcombe Community College – High School

**References:**

Available Upon Request

**Marva G. Scott**  
6873 Bulluck School Road • Rocky Mount, NC 27801  
(c) 252-458-5060 (w) 252-641-7882  
bscott8828@aol.com

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Professional Experience

<b>2007 – Present</b>	<b>Edgecombe County Department of Social Services</b> Tarboro, NC	Social Services Director
<b>2003 – 2007</b>	<b>Columbus County Department of Social Services</b> Whiteville, NC	Social Service Director
<b>2000 – 2003</b>	<b>North Carolina Department of Health &amp; Human Services Division of Child Development, Raleigh, NC</b>	Subsidy Services Consultant
<b>1994 – 2000</b>	<b>Wayne County Department of Social Services</b> Goldsboro, NC	Work Supervisor III (Work First & Child Care)
<b>1991-1994</b>	<b>Wayne County Department of Social Services</b> Goldsboro, NC	<b>Social Worker I &amp; II</b>
<b>1990-1991</b>	<b>Wayne County Department of Social Services</b> Goldsboro, NC	Social Worker I
<b>1988-1990</b>	<b>Wayne County Department of Social Services</b> Goldsboro, NC	Income Maintenance Caseworker I & II
<b>1988-1988</b>	<b>Wayne County Department of Social Services</b> Goldsboro, NC	Eligibility Specialist (LIEAP)
<b>Education</b>	<b>2000 – 2002</b>	<b>Central Michigan University</b> Master of Science in Administration
	<b>1983 – 1986</b>	<b>North Carolina A&amp;T State University</b> BA Speech & Theatre Arts (Professional) Communications
	<b>1978 – 1982</b>	<b>Middleton High School</b> High School Diploma

**References:** Available upon request.

**JOHN HENRY MANLEY, JR.**

**612 Salisbury Drive, Rocky Mount, North Carolina 27801- 252/446-1292**

**OBJECTIVE**

- *To teach in the University System on matters relating to Criminal Justice, the U.S. Constitution, and Personnel Management. To further and share my knowledge of the criminal justice field with participants that I gained over my 32 years in law enforcement and serving as the Police Chief of a large municipal area in North Carolina.*

**PROFESSIONAL EXPERIENCE**

**December 2004**      **Rocky Mount Police Department**  
**To July 2011**      **Rocky Mount, North Carolina**  
                                 **Chief of Police**

**July 2000**              **Rocky Mount Police Department**  
**To December 2004**      **Rocky Mount, North Carolina**  
                                 **Police Captain**

**January 1984**         **Rocky Mount Police Department**  
**To July 2000**         **Rocky Mount, North Carolina**  
                                 **Administrative Sergeant**

**November 1980**      **Enfield Police Department**  
**To January 1984**      **Enfield, NC 27823**  
                                 **Lieutenant**

**EDUCATION**

**May 1997 to**              **Central Michigan University**  
**September 1998**      **Mount Pleasant, MI**  
                                 **Public Administration: Master of Science Administration Degree**

**May 1995 to**              **Shaw University**  
**December 1996**      **Raleigh, NC**  
                                 **Criminal Justice: Bachelor of Arts Degree**

**August 1966 to**         **Eastman High School**  
**June 1978**                 **Enfield, NC**  
                                 **Diploma:**

**References:**              **Available Upon Request**

**Lekonda Rich**  
**4713 C Matt Drive**  
**Raleigh, NC**  
**(919) 521-0767**

[Lekondarich@gmail.com](mailto:Lekondarich@gmail.com)

**Career Objective:** *To secure a challenging position that utilize and enhance the knowledge and skills acquire through both my educational and employment experiences. I seek a position that will foster efficiency, ambition, determination, and a profession, which recognizes achievement and hard work.*

**Employment History**

COMMUNITY ALTERNATIVES, Raleigh, NC  
*Clinical Supervisor (Dec 2010-Present)*

TASK, Inc, Raleigh, NC  
Qualified Mental Health Professional (Intensive In Home, Comm. Support Team)  
(April 2009-July 2010)

The Right Trax, Inc, Raleigh, NC  
Qualified Mental Health Professional (Level III Residential Treatment Home)  
(September 2008-Present)

Pine Forest High, Fayetteville, NC  
9th-12th Math Remediation Educator,  
(January 2007- July 2008)

East Bladen High School, Elizabethtown, NC  
9th -10th Pre-Algebra/Algebra Educator,  
(January 2006-June 2006)

Brewbaker Jr. High School, Montgomery, AL  
9th World History Educator,  
(August 2002-December 2005)

Booker T. Washington High School, Tuskegee, AL  
8th Grade Social Studies Educator,  
(August 1998- August 1999)

**Educational History**

Mississippi Valley State University, Itta Bena, MS, **Bachelor's of Science, May 1998**  
Strayer University, Garner, North Carolina, **Master's of Education, December 2010**  
Argosy University, Atlanta, Georgia, **Doctorate of Education, 2014**

**References Available Upon Request**

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

## **Bylaws**

### **OF**

## **PATCH ACADEMY**

### **ARTICLE I**

#### **Corporation &PURPOSE/OFFICES**

**Section 1.** Name of Corporation: PATCH Academy (Parents And Their Children Academy)

**Section 2.** The principal office of PATCH Academy is located at 4636 Periwinkle Place Rocky Mount, NC 27804. PATCH, Inc. affiliate office is located at 4636 Periwinkle Place Rocky Mount, NC 27804.

**Section 3.** PATCH Academy purpose is to serve as a free tuition public charter school as stated in the North Carolina General Statutes 115C-238.29A.

### **ARTICLE II**

#### **BOARD OF Directors**

**Section 1. General Powers.** The affairs of PATCH Academy shall be managed by the Board of Directors.

**Section 2. Number, Term and Qualifications.** The number of Directors shall be no less than three (3) and shall have a maximum number of (7) members. There is no set term of membership for PATCH Academy. However, the Chair, measured upon the needs of PATCH Academy shall determine the term of membership, and the effectiveness of its members.

**Section 3. Regular Meetings.** A regular meeting of the Board of Directors shall be bi-monthly. The Board of Directors may provide, by resolution, the time and place for holding additional regular meetings without other notice than such resolution. Additional regular meetings shall be held at the principal office of PATCH Academy unless otherwise determined by the Chair or Vice-Chair.

**Section 4. Special Meetings.** Special meetings of the Board of Directors may be called by the Chair or two or more Directors with at least a three day notice, and shall be held at the principal office of PATCH Academy or at such other place as the Directors may determine.

**Section 5. Notice.** Notice of the annual, regular or any special meeting of the Board of Directors shall be given by oral notice to each director or by written letter. The business to be transacted at the meeting need not be specified in the notice, unless specifically required by law or by these Bylaws.

**Section 6. Quorum.** At least three members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

**Section 7. Board Decisions.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by the discretion of the Chair upon discussion with fellow Board of Directors.

**Section 8. Vacancies, Additions, Elections and Removal.** Any vacancy occurring in the Board of Directors and any directorship to be filled by reason or an increase in the number of Directors shall be filled by the discretion of the Chair upon discussion with fellow Board of Directors.

**Section 9. Compensation.** Directors, except for the Executive Director, as such, shall not receive any salaries for their services, except for compensations needed for expenses (travel, lodging, etc.).

**Section 10. Conflict of Interest.** If the Director is placed in a position of a Conflict of Interest between the interest of the organization and the interest of the director, the Director with the conflict shall be forbidden from participating in any discussion or voting. The organization will remain in compliance with the Director Conflict of Interest as stated in law for a Non Profit Organization.

### ARTICLE III OFFICERS

**Section 1. Officers.** The officers of PATCH Academy shall be Executive Director, Chair, Vice- Chair, Secretary, and Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board of Directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person.

**Section 2. Election and Term of Office.** The officers of PATCH Academy shall be elected by the Board of Directors at the regular annual meeting of the Board of Directors. The Chair shall appoint any officers as needed or desired. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as is convenient. New offices may be created and filled at any meeting of the Board of Directors.

**Section 3. Removal.** Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of PATCH Academy would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Under no circumstances shall the Executive Director be removed from office unless for an intentionally malfeasance act.

**Section 4. Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors until the vacancy is filled by an election.

#### **Section 5. Powers of Officers.**

(a) **Executive Director:** The Executive Director shall be the Chief Executive Officer of PATCH Academy and will serve as the Chief Administrator of the Charter School. She shall carry out all responsibilities established by the Board of Directors. She shall be a continuing member of the Board of Directors. She shall have general management of PATCH Academy and general supervision of the other officers. She shall execute in the name of PATCH Academy all deeds, bonds, mortgages, contracts and other documents authorized by the Board of Directors. She shall be ex-officio, a member of all standing committees, and shall have the general powers and duties of supervision and management usually vested in the office of Executive Director of a corporation.

(b) **Chair:** He/She shall preside at all meetings of the Board of Directors and see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate to any other officer or officers of PATCH Academy. any specific powers, other than those that may be conferred only upon the Chair. He/She shall execute in the name of PATCH Academy. all deeds, bonds, mortgages, contracts and other documents authorized by the Board of Directors. He/She shall be ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management usually vested in the office of Chair of a corporation.

(c) **Vice- Chair:** The Vice Chair shall perform the duties and exercise the powers of the Chair in case of his temporary absence from the office of the Corporation, and shall perform such other duties as may from time to time be granted or imposed by the Board of Directors. He/She shall serve as an ex-officio member of the Board of Advisors; however, in the event of serving as Chair, he or she shall be a voting member of the Board of Advisors.

(d) **Secretary:** The Secretary shall attend all sessions of the Board held at the office of PATCH Academy and act as clerk thereof and record all votes and the minutes of all proceedings in a book to be kept for that purpose. He/She shall perform like duties for the executive and standing committees when required. He/She shall give, or cause to be given, notice of meetings of the Board of Directors when notice is required to be given under these Bylaws or by any resolution of the Board. He/She shall have custody of the seal to all authorized documents requiring the seal. He/She shall keep the membership rolls of PATCH Academy and in general perform the duties usually incident to the office of Secretary, and such further duties as shall from time to time be prescribed by the Board of Directors or the Chair.

(e) **Treasurer:** The Treasurer shall keep full and accurate account of the receipts and disbursements in books belonging to PATCH Academy, and shall deposit all moneys and other valuable effects in the name and to the credit of the Corporation in such banks and depositories as may be designated by the Board of Directors, but shall not be personally liable for the safekeeping of any funds or securities so deposited pursuant to the order of the Board. He/She shall disburse the funds of the Corporation as may be ordered by the Board and shall render to the Chair and Directors at the regular meeting of the Board, and whenever they may be required, accounts of all his transactions as Treasurer and of the financial condition of the Corporation. He/She shall perform the duties usually incident to the office of the Treasurer and such other duties as may be prescribed by the Board of Directors or by the Chair.

(f) **Delegating Powers to Other Officers:** In case of the absence of any officer of the Corporation, or for any other reason that may seem sufficient to the Board, the Board of Directors may delegate his duties and powers for the time being to any other officer, or to any director.

#### **ARTICLE IV COMMITTEES AND BOARD OF ADVISORS**

**Section 1. Committees and Directors.** The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more committees, which committees, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed on it or him by law.

**Section 2. Other Committees.** Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. The Chair shall appoint the members thereof. Any member thereof may be removed by the Chair whenever in his judgment the best interest of the Corporation shall be served by such removal.

**Section 3. Board of Advisors.** A Board of Advisors may be appointed as set forth below. It shall be the responsibility and privilege of the Board of Advisors to provide counsel to the Chair and to the Board of Directors. Counsel shall be organizational, financial, legal or other areas wherein the Chair determines professional counsel is needed and/or desirable. No minimum or maximum number of members of the Board of Advisors shall be established and the appointment of the Board of Advisors and tenure thereon shall be at the pleasure and in the complete discretion of the Chair.

#### **ARTICLE V CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

**Section 1. Contracts.** The Board of Directors may authorize any officer or officers, agents or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or

execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or may be confined to specific instances.

**Section 2. Checks, Drafts or Orders.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. All checks and drafts should have two signatures. In the absence of such determination by the Board of Directors, such instruments may be signed by either the Treasurer, Chair, or Executive Director of the Corporation.

**Section 3. Deposits.** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

**Section 4. Gifts.** The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for any purpose of the Corporation. Receipts should be provided to all contributors of PATCH Academy.

## **ARTICLE VI BOOKS AND RECORDS**

The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceeding of its Board of Directors, committees having and exercising any of the authority of the Board of Directors, and any other committee, and shall keep at the principal office a record giving the names and addresses of the Board of Directors members entitled to vote. All books and records of the Corporation may be inspected by any member or agent for any proper purpose at any reasonable time.

## **ARTICLE VII FISCAL YEAR**

The fiscal year of the Corporation shall be the calendar year.

## **ARTICLE VIII DISSOLUTION**

(a) Upon the dissolution of the Corporation, the Board of Directors shall, after the payment of all the liabilities of the Corporation, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall qualify as an exempt corporation or organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or of the corresponding provisions of any future United States Revenue Law) as the Board of Directors shall determine.

(b) No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, officers, directors, or any person except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments in the furtherance of the Corporation. Notwithstanding any other provisions of the Articles of Incorporation or these Bylaws of the Corporation, the Corporation shall not carry on any activity not permitted to be carried on (a) by a corporation exempt from federal income tax, under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (or by the corresponding section of any future Revenue Code of the United

States of America) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or the corresponding section of any future United States revenue law).

**ARTICLE IX  
AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by a two thirds (2/3) majority vote of the Board of Directors at any regular or special meeting of the Board of Directors. At least fourteen (14) days written advance notice of said meeting shall be given to each member of the Board of Directors.

Adopted by the full Board of Directors this 09 day of April, 2012.

\_\_\_\_\_  
John Manley Jr, Board Chair

\_\_\_\_\_  
Katrina Sweet, Executive Director

A copy of the articles of incorporation, if available. If not available, must be available prior to interview by SBE, so must show that it has been applied for prior to submission of application.



# NORTH CAROLINA

## Department of The Secretary of State

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To all whom these presents shall come, Greetings:

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

ARTICLES OF INCORPORATION  
OF  
PARENTS AND THEIR CHILDREN ACADEMY

the original of which was filed in this office on the 5th day of March, 2012.



IN WITNESS WHEREOF, I have hereunto  
set my hand and affixed my official seal at the  
City of Raleigh, this 5th day of March, 2012

*Elaine F. Marshall*  
Secretary of State

Document Id: C201206200112

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Date Filed: 3/5/2012 2:24:00 PM  
Elaine F. Marshall  
North Carolina Secretary of State  
C201206200112

State of North Carolina  
Department of the Secretary of State

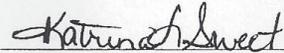
ARTICLES OF INCORPORATION  
NONPROFIT CORPORATION

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

1. The name of the corporation is: Parents and Their Children Academy
2.  (Check only if applicable.) The corporation is a charitable or religious corporation as defined in NCGS §55A-1-40(4).
3. The street address and county of the initial registered office of the corporation is:  
Number and Street 4636 Periwinkle Place  
City, State, Zip Code Rocky Mount, North Carolina 27804 County Nash
4. The mailing address *if different from the street address* of the initial registered office is:  
\_\_\_\_\_
5. The name of the initial registered agent is:  
Katrina L. Sweet
6. The name and address of each incorporator is as follows: Katrina L. Sweet  
4636 Periwinkle Place, Rocky Mount, NC 27804
7. (Check either a or b below.)  
a.  The corporation will have members.  
b.  The corporation will not have members.
8. Attached are provisions regarding the distribution of the corporation's assets upon its dissolution.
9. Any other provisions which the corporation elects to include are attached.
10. The street address and county of the principal office of the corporation is:  
Number and Street 4636 Periwinkle Place  
City, State, Zip Code Rocky Mount, NC 27804 County Nash
11. The mailing address *if different from the street address* of the principal office is:  
\_\_\_\_\_

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

This is the 27 day of February, 2012.

  
\_\_\_\_\_  
*Signature of Incorporator*

Katrina L. Sweet, Executive Director **INCORPORATOR**  
*Type or print Incorporator's name and title, if any*

NOTES:

1. Filing fee is \$60. This document must be filed with the Secretary of State.

Revised January 2000

Form N-01

**Purpose of Corporation**

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

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

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

**Prohibited Activities**

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

of the Code or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

**Distributions Upon Dissolution**

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

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

The Board of Directors will meet once a month to review policies, implement new policies if necessary, and receive any current updates by the Executive Director or any other parties the Executive Director or Chair Person deems necessary. The Board will vote and make the final decisions, after considering all suggestions and input from all parties involved.

The Board of Directors will make final approval of all decisions as it relates to PATCH Academy. The Chair Person will govern the board of directors and the board expects staff of PATCH Academy to oversee the daily function of the charter school.

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

The Board of Directors will receive counsel and board training from Ellis Research Consulting Services, LLC. ERCS, LLC will keep PATCH Academy in compliance with all NC laws, policies, and standards of Department of Instruction and decisions will be discussed with ERCS, particularly personnel and financial decisions.

The Board of Directors will consider concerns and issues from Parents (PAC Committee), PTO, and the School Development Team. This information will ensure that the board makes an informed decision as it relates to implementing policies and guiding the school in the right direction.

Portray how the board will involve parents and community members in governing the school.

The Board of Directors will work very closely with PATCH, Inc, the Faith Based Organizations, and other community based organizations in an effort to provide resources while meeting the needs of our students. PATCH Academy is concerned about the holistic approach of each student and will strive to meet the needs of our students through meaningful engagement with the community. (Health Care Organizations, Department of Social Services, Department of Juvenile and Justice, Department of Health and Human Services, Churches, etc. etc)

Parents are vital to PATCH Academy. PATCH, Inc is a key component to PATCH Academy. It is a community based organization that strives to bridge the gap between parents, schools, and the community. One of the primary goals of PATCH, Inc is to increase family engagement, empower parents, educate parents, and teach parents how to advocate for their children. PATCH, Inc also provide workshops for parents on being actively involved in their child's educational endeavors and being an instrumental part of their child's school. The board will work very closely with PATCH, Inc and the parents of PATCH Academy with fundraisers, PTO, and the Parent Advisors Committee. The board of directors and parents will work together as a team to discuss concerns of parents, students, or any issues that could prohibit a child from reaching their full potential. Please note, all final decisions will be finalized by the board of directors.

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

Goal 1: PATCH Academy will implement a rigorous academic program (STEAM) that aligns with the North Carolina Common Core Standards that will ultimately prepare students to be 21<sup>st</sup> Century learners and competitive for the global market.

- All students will use The Core Knowledge Curriculum in grades K-8.
- Students in grades 4-8 will be able to declare a major in the arts program.
- Students in grades k-2 will experience arts integration with the academic curriculum.
- Students will make appropriate growth over time.
- Each student will make at least one years of growth in an academic school year
- All students will be at proficiency after three year time period.

Goal 2: PATCH Academy will create a nurturing and caring environment for students and families.

- All administrators, teachers, and staff will be nurturing and caring.
- Our facility will be safe and supports high performance.
- All parents will feel welcome and be invited to be a part of the decision making process when feasible.
- The School Improvement Team will work very closely with the PAC Committee and the PTO Committee.

Goal 3: PATCH Academy will attract and employ Masters Teachers and Quality Staff.

- PATCH Academy will recruit, retain, and compensate a diverse group of Master Teachers and quality staff.
- Teachers and staff will participate in a continuous professional staff development that is most current to the STEAM Program.
- PATCH Academy will seek to employ 100 percent Master Teachers and Quality Staff.

Goal 4: PATCH Academy will provide a character education curriculum to all students to increase self esteem, personal responsibilities, and decision making skills.

- All students will participate in the character education program.
- Students will participate in activities and projects that will be displayed within the school and the community.
- Students will learn the six pillar of our character education program: caring, respect, fairness, responsibility, trustworthiness, and citizenship.

Goal 5: PATCH Academy will partner with parents and the community.

- PATCH Academy will seek to build effective relationships with families and the community.
- PATCH Academy will provide educational workshops for parents.
- PATCH Academy will collaborate with organizations that will promote and increase meaningful involvement with PATCH Academy.

Goal 6: PATCH Academy will provide and operate effective and efficient programs

- PATCH Academy will employ and receive counsel from Ellis Consulting Research Services on operating and providing cost effective and efficient programs.
- The Extend Day Program (After School Program) will generate revenue for PATCH Academy.

- Students will have tutors and have the opportunity to study and review the school work for the day. Staff and tutors will also assist with homework and reiterate any lessons or assignments students are showing difficulties in.

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

All Board of Directors will be required to sign a Conflict of Interest Form. In addition, the Executive Director is the only board member as stated in the bylaws that will be a full time employee of PATCH Academy. She will serve as the School Director of PATCH Academy. (See Appendix Section III).

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

Provide a description of the policies and the procedures for admitting students to the proposed charter school, including specific details of the enrollment lottery plan, statutorily allowed preferences, a plan to develop clear procedures for withdrawals and transfers, as well as subsequent marketing strategies to reach all demographic groups.

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

PATCH Academy will not discriminate against students because of ethnicity, gender, religion, disability, or race. PATCH Academy is open to all students. PATCH Academy will partner with various organizations within the community to increase our marketing strategies that will attract a diverse population of students and staff. Our marketing strategies are designed to create diversity in an effort to dissolve racial disparities. PATCH Academy will also advertise on the radio, television appearances, conduct educational forums, and hold meetings at church. We anticipate that the students will mirror low income and minority children; however, we will actively seek to attract students from all demographics of ethnicity and income.

PATCH Academy's open enrollment will consist of the completion and assistance of applications. If grades are not full at the end of open enrollment, PATCH Academy will continue to recruit through various forms of advertising. If we receive more applications per slots allocated, a public lottery will be held. At the public lottery, the chair person of the board of directors will conduct a drawing to determine the order of the grades that will be drawn for the lottery. At which time, a lottery will be conducted for full time employees. After the first years, students who have siblings will have preference, and then other applicants will be accepted. In addition, If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29F (g) (6), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. As each name is drawn, a Board Member will record each name by hand and placed in the recording book in the order the name was drawn. It should be noted that once enrolled, students are not required to reapply for subsequent enrollment periods. After all slots are filled, PATCH Academy will continue to draw names, and each applicant name will be placed on a waiting list. Notwithstanding any law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

A clear plan of the withdrawal procedures will be placed in the parent-student handbook. In addition, the withdrawal and transfer procedures will be in the main office of the school. An administration staff will be available to assist any parent that desire to withdraw or transfer their child. Documentation will be submitted in writing by parents or the school, explaining in detail the reason for the withdrawal and/or transfer. All necessary documents will be forwarded to the new school of enrollment.

## V. EDUCATION PLAN

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

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

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

PATCH Academy will focus on more of the Education Reform Theory. This theory will allow educators to tap into a new wave of education that offer new insight into the way students learn and retain knowledge. The Education Reform Theories are known as constructivism theory, a method where children are motivated for various reasons and are active in learning.

Constructivism's roots can be found at the turn of the century in the work of education reformer John Dewey and Russian psychologist Lev Vygotsky. In addition, the education of reform theories and the constructivism theory leads to the new global perspective on education theory.

Increasing global commerce and competition provides much of the fuel that drives the call for education reform. Many more nations are industrializing and competing in the global market. The nations with the best minds and best education will lead the world economically. When researchers compare the performance of American students to their international counterparts, the United States scores low compared to other industrialized nations. Experts point to parental attitudes and school systems to explain the differences. Research has proven that there are several factors that enhance the quality of education and high achievement for students. PATCH Academy is dedicated to addressing those factors to ensure that our students receive the best education possible. PATCH Academy will illustrate the following model (CARES Model). Dr. Danny Ellis stated, "In order to be effective each employee must strive for and display the principles identified in the CARES Model. Business as usual is a thing of the past!"

Characteristics

- 1) Value change
- 2) Value children
- 3) Value a chance
- 4) Value caregivers

Attributes

- 1) Good attitude
- 2) Growing aptitude
- 3) Glowing attendance

Resilience

- 1) Resist complacency
- 2) Rebound without revenge
- 3) Rights a wrong when reasonable

Effort

- 1) Goes the extra mile
- 2) Gets things done
- 3) Gathers consensus when possible

Standards

- 1) Displays discipline
- 2) Dismisses doubt

Also, PATCH Academy will focus on international models that will also prepare students for the global economy (i.e. bilingual and cultural diversity). This model supports the mission of PATCH Academy.

The instructional program at PATCH Academy is aligned with the Common Core Standards of North Carolina. These standards are defined as the knowledge and skills students should have throughout their educational endeavors so they will graduate from high school prepared for college. The Common Core Standards provides a consistent and clear expectation of what students should learn, so educators will know what they need to do to help them. The Common Core Standards are rigorous and are relevant to the real world; thus, preparing students for the global economy and the global market.

A rigorous academic program (STEAM) that aligns with the North Carolina Common Core Standards will be the center of the instructional program of PATCH Academy. Students will ultimately be prepared as 21<sup>st</sup> Century learners and competitive for the global market. The rigorous curriculum along with the Common Core Standards will allow students to have a deeper understanding of the course materials, while engaging in hands on activities. Teachers will be able to integrate arts into the core subjects in an effort to keep students engaged while focusing on gifts and talents. Blooms Taxonomy, a concept of the Common Core Curriculum, is aligned with the instructional strategies of STEAM, and will give students the tools needed to think as a critical thinker while applying all knowledge learned.

Interestingly, STEAM allows teachers to teach lessons that are inclusive to everyone. This makes it easier for inclusion to occur. Our goal is to ensure all students are a part of the learning process at PATCH Academy. Students with disabilities or Individual Educational Plan can also participate and understand the assignments that are taught on their level. It should be noted that students will receive any services per their IEP. Teachers will be able to customize all lessons to accommodate the different learning styles without needing extended lessons to meet the Individual and Differential Educational Plans of students.

### Overview

All students will use The Core Knowledge Curriculum aligned with the Common Core Standards of North Carolina in grades K-8. Students in grades 4-8 will be able to declare a major in the arts program (Dance, Drama, Arts, Music, Photography, Writing), along with the core subjects; Language Arts, Math, Science, Social Studies and History. Physical Education will be offered to students in this grade level. The primary focus of K-3 will be Language Arts, Math, Science, and Social Studies. These students will also participate in specials; Art, Music, Physical Education and Guidance. However, students in this grade level will experience arts integration with the academic curriculum. Students are expected to perform at or above grade level. All students that are below grade level will be provided with extensive tutoring and assistance during school and during the extended day program. Students are expected to make at least one year growth every year. We will remain in compliance with NC Common Core Standards with the instructional strategies at PATCH Academy.

PATCH Academy will offer a Character Education Program. All students will learn core values to improve self-esteem, personal responsibilities, and decision making skills. Each month students will focus on a particular topic and will participate in activities and projects within the school and the community that reflects the topic recently learned.

PATCH Academy will also offer a bilingual educational curriculum to help students become more culturally diverse. Students will learn to speak Spanish, French, and German. This program will also help students be more globally competitive. PATCH Academy will focus on the international models to assist with this program.

Teaching approach, class structure, curriculum design, courses of study, sample daily schedule, pillars of the school culture, and instructional methodology that align with the school's mission.

Utilizing the Common Core Standards, teachers are able to use a wide range of teaching methods and approaches. Group Method, Independent Learning Methods, and the Communicative Classroom Approach are all methods teachers can utilize in the classroom. PATCH Academy will utilize the appropriate method that is most conducive to a particular assignment. Most assignments will require the group method, particular in the Arts area. Group Methods requires the teacher to reorganize the room into smaller units. Research has indicated that this method is unique and is the most advanced and holds a high value of teaching because the learner involvement in the learning experience is organized by the teacher. In addition, students are often times engaged and more interested in the hands on experience while working in groups and applying knowledge learned.

Curriculums will be designed to accommodate the learner styles of all students. Learning is a complex matrix, and it is important that all students see all models of learning. The real secret in learning is to know the most effective way to learn. All students will be taught the different learning styles and explained in depth the differences. It will be the teacher's responsibility to make sure the necessary tools are provided to assist students with the appropriate learning styles in order to learn and complete any assignments. According to Stephen Covey, author of *The 7 Habits of Effective People*, the most valued people in the world beyond school are those that can learn in a range of different ways.

School culture is the beliefs, attitudes, and behaviors that characterize a school and it influences everything that happens at the school. PATCH Academy pillars of culture are: a sense of community, a caring and nurturing environment for families and students, diversity, common goals, common agreement on instructional components, open and honest communication, a consensus on discipline, and tangible support from leadership. It is believed that school culture is linked to the classroom culture. PATCH Academy will create an atmosphere that is conducive to teaching for teachers, and learning for students.

- Demonstration that selected goals are clear, specific, measurable, ambitious and attainable.

PATCH Academy will focus on SMART Goals. PATCH Academy demonstrates that all goals are specific by emphasizing exactly what we want to happen. Being specifics helps PATCH Academy focus our efforts and clearly define what we are doing. We will choose all goals with measurable process, so we can see the change occurs. This will include several short terms or small measurements that can be built into a goal. In addition, measuring process of goals help you stay on track and reach target dates.

PATCH Academy will implement goals to stretch us slightly; however, we will identify and set out to pursue attainable goals. Once goals have been identified that is attainable, you develop attitudes, skills, abilities, and financial capacity to attain them. PATCH Academy will seek to do the above mentioned to reach all attainable goals. We are result driven and will devise a plan to reach all goals. Setting unrealistic goals only sets you up for failure and could discourage you from setting and pursuing goals.

A time frame will be set for all goals. Setting a time frame will give PATCH Academy a clear target to work towards. Time must be measurable, attainable and realistic.

Specific: 80% of students will be at proficiency in reading by midyear.

Measurable: Multiple assessment results will be used to measure student's growth weekly.

Attainable: Students will be required to read 20 minutes each night to a parent. Parents will have to sign reading log to inform teacher that student read.

Result Oriented: Students reading will improve at least a grade level.

Time: Students will be on grade level or above grade level by end of school year.

- Entrance and exit requirements as well as graduation requirements (if the school is to be high school).  
PATCH Academy will not serve the high school population.

The school calendar (must provide instruction for a minimum of 185 instructional days) (G.S.115C-238.29F (d) (1)) and how it coincides with the tenets of the proposed mission.

2013-2014

NASH-ROCKY MOUNT PUBLIC SCHOOLS' TRADITIONAL CALENDAR

185 Days

2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SD	NPW	MW	H	AL	T
					0
					0
					0
					0
					0
					0

2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	E	18
19	20	W	22	23	24	25
26	RC	28	29	30	31	

SD	NPW	MW	H	AL	T
2			1		3
5					5
5					5
3	1	1			5
5					5

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	NPW	W	W	W	W	24
25	★	27	28	29	30	31

SD	NPW	MW	H	AL	T
					0
					0
					0
	1	4			5
5					5

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	ER	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SD	NPW	MW	H	AL	T
					0
5					5
5					5
5					5
5					5

September

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	ER	18	19	20	21
22	23	24	25	26	27	28
29	30					

SD	NPW	MW	H	AL	T
4			1		5
5					5
5					5
5					5
1					1

March

S	M	T	W	T	F	S
						1
2	3	4	E	ER	7	8
9	10	RC	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SD	NPW	MW	H	AL	T
					0
5					5
5					5
5					5
5					5
1					1

October

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	E	9	10	W	12
13	14	RC	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SD	NPW	MW	H	AL	T
4					4
4	1				5
5					5
5					5
4					4

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	E	NPW	19
20	21	V	V	V	V	26
27	28	RC	30			

SD	NPW	MW	H	AL	T
4					4
5					5
4	1				5
			1	4	5
3					3

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	E	23
24	25	26	RC/ER	28	29	30

SD	NPW	MW	H	AL	T
1					1
5					5
4			1		5
5					5
3			2		5

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SD	NPW	MW	H	AL	T
					2
5					5
5					5
5					5
4			1		5

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	ER
20	21	22	23	24	25	V
26	27	28	29	30	31	

SD	NPW	MW	H	AL	T
5					5
5					5
5					5
			3	2	5
				2	2

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	E	W	W	V
10	11	12	13	14	15	G
16	17	18	19	20	21	
22	23	24	25	26	27	28
29	30					

SD	NPW	MW	H	AL	T
5					5
2	2			1	5
				1	1
					0
					0

Subtotal 80 1 5 7 4 97

Subtotal 105 1 2 4 6 111

- ★ First Day of School
- End of Semester & Year
- RC Report Card Dates
- ER Early Release Days (2 hours early)
- MW Mandatory Teacher Work Days
- NPW Nonprotected/Optional Teacher Work Days
- New Teacher Orientation
- H Holidays
- SD Student Day
- G Graduation

TOTALS 185 2 7 11 10 215

PATCH Academy will utilize the same calendar system as the LEA of Nash County. PATCH Academy desires to provide flexibility to parents who may have more than one child and they attend the public traditional schools. This will not create hardship on families due to having to worry about multiple children being on the different school calendars, but providing the same school calendar as the public LEA, this will accommodate families while providing parental choice to families and students. In addition, professional staff development and trainings will be provided to teachers on early release days of students and some teacher work days.

- Provide a concise description of any evaluation tool or test, if any, that the proposed charter school will use in addition to any state or federally mandated tests and how this data will be used to drive instruction and improve the curriculum over time for the benefit of students.

There are many evaluation tools or test that a school could use to improve the curriculum over time for the benefit of students. The Brigance Test, also known as the Brigance Comprehensive Inventory of Basic Skills Revised, is an assessment that identifies a student's academic level. It is also a tool used in standardized assessment for identifying a student's strength and weaknesses. It is administered in a classroom setting. Students may be assessed in a group session or individually. This type of assessment is for students from Kindergarten to Ninth grade. The benefits of this tool are that it links the assessments and the instructions for teachers and the student. The data can be used to identify academic deficiencies and chart an effective education program for the student.

Dibels is another evaluation tool or test. It is a set of procedures and measures for assessing the acquisition of early literacy skills from Kindergarten to Six Grade. Dibels is designed to measure validated skills related to reading outcome. It measure Phonic Awareness, Alphabetic Principles and Phonics, Accuracy and Fluency, Comprehension, and Vocabulary and Oral Language. Data can be used to properly placed students on appropriate levels. Once a child achieves certain levels, the child can advance to the next level without having to wait until the next year. Most importantly, a teacher can work with a child on the level they are currently on.

All mandated testing required by federal and state, such as EOG (Math, Reading, and Science) will be administered at the appropriate time. All data will be used to determine level students are currently on and what areas need to be improved and worked on in an effort to achieve to the next level. Students' progress will also be identified to determine future placement for the student. PATCH Academy will abide by all federal and state requirements and will utilize the most effective tools of evaluation and test that will best benefit the students we serve.

- Provide an overview of the professional development needs associated with the mission and proposed instructional program. Be sure this discussion matches with the funding of the budget section.

As reflected in the yearly budget, PATCH Academy is committed both to providing onsite and offsite professional/staff development. Although the budget for each year reflects a financial commitment, PATCH Academy is committed to match each dollar with in-kind training as well. PATCH Academy realizes even those educators with years of experience tend to fall into a rut. It's natural human instinct to stagnate. A refresher course or learning something new can benefit all teachers, whether their focus is the refinement of content area teaching skills or moving into a new area of study. Three of the most beneficial staff development offerings are Literacy Workshops, Six Traits of Writing and Special Education workshops. Literacy workshops provide teachers with effective strategies to monitor children's progress with information and tools for quick and meaningful assessment of a student's knowledge and abilities. Additionally, literacy workshops increase teacher knowledge of balanced literacy activities as well as create techniques designed to accelerate student acquisition of reading and writing skills. The Six Traits provide a

common language and greatly help with revisions and editing. Moreover, the rubrics are guidelines for quality writing and scoring. Because the descriptors for each of the traits are easy to understand, scoring a student's writing is a much simpler task for the teacher. An in-service focusing on Special Education will train educators to work cooperatively and maintain joint responsibility for specified educational instruction. The general education teacher and the special education teacher will learn that they can collaboratively bring their skills, training, and perspectives together to strengthen teaching and learning opportunities.

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

Research has shown that student's success or failure depends a great deal of what goes on in the classroom and at school. PATCH Academy has identified some effective strategies in raising the achievement of students who are low performing: whole class instruction, cognitively oriented instructions, small group instructions, tutoring programs, peer tutoring, and computer assisted instructions. PATCH Academy will seek to close the achievement gaps by providing the best possible interventions and programs for low performing or at risk students. In addition, research has also indicated that what happens in a child's life after school hours greatly impacts the performance of a child. Thus, we will take responsibility for our students and use the cradle to career approach while striving to educate our students. Our plans are to pull together integrated social and educational services to assist our students. This will include family, community, and health, family support, an extended day program (after school program), and parenting workshops. The holistic approach will give PATCH Academy a greater chance of closing the achievement gap of low performing students.

PATCH Academy will partner with the community, families, youth organizations, faith based, and other community based organization in an effort to provide the best possible services. Our expected levels of performance includes: All students being at or above proficiency within three years of attending our school and participating in the programs and services provided by PATCH Academy and supporting partners.

- Details in how the proposed charter plans to involve parents and community members within the school.

PATCH Academy will partner with the community (Faith based and other community based organizations) in an effort to generate revenues and provided services that will meet the needs of our students. The Executive Director will attend educational forums in the community and will keep the community informed about the process of our school as it relates to all accomplishments, goals, and mission of our school. Parents are vital to PATCH Academy. PATCH Academy will partner with parents by building effective relationships with them. We will assist parents throughout the educational journey of their children. The School Development Team will assist parents in developing a PAC (Parent Advisory Committee), and a PTO Committee. Parents will oversee these committees. Parents will assist with fundraisers and attend field trips as chaperones. Parents will also volunteer in various forms at PATCH Academy. When feasible, parents will be an instrumental part of the decision making process while working with the board of directors on various projects deemed appropriate by the Executive Director of the School.

PATCH, Inc. is a key component to PATCH Academy. It is a community based organization that strives to bridge the gap between parents, schools, and the community. One of the primary goals of PATCH, Inc. is to increase family engagement, empower parents, educate parents, and teach parents how to advocate for their children. PATCH, Inc. also provide workshops for parents on being actively involved in their child's educational endeavors and being an instrumental part of their child's school.

PATCH Academy will work very closely with PATCH, Inc. to enhance family engagement with the parents of our students.

- Describe how the school will meet the needs of gifted, at-risk children, English language learners by explaining the proposed school's process for identification and service of these students.

Gifted students are students with outstanding talents who perform or show the potential of performing at remarkably high levels of accomplishments. Each gifted child will have an IEP (Individual Education Plan). Within their plan, their needs, gifts, talents, achievements will be discussed. Parents will be a part of the decision making process at it relates to their child's plan. This approach is multifaceted; bring together parents, educators, and the student. PATCH Academy will strive to provide supplemental programs to meet the need of the student, such as, advance classes, online classes in Math or Science, or any other area of interest. Most likely PATCH Academy will not be able to offer all of the supplemental programs; however, we are committed to partnering with outside supplemental programs (community colleges, summer programs offered by universities and educational community based organizations) that will offer programs to meet their needs. Gifted students will be challenged at PATCH Academy in an effort to keep them engaged in learning. Research indicated that gifted students are often at risk and if not careful, could lose their potential of performing. PATCH Academy will nurture the gifts and talents of our students.

At risk students are being left behind in the school system. Research indicated that educational reform is needed in order to identify at risk students, and to develop programs to keep them from dropping out of school. At risk students are identified as low socioeconomic status, English barriers, single parents' households, poor reading skills, grade retention one or more years, multiple suspension and expulsion, disabilities and identified as special ed. Once at risks students have been identified, the challenge is to implement comprehensive school wide initiatives for keeping them in school, while closing any existing gaps.

PATCH Academy will offer an extensive library program, since research indicated that library programs have a positive impact on academic achievement. School librarians offer information literacy and technology instructions to students that are crucial to 21<sup>st</sup> century learner, particular those students who do not have access to a computer. In addition, PATCH Academy's librarian will be an instrumental part of the collaborative student support for at risk students. Since at risk students are below grade level in reading, the librarian can assist the school with improving reading skills.

PATCH Academy will also provide a coach, mentor, and implement strategies for intervention. In addition, differentiated instruction will be utilized in the classroom when necessary and universal design for learning, while affording the students the opportunity to be engaged in all learning. As stated above with the gifted students, each at risk student will have an IEP. Parents will be encouraged to participate in any meetings and to be a part of the decision making process at it relates to the child's IEP. Goals will be identified, along with strengths and weaknesses. Measurements and attainable goals will be implemented. PATCH Academy will provide students with programs to assist them through their educational endeavors. PATCH Academy will also partner with other organizations and community based organization to ensure the need of the child is being met.

English language learner will work one on one with a staff that speaks fluently their language, and students will participate in the Non Speaking English Program. A future goal of PATCH Academy is to offer a bilingual curriculum to our students. However, PATCH Academy will

partner with an organization that can provide such services to assist the school in meeting the needs of the families and the student. This individual will be present during meetings, parental conferences, and would volunteer time to work one on one with the student.

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

PATCH Academy will offer various clubs within the school, such as; Spanish Club, Math Club, and Reading Club in an effort to improve achievement and to bring people together that are different. PATCH Academy will also develop a SGA (Student Government Association), 4- H club for elementary students, and ARTS club for those students who have declared a major in the ARTS Program.

PATCH Academy will eventually develop a sports department and a band department, providing students are interested. At which time, clubs will be developed for students that desire to participate.

Researchers and teachers have suggested that extracurricular activities are an important source of positive influence in the lives of our youth. These activities are not just for socializing but students are working towards some goal or mission. A considerable amount of research has examined the benefits of youth participation in extra curricula activities. According to Randy Brown, PhD, students have better grades, have higher standardized test scores, have higher educational attainment, and attend school more regularly when they participate in extracurricular activities.

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

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

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

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

PATCH Academy, in conjunction with the parents, determines the type and intensity of the special education and related services that a particular child needs based exclusively on the unique program of the special education department and related services the schools develops for the child. This program is called the Individual Education Plan or the IEP. The IEP is different for every child. An IEP team consists of educators, parents and other persons with expertise of familiarity with the child. All participants will be dictated by IDEA2004. All parents will be notified and encouraged to participate in all meeting held on the behalf of the student. All IEPs can be revised as often as circumstances warrants but reviewed at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational benefit to the student. All IEPs will include a statement of measurable and annual goals established for a child, progress of the child, statement from the

special education department and/or related services, and any appropriate accommodations that are necessary to achieve and measure all goals.

Special education services are provided according to the educational needs of the child, and not the category of the disability. Types of services that may be available, depending upon the child's disability are: learning support, life skills support, emotional support, deaf or hearing impaired support, blind or visually impaired support, physical support and multi-disabilities support.

PATCH Academy will not discriminate based on disability. During the recruiting process, PATCH Academy will not discuss any disabilities of the interested applicants. The question will not be on the application. All students will be assessed after acceptance. Each student will receive services based upon the results of the assessment.

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

Provide drafts, included in this section, of student handbooks and other policies governing student conduct and discipline. Include policies and procedures governing suspension and expulsion of students. Specifically address these policies with respect to exceptional children. Also describe how a parent could appeal the decision of a school administrator through a grievance process.



**PARENTS AND THEIR CHILDREN ACADEMY**

**2013-2014**

**Student Handbook**

**Mission:** Parents and Their Children Academy is a safe nurturing environment where high academic achievement is promoted through a rigorous academic program (STEAM), extensive supportive services, and family engagement. Our students learn in a caring environment where parents, schools, and the community are unified to ensure that education creates a pathway of success for all students

Dear Parents and Students,

*I am excited about the opportunity of working with each of you and providing an equality education to each student. PATCH Academy is dedicated to helping students reach their full potential.*

As the Executive Director, I take full responsibility of each child's academic success. However, I do believe in partnering with parents as parents are a vital instrument in their child's educational endeavors. My passion for children compels me to go beyond the call of duty while operating in excellence when working with each of you.

At this time I would like to welcome you to PATCH Academy. We are pleased that you chose our school to educate your children. You will be pleased with the vast majority of programs, services, and the rigorous curriculum we have chosen to educate your child. The STEAM Program correlated with the North Carolina Common Core Standards will set your child on the right track and ultimately prepare them for graduation and the global market. In addition, students will develop and become productive citizens of society.

I am excited about this school year, and I look forward to working with each of you.

Warm Regards,

Katrina Sweet  
Executive Director



## Contact Information and Positions

Phone: 252-458-4010  
Executive Director

Fax 252- 210-3767  
Katrina L. Sweet

## Schedule for Middle school Students

7:45	Release from Gymnasium
8:00	Home Room
8:00- 8:45	Enrichment
8:43- 9:48	1st Period
9:46-10:38	2nd Period
10:41-12:21	3rd Period
11:00-12:20 (Lunches) (6 graders- 11:00-11:45)	
	(7 <sup>th</sup> graders- 11:20-12:05)
	(8 <sup>th</sup> graders- 11:40-12:20)
12:24-1:19	4 <sup>th</sup> Period
1:22-2:17	5 <sup>th</sup> Period
2:20-3:15	6 <sup>th</sup> Period
3:15-3:25	Dismissal

## Schedule for Elementary Students (7:45 am-3:15 pm).

12:00-1:20 (Lunches) (Kindergarten-2- 12:00-12:45)	
	(2-3- 12:20-1:05)
	(4-5- 12:40-1:20)
3:15-3:25	Dismissal

## Snack Time (Elementary)

Elementary students will be allowed to have snacks before lunch due to late lunches for elementary students. All snacks should be brought from home; the school will not provide snacks.

## Early dismissal request

With approval from the board of directors, students are required to provide prior written notice of early dismissal at the beginning of the day. This note should be given to the school of director and home room teacher.

## Lunch Program

PATCH Academy will participate in the Federal Free and Reduce Price School Meal Program. Applications are sent home on the first day of school. However, you may apply for free or reduced price meals at any time during the school year. Applications are available in the front office. If your family has a change in income during the school year, you may apply.

### Bus Transportation

PATCH Academy will provide transportation for students. Please note, riding the bus is a privilege. This is a contractual agreement at no cost to the families; however, rules and regulation applies. PATCH Academy will not tolerate any disruptive behaviors or foul language on the bus. The buses are viewed as school property; therefore, we expect students to behave accordingly on the bus.

### Student Conduct on Buses

Obey the bus driver concerning conduct on the bus.

Observe classroom conduct while getting on and off bus and while riding on the school bus.

Be at the designated place in the morning reading to board the school bus.

The driver is responsible for maintaining the schedule and cannot wait for any student.

Help keep the bus clean, sanitary, orderly, and refrain from damaging the bus.

There will be consequences for breaking any bus rules.

Warning, silent bus, and suspension are all consequences that could apply.

### Drop off and Pick Up

Students may not be dropped off before 7:30 am. All students who are dropped off before 7:45 am must report to the designated room. Students must be picked up before 3:45 pm.

### Daily Procedures

At the beginning of each class, attendance will be taken. The parents of any child will be notified of absences. Emergency cards are on file in each class. In an effort to address attendance, staff will contact parents whose child is absent from school or a class

### **CHECKING STUDENTS OUT DURING THE SCHOOL DAY**

Uninterrupted instructional time is a very important requirement for student learning. When students miss time because of tardiness or removal during the school day, their right to learn is violated. Please arrange your child's appointments after school hours. Please be considerate of the last 15-20 minutes of class. This instructional time is crucial to your child's education.

If a student must leave school early for medical reasons or because of an emergency, he/she must be checked out through the office. The parent must wait in the office for the child to be called; parents may not go to the classroom to pick up a child. **For safety reasons, students will not be allowed to leave school with anyone other than the parent/guardian unless written permission is on file.** If for any reason your child will be leaving school by a different mode of transportation (for example, if your child usually rides the bus and he/she needs to be a car rider that day), please send a note giving the name of the person picking up the child. If we have not been officially notified otherwise, students will be sent home by their usual mode of transportation.

### **Visitors**

Parents are welcome to visit the school and your child's classroom. **All visitors must report to the front office before visiting the classroom and receive a visitor's pass.** Students will not be permitted to bring other children to school as visitors.

Please read the following:

All visitors are to report to the main office to receive a visitor's pass. This includes those who join us for lunch. If anyone is seen on campus without a pass, you will be required to report to the main office to obtain one.

If your child has to leave early with someone other than a parent/guardian or designated person, please send a note giving us the name of the person picking up your child so we have prior notification. Please list the names on the emergency card as well.

### **Attendance**

A student who misses more than 20 days from a class will lose credit for the class (Unexcused). Excused absences include those accompanied by a doctor's note upon returning to school, doctor's long term care, or death in immediate family. When returning to school, please ensure that you bring a note from home. Please note that PATCH Academy reserve the rights to determine all legitimacy of absences. Students are expected to make up all missed work within two days of returning back to school.

### **Closing of Schools (Due to inclement weather)**

When there is inclement weather in the morning during school hours that may necessitate closing school for the day or canceling school for part of the day, we will follow up with Nash Rocky Announcement and post the announcements with the area television station as early as possible. In the event that we cancel school for the entire day, you will be notified via Nash Rocky Mount Announcements, television and radio stations. The school will also devise a telephone contact plan with each grade level.

### **Computer Usage**

The computer network is provided for students, faculty, and other school employees to conduct research, store data, and communicate with others. A parent/guardian and student computer usage pledge is on file via your reenrollment form or application. Access to computers is a privilege, not a right. Therefore, improper usage of a computer network by students is considered a violation and will be handled as a disciplinary matter. The following are considered improper use of computer network:

- Sending or displaying offensive messages, pictures, or sounds
- Attempting to access inappropriate sites unrelated to school assignments.
- Using obscene language
- Harassing, insulting, or attacking others
- Cyber bullying
- Damaging computers
- Copying or downloading software
- Using another's identity.

### **Cell Phone, Personal Electronic Devices (Usage and Abuse)**

It is strongly encouraged that students leave cell phones and electronic devices at home. However, if a student brings these items to school, they should be turned off and in lockers. Students may not use cell phones or other

technology devices during school hours. Usage in secret, such as in bathrooms, are still a violation of this policy. If student violates these fundamental expectations, the cell phone will be taken and returned to the parent at the end of the school day. Repeated incidences could result in phone and technology devices being taken until the end of the school year.

### **Conduct for Students**

Students are expected to be respectful and responsible. Students are expected to be at school and on time. Student behavior may not disrupt or hinder the teacher's ability, another student's right to learn, or be deemed inappropriate for school at any time. Under no circumstances will corporal punishment be administered. Physical force will not be used to discipline a student unless it involves a life or death situation. Staff and Administration will use their discretion when students are involved in fighting, and security will be called immediately.

### **Classroom**

- Come to school on time, be prepared, and ready to learn
- Being late for class, unless accompanied by a note is considered an unexcused tardy.
- Be in your seat when class begins
- Be responsible for your actions, respectful of your teacher, and kind to your classmates
- Be honest in your dealings with others
- Take pride in having good manners
- Leave your seats only with permission
- Strive for excellence in an acceptable manner
- Respect other people's property and that of the school.

### **Suspension and Expulsion**

Major infringements and actions (Prohibited)- Suspension up to 365 days when a student is long term of PATCH Academy, the other school districts will honor this suspension as we will theirs.

Reasons for Suspension and Expulsions:

- Drugs, Alcohol, Weapons, Gang Paraphernalia (Signs) may result in long term to indefinite suspension.
- Disrespect towards a teacher and to classmates is prohibited.
- Bullying (Physical, Verbal, Personal, or Cyber)
- Profanity, Vulgar Language, Sexual Harassment, or Profane actions or gestures.
- Endangering the public safety of any individual at school at any time.

### **Withdrawals/Transfers**

All withdrawals/transfers are required in writing by parents and/or guardians. Once the request has been received, students are required to turn in all belongs to the school. A teacher will have the appropriate checklist to ensure the process is a smooth transition. The school will provide all documentations needed upon withdrawal and for transfers.

## Character Education

Character education is a focus for all students at PATCH Academy. Based upon the recommendations of PATCH Academy, six pillars of character traits have been identified as acceptable and important to the community: caring, respect, fairness, responsibilities, trustworthiness, and citizenship. These traits are defined as “inner qualities of an individual exemplified in behaviors that incline the will to choose right over wrong.” Students will be encouraged to display positive character traits and will participate in various activities and projects at school and in the community.

## Dress and Grooming Code

Students are expected to dress in a manner that is neat, clean, and appropriate to PATCH Academy. Uniform dress is the order of the day. While it is recognized that dress does not make the student, proper dress is important in creating an acceptable academic and social climate the school. White tee shirts are the only color tee shirts that may be worn under the proper uniform top. Students are to be well groomed at all times. Hair styles are not to be a distraction to teachers, students, and administration. We must address safety when considering student jewelry. Boys, no earrings are allowed, and one thin necklace or chain worn under the inside of clothing is allowed. Girls, a maximum of one earring stud in each ear. No hoops or dangling earrings, one thin necklace worn under the inside of clothing. **If any of the school uniforms are out of place, the parent may be called to school to pick up their child or bring a change of clothing. Children will not be allowed in the classroom if not in the approved school dress code.**

## School Wide Discipline Plan

In order for students to excel in academics, grow emotionally, and become contributing members at PATCH Academy, we must realize limits and learn that rules apply to everyone. Therefore, our school has adopted a Positive Behavior Intervention Support System and we set forth our plan to establish acceptable behavior for all students in our care. This plan will be followed and upheld by all students. Please review the plan and matrix carefully.

- Be prepared and on time daily.
- Keep hands, feet and objects to yourself
- Respect all adults, peers, self and school property.
- Use appropriate name, language and mannerism.

### Consequences

1st Offense: Warning

2nd Offense: Silent Lunch/Parent contact

3<sup>rd</sup> Offense: Parent/Teacher conference

4th Offense: Suspension

Serious offenses will be sent to the office:

- Disorderly Conduct
- Verbal/Physical Abuse
- Weapons (Of any sort)
- Illegal Substance

All special need children with behavior issues will have an IEP Behavior Plan. Teachers will work very closely with

the Special Education Department to implement a plan for each student. The plan will be detailed on the rules and consequences of breaking such rules. Students will be required to adhere to the rules and regulations set forth in this plan. The parents will be encouraged to be actively involved in this process.

### **Conferences**

Parents are encouraged to request conferences with teachers whenever you have questions regarding the school program or the progress of their child. **Teachers will be available for conferences during their planning period or after school appointments, except for Wednesdays. Conferences may be arranged by calling the school's secretary during school hours to schedule an appointment. Conferences will not be held before 7:40 or during a teacher's instructional time.**

There may be times when a teacher or the principal will request that parents come to school for a conference. Parents are strongly encouraged to attend conferences if one is requested. The parent or guardian of any student suspended from school or from a school bus may be requested to come for a conference before the student can return to school or resume riding the school bus. Teachers will schedule parent conferences throughout the school year to discuss student progress. Under North Carolina state law employers must release their employees for four hours each year for school visitation. We are pleased that this law makes it possible for all of our parents to be more actively involved in

### **Medication**

All medication during school hours will be administered by the school nurse.

## **TIMELINES**

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

The follow up plan for PATCH Academy is contingent upon final approval from the Officer of Charter in September 2012.

Marketing- The board of directors and the executive director will immediately start marketing for applicants. We will hold educational forms in the community, churches, housing community centers, and utilize various methods of advertising; radio, T.V appearances, and Newspaper ads. We will also partner with daycare centers and preschools and if possible conduct an educational forum on site. We will distribute instrumental information about PATCH Academy, and collect contact information from parents that are interested in our school. We are in the process of organizing an event with community partners. A coordinator at various locations will be responsible for receiving applications from parents that chooses to leave the applications at that particular organization.

Open enrollment will start once final approval has been given. If a lottery must be held, parents will be notified of date and time of lottery.

We will continue to work on securing a location. We have identified the former YMCA building and we are waiting for final decision of Cross Creek Properties on whether or not the building will be leased or sold and terms and agreement. In addition, Joan Lucas, a prominent relator in the local area, has committed to assisting us with locating a secure facility, and she has connected with other realtors in the local area for assistance.

Ellis Research and Consulting Services and the Executive Director will assist with the staffing process. We will utilize a various methods of advertising in recruiting staff, in addition to, connecting with the educational department of various universities and colleges. Ellis Research will also provide coaching sessions on raising additional funds, including grants, fundraisers, and public and private loans.

September 2012	Final Approval of Charter
September 2012	Start Advertising (Staff and Students)
October 2012	Open Enrollments Ends
October 2012	Lottery
October- February	Interview and Hire Staff
October- February	Fundraisers and Startup Funds
October-February	Secure Facility
February- May	Prepare Facility
February- May	Purchase books, desks, and items needed for school
July-August	Staff Development
August 26	First Day of School



**PRIVATE SCHOOL CONVERSIONS:** *complete ONLY if the proposed charter is a private school conversion.*

- Provide a detailed description of the existing private school's financial status.
- Describe the rationale for converting from a private entity to a public school. Include information regarding how the proposed charter school will be nonsectarian in nature and will be open for all students (not just those currently attending the private school).
- Depict and analyze the current enrollment trends of the school over the past three academic years.
- Document and expound upon evidence that the existing private school is successful in student achievement. Base this explanation upon academic data available through summative assessments.
- Explain the proposed charter school's expected staff turnover due to the statutory requirements for teacher licensure and highly qualified status.

## VI. BUSINESS PLAN

### **PROJECTED STAFF:**

Provide a list of positions anticipated for the charter school; (e.g., principal or director; support staff; teachers, part-time and full-time; paraprofessionals/teaching assistants, clerical, and maintenance.)

Position	Full time/ Part Time	Number
Director of School	FT	1
Deputy Director of School	FT	1
Administrative Assistant	FT	1
Counselor	FT	1
Master Teachers	FT	6
Teacher Assistants	FT	6
Special Teachers (PE, Arts, Foreign Lang, etc)	PT	2
Exceptional Children's Teacher	FT	1
Media Coordinator	FT	1
Custodial Director	FT	1

### PATCH Academy Contracted Services

Type	Number
Financial/Management Services ( ERCS, LLC)	1
Food Services	4
Custodial Services	2
IT Support services	1
Maintenance/lawn service	1
Transportation Services	3

Discuss how the school will develop, mentor, retain, and evaluate staff in a format that matches the school's mission and educational program. Please include a timeline, steps to be taken, and a lead contact.

PATCH Academy will develop and promote teacher professional development in various ways. We will provide rigorous ongoing evaluations in the form of early evaluations, formative evaluations, and Summative evaluations. PATCH Academy will gauge teacher's satisfaction with professional learning and help. By offering this form of evaluation, we will be able to determine whether the professional learning took place as planned and if teachers mastered new knowledge and skills and if the knowledge and skills are being applied in the classroom. Formative evaluations will determine whether the teachers are on track or whether midcourse changes are necessary in order to achieve outcome. Finally, summative evaluations will determine whether or not teachers achieved the intended outcomes. These outcomes will reflect any changes in the teacher's professional practice and increase student learning. Evaluation will be an integral part of PATCH Academy and all teachers will be encouraged to be actively engaged in their own professional development and evaluation at PATCH Academy. Evaluation teams will be formed and staff will play an instrumental role in the evaluation, mentoring, and retention program of PATCH Academy.

The addition in 1994 of Professional and Development of Teachers, underscored the importance of involving component teachers in education reform efforts. PACTH Academy believes that practicing teachers are vital to the transformation of schools. Teacher mentoring programs are now perceived as an effective staff development approach; particularly for beginning teachers. PATCH Academy's purpose of this type of program is to ensure that novice teachers be giving a strong start at the beginning of their career and experienced classroom teachers serving as mentors receive recognition and incentives. Researchers believe that mentoring can be a valuable process in educational reform for beginning teachers as well as veteran teachers. By supporting beginning teachers, PATCH Academy is contributing to the retention of new teachers and is creating a school cultural of a sense of belonging and teamwork. All new teachers will be paired with a positive veteran teacher for support and guidance. They will lead, guide, advise, and provide support to a beginning or new teacher. The mentee will shadow the mentor and at times, have the opportunity to participate in classroom observation.

Many teachers are leaving the profession of teaching. In an effort to decrease these statistics, PATCH Academy will offer better support structure in an effort to motivate new teachers and retain them in the teaching ranks. PATCH Academy will select and train individuals to serve as mentors, match mentors with new or beginning teachers, and set goals and expectation for the mentoring program.

PATCH Academy  
Formative Evaluation Timeline  
2013-2014  
Lead Contact: Katrina Sweet

August 4	Return evaluation database listing to Human Resources with changes/additions.
August 8	Notify teachers of evaluation instrument and team assignments.
August 10	Teachers attend mandatory orientation.
August 15	Evaluators begin observations. Walk-through observations begin and continue throughout the observation cycle.

August 15	<b>Evaluation team</b> must conduct initial meeting to identify team members, and select and/or approve in writing the course that the teacher's Long-Range Plans will address.
August 25	<b>Administration is responsible</b> for providing individual orientation for any teacher who missed the orientation.
August 26	Plans are due from teacher to team chairperson.
August 29	Evaluators begin integral classroom observations and review of other data sources.
November 1	Principals should complete the Professional Performance Review for each teacher and submit to chair of the evaluation team for inclusion.
November 2	Ending date for integral classroom observations. Evaluators complete reports for inclusion after reviewing the contents.
November 3	Evaluators jointly complete Preliminary Consensus- based Summary Form.
November 7	Evaluators and/or chairs should complete all preliminary conferences with teachers
November 8	Deadline to submit copy of Preliminary Consensus-based Summary Form (all pages of ET3) to Human Resources.
November 21	Revised professional growth and development plans due (if applicable.) Deadline for teacher's written request for additional observation.
November 22	Beginning date for integral classroom observations for the Final Evaluation cycle.
January 27	Principals should complete the <u>Final</u> Professional Performance Review for each teacher.
January 27	Deadline for the teacher's submission of the Professional Self-Assessment, if required.
February 7	Ending date for integral classroom observations for Final Evaluation cycle.
February 9	Evaluators jointly complete Final Consensus-based Summary Form at consensus meeting, develop Competence-based Professional Growth and Development Plans (if applicable); plan final evaluation conferences with teachers.
February 13	Evaluators and/or chairs should complete all final conferences with teachers. Chair of Evaluation Team should complete any reports for the final evaluation period to be included in the file.
February 14	Deadline for submitting evaluation summaries to Human Resources.
By April 15	Deadline to notify continuing staff of formal evaluation for the 2014-2015 school year.

Preliminary Evaluation Cycle: August 15, 2013 – November 7, 2013

Final Evaluation Cycle: November 8, 2013 – February 14, 2014

**PLEASE NOTE, THIS IS A PROJECTION AND DATES MAY CHANGE PRIOR TO THE FIRST DAY OF THIS TIMELINE. TEACHERS AND STAFF WILL BE NOTIFIED ACCORDINGLY.**

Also include the following information for the proposed charter school:

- Process to advertise for and employ members of the school

PATCH Academy will post job positions with the NC Employment Security Commission, Local News Papers, and with Universities and Colleges. PATCH Academy will also work closely with Ellis Research Consulting Services with adverting for job positions. PATCH Academy will also post positions with employment organizations. Extensive advertisement will also be done via radio, TV Appearances, and the school website.

- Procedures for grievance and/or termination

Resignation

Employees who voluntarily resign are expected to give a minimum of two weeks advance notice. Employees should meet with the Executive Director for an informal exit interview.

Termination

The Executive Director reserves the right to terminate any employee. There are certain grounds for immediate termination:

- Child abuse or neglect
- Failure to report child abuse or neglect or other illegal activity
- Fighting
- Abusive language or profanity
- Dereliction of duties
- Harassment or Sexual Harassment
- Theft
- Sleeping on Program premises or in the course of work
- Use or possession of firearms or other weapons
- Possession or use of alcohol or any illegal substance during work hours
- Failure to cooperate with a regulatory agency-conducted investigation

In cases of terminations required as the result of reorganization or administrative need, the Executive Director will attempt to provide as much notice as possible to any affected employees.

Grievance Process

A Grievance Packet will be given to each employee that has been terminated or who has resigned. All grievances must be filled within 15 calendar days of the alleged occurrence, which is the basis of the grievance. All staff or ex-employees are encouraged to follow chain of commands and discussed all issues or complaints with the Executive Director. In the event they are not satisfied with the decision of the Executive Director, the employee/ex-employee can file a grievance with the appropriate organization. PATCH Academy will consult with Ellis Research Consulting on all personnel issues.

- Sample employment policies to be implemented by the proposed charter school

PATCH is an Equal Opportunity Employer. No employee or applicant shall be discriminated against because of actual or perceived race, creed, color, religion, national origin, alien status, citizenship status, marital status, gender, sexual orientation, veteran status, disability or other classification protected by law.

- Description, if the proposed charter school partners with an EMO, of the relationship that will exist between the charter school employees and the management company.

Personnel decisions will be made by the Board of directors and the PATCH Academy School Director. The hiring and firing along with salaries offered will be discussed with ERCS, LLC. ERSC has established ranges of possible salaried position offers which will keep the institution aligned with financial thresholds.

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

List the qualifications and appropriate licenses that each position must have to perform the job function(s). Describe the plan to meet the licensure requirements for teachers and paraprofessionals as prescribed by state law and No Child Left Behind. If individuals have already been identified for specific positions, please provide their qualifications and/or resumes in the appendices.

At all grade levels, PATCH Academy will strive to employ highly qualified master teachers possessing National Board Certification. As North Carolina State Statute requires, 75% of PATCH elementary school teachers and 50% of its middle school teachers will be licensed. Teachers and teaching associates who are not licensed will hold a minimum of a Baccalaureate degree in a related field. PATCH will strongly encourage its non-licensed teachers and teaching associates to become licensed by going through the North Carolina licensure procedures.

**ENROLLMENT and BUSINESS PLAN** (GS 115C.238.29F (g) (1-7))

Provide a plan indicating how the school will reasonably reflect the demographic composition of the district in which the charter school will be located or of the special population the school seeks to serve: (G.S.115C-238.29F(g)(5)).

Marketing to potential students and parents is vital to the survival of a charter school. 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. Describe how the board will market the school to all populations (including various community ethnic groups, teachers and other employees, and the general public) to ensure that the school fully complies with the State Statute to mirror the diversity of the local education agency.

PATCH Academy Board of Directors and administrative leadership understand the challenge of recruiting potential students. To ensure the widest dissemination of information possible, PATCH Academy marketing activities will include: informational sessions and public presentations; appearances on T.V. and

radio shows; and placement of ads in community newspapers and other print publications. PATCH Academy will also leverage community partnerships and employ direct mail campaigns to connect with students and families throughout the NASH- Rocky Mount and Halifax communities. Some of our specific student recruitment activities are outlined below.

### Marketing:

We will use multiple strategies to successfully identify program eligible families, including:

- Distribution of program announcements to churches, community-based organizations, and government offices
- Interviews with local print and broadcast media
- Meetings with grass-roots, civic, and political leaders
- Public service announcements about PATCH Academy on local radio stations
- Written communication to area households in which we know there is a child approaching school age

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

*For the first two years the State will fund the school up to the maximum projected enrollment for each of those years approved in the projected enrollment tables. However, in subsequent years, the school may increase its enrollment only as permitted by G.S. 115C-238.29D(d), that is, an increase of 20% per year based on the previous year's enrollment. Any increase above 20% must be approved by the State Board of Education in accordance with G.S. 115C-238D(d).*

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. In describing your budgetary assumptions, explain the analysis utilized to project these specific enrollment figures. If your budget projections are lower than anticipated, how will the school adjust this budget and what is the determined break-even point for student enrollment?

Also, in narrative format, explain how your spending priorities align with the school's mission, curricular offerings, transportation plans, and professional development needs. Be able to depict in chart format and discuss in a narrative how the school will maintain a small, contingency reserve and operate using sound fiscal practices. As you construct the budget, include any and all documentation about cash on hand, bonds, real estate, or grants as part of this application package.

The proposed budget aligns with the mission and priorities of PATCH Academy. With recruiting and retention, this budget heavily places an emphasis on teachers and other direct instructional platforms. The administrative overhead is minimal and will be the first area addressed if the projected enrollment falls short. The plan is to increase a grade level the first four years. The result of this increase is an addition of one teacher and one teacher's assistant per year.

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

IDENTIFY LEA FROM WHICH  
STUDENTS WILL PROBABLY COME

List LEA #1 – Nash Rocky Mount

List LEA #2 – Halifax County

List LEA #3 – \_\_\_\_\_

<b>GRADES</b>	<b>2013-2014</b>			<b>2014-2015</b>			<b>2015-2016</b>			<b>2016-2017</b>			<b>2017-2018</b>			
	<b>LEA 1</b>	<b>LEA 2</b>	<b>LEA 3</b>	<b>LEA 1</b>	<b>LEA 2</b>	<b>LEA 3</b>	<b>LEA 1</b>	<b>LEA2</b>	<b>LEA3</b>	<b>LEA 1</b>	<b>LEA2</b>	<b>LEA3</b>	<b>LEA 1</b>	<b>LEA 2</b>	<b>LEA 3</b>	
<b>Kindergarten</b>	<b>K</b>	<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>	
<b>First</b>	<b>1</b>	<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>	
<b>Second</b>	<b>2</b>	<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>	
<b>Third</b>	<b>3</b>	<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>	
<b>Fourth</b>	<b>4</b>	<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>		<u>20</u>	<u>5</u>	
<b>Fifth</b>	<b>5</b>	<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>	
<b>Sixth</b>	<b>6</b>				<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>	

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

		2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
		LEA 1	LEA 2	LEA 3												
Seventh	7							<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>	
Eighth	8										<u>20</u>	<u>2</u>		<u>20</u>	<u>2</u>	
Ninth	9															
Tenth	10															
Eleventh	11															
Twelfth	12															
	LEA Totals	<u>120</u>	<u>27</u>		<u>140</u>	<u>29</u>		<u>160</u>	<u>31</u>		<u>180</u>	<u>33</u>		<u>180</u>	<u>33</u>	
Overall Total Enrollment		<u>147</u>			<u>169</u>			<u>191</u>			<u>213</u>			<u>213</u>		

## PATCH Academy Budget: Revenue Projections

<b>Yearly Income</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>State ADM</b>	\$872,035.58	\$990,861.64	\$1,131,832.06	\$1,259,658.42	\$1,259,658.42
<b>Local per Student Fund</b>	\$210,794.88	\$243,573.76	\$276,352.64	\$309,131.52	\$309,131.52
<b>Projected Grants</b>	\$150,000.00	\$150,000.00	\$150,000.00	\$50,000.00	\$50,000.00
<b>General fund</b>	\$35,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>Total</b>	\$1,267,830.46	\$1,409,435.40	\$1,583,184.70	\$1,643,789.94	\$1,643,789.94

## PATCH Academy Budget: Revenue Calculations

<b>Yearly Income</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>State ADM</b>	<b>\$872,035.58</b>	<b>\$990,861.64</b>	<b>\$1,131,832.06</b>	<b>\$1,259,658.42</b>	<b>\$1,259,658.42</b>
State funds-NRM	\$4934.59x120 = \$592,150.80	\$4934.59 x 140 = \$690,842.60	\$4934.59 x 160 = \$789,734.40	\$4934.59 x 180 =\$888,226.20	\$4934.59 x 180 =\$888,226.20
Special Ed NRM	\$3649.02 x 30 = \$109,470.60	\$3649.02 x 35 = \$127,715.70	\$3649.02 x 40 = \$145,960.80	\$3649.02 x 45 = \$164,205.90	\$3649.02 x 45 = \$164,205.90
State funds-Halifax	\$5444.58 x 27 = \$147,003.66	\$5444.58 x 29 = \$157,892.82	\$5444.58 x 31 = \$168,781.98	\$5444.58 x 33 = \$179,671.44	\$5444.58 x 33 = \$179,671.44
Special Ed Halifax	\$3344.36 x 7 = \$23,410.52	\$3444.36 x 7 = \$23,410.52	\$3444.36 x 8 = \$27,554.88	\$3444.36 x 8 = \$27,554.88	\$3444.36 x 8 = \$27,554.88
<b>Local per Student Fund</b>	<b>\$210,794.88</b>	<b>\$243,573.76</b>	<b>\$276,352.64</b>	<b>\$309,131.52</b>	<b>\$309,131.52</b>
NRM funds per student	\$1544.80 x 120 = \$185,376.00	\$1544.80 x 140 = \$216,272.00	\$1544.80 x 160 =\$247,168.00	1544.80 x 180 =\$278,064.00	1544.80 x 180 =\$278,064.00
Halifax funds per student	\$ 941.44 x 27 =\$25,418.88	\$941.44 x 29 = \$27,301.76	\$941.44 x 31= \$29,184.64	\$941.44 x 33 = \$31,067.52	\$941.44 x 33 = \$31,067.52
Projected Grants	<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
General fund	<b>\$35,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>
<b>Total</b>	<b>\$1,267,830.46</b>	<b>\$1,409,435.40</b>	<b>\$1,583,184.70</b>	<b>\$1,643,789.94</b>	<b>\$1,643,789.94</b>

PATCH Academy

Budget (continued) Expenditure Projections 2013-2014 through 2017-2018

Year		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018
<b>Personnel</b>	<b>Total staff</b>									
Director	1	\$75,000	1	\$75,000	1	\$77,250	1	\$77,250	1	\$77,250
Deputy Director (grant writer)	1	\$52,500	1	\$52,500	1	\$54,075	1	\$54,075	1	\$54,075
Clerical	1	\$25,000	1	\$25,000	1	\$25,750	1	\$25,750	1	\$25,750
Teachers	6	\$240,000	7	\$280,000	8	\$329,600	9	\$370,800	9	\$370,800
Counselor	1	\$40,000	1	\$40,000	1	\$41,200	1	\$41,200	1	\$41,200
Teacher Assistants	6	\$150,000	7	\$175,000	8	\$206,000	9	\$231,750	9	\$231,750
Special Teachers	2	\$40,000	2	\$40,000	3	\$60,000	3	\$60,000	3	\$60,000
Exceptional Children Teacher	1	\$40,000	1	\$40,000	1.5	\$61,800	1.5	\$61,800	1.5	\$61,800
Media Coordinator	1	\$27,500	1	\$27,500	1	\$28,325	1	\$28,325	1	\$28,325
Custodial Director	1	\$25,000	1	\$25,000	1	\$25,750	1	\$25,750	1	\$25,750

Budget (continued) Expenditure Projections 2013-2014 through 2017-2018

Year		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018
<b>Personnel</b>	<b>Total staff</b>		<b>Total staff</b>		<b>Total staff</b>		<b>Total staff</b>		<b>Total staff</b>	
<b>Total staff</b>	<b>23</b>		<b>25</b>		<b>29</b>		<b>31</b>		<b>31</b>	
Subtotal Personnel Cost		\$715,000		\$780,000		\$909,750		\$976,700		\$976,700
Employee benefits@20%		\$143,000		\$156,000		\$181,950		\$195,340		\$195,340
Staff Development		\$5,000		\$5,500		\$6,000		\$6,500		\$6,500
<b>Total Personnel Cost</b>		<b>\$863,000</b>		<b>\$941,500</b>		<b>\$1,097,700</b>		<b>\$1,178,540</b>		<b>\$1,178,540</b>
<b>Contract Services</b>										
Financial Mang Services		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
Food Services	4	\$60,000	4	\$61,000	4	\$62,000	4	\$63,000	4	\$63,000
Custodial Serv	2	\$10,000	2	\$10,000	2	\$10,000	2	\$10,000	2	\$10,000
IT Support	1	\$12,000	1	\$12,000	1	\$12,000	1	\$12,000	1	\$12,000
Maintenance/lawn	1	\$3,000	1	\$3,000	1	\$5,000	1	\$5,000	1	\$5,000
Transportation	3	\$21,000	3	\$21,000	3	\$21,000	3	\$21,000	3	\$21,000
<b>Contractor Services Total</b>		<b>\$136,000</b>		<b>\$137,000</b>		<b>\$140,000</b>		<b>\$141,000</b>		<b>\$141,000</b>
<b>Year</b>		<b>2013-2014</b>		<b>2014-2015</b>		<b>2015-2016</b>		<b>2016-2017</b>		<b>2017-2018</b>
<b>Material and Supplies</b>										
<b>Books and supplies @ \$250/student</b>		<b>\$36,750</b>		<b>\$42,250</b>		<b>\$47,750</b>		<b>\$53,250</b>		<b>\$53,250</b>

Office supplies		\$5,000		\$5,500		\$6,000		\$6,500		\$7,000
<b>Office Equipment</b>										
Office equipment leasing		\$12,000		\$13,500		\$14,500		\$15,500		\$15,500
Computer Equipment, maint and software		\$12,500		\$7,000		\$7,000		\$15,000		\$7,000
Classroom equipment		\$25,000		\$15,000		\$5,000		\$5,000		\$5,000
Marketing/printing		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
<b>Material/Supplies Total</b>		<b>\$83,750</b>		<b>\$88,250</b>		<b>\$85,250</b>		<b>\$100,250</b>		<b>\$92,750</b>
<b>Year</b>		<b>2013-2014</b>		<b>2014-2015</b>		<b>2015-2016</b>		<b>2016-2017</b>		<b>2017-2018</b>
<b>Other Services</b>										
Rent /lease		\$60,000		\$60,000		\$62,500		\$62,500		\$62,500
Water and sewer		\$5,000		\$5,500		\$6,000		\$6,500		\$7,000
Electric		\$30,000		\$32,000		\$35,000		\$37,000		\$39,000
Gas		\$10,000		\$10,000		\$12,000		\$12,000		\$13,500
Insurance		\$4,000		\$4,000		\$4,000		\$4,500		\$4,500
Telephone/internet		\$8,500		\$5,000		\$5,000		\$5,000		\$5,000
Maint/repair		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
Transportation Buses/ maint/gas		\$60,000		\$40,000		\$40,000		\$40,000		\$40,000
<b>Other Serv Total</b>		<b>\$182,500</b>		<b>\$161,500</b>		<b>\$169,500</b>		<b>\$172,500</b>		<b>\$176,500</b>
<b>Total Expenditures</b>		<b>\$1,265,250</b>		<b>\$1,328,250</b>		<b>\$1,492,450</b>		<b>\$1,592,290</b>		<b>\$1,588,790</b>

**WORKING CAPITAL and/or ASSETS ON DATE OF APPLICATION**

Cash on Hand	\$ <u>10,000.00</u>
Certificates of Deposit	\$ _____
Bonds	\$ _____
Real Estate	\$ _____
Capital Equipment	\$ _____
Motor Vehicles	\$ _____
Other Assets	\$ _____
<b>TOTAL</b>	<b>\$10,000.00</b>

ADDITIONAL NOTES:

**SCHOOL AUDITS:**

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

Describe the procedure and method for evaluating the overall effectiveness of the proposed charter school program as related to the mission of the school.

PATCH Academy recognizes the importance of the ABC Accountability Program and the No Child Left Behind (NCLB) Act, and agrees with the North Carolina State Board of Education's recent decision to raise student performance standards to help prepare students to meet today's challenges and required skills, especially in the increasingly more competitive academic environment. PATCH Academy will therefore adopt these standards as the minimum academic standards of the school. As such, end-of-grade and end-of-course test results will be closely evaluated and monitored by the Board of Directors, Head of School, teachers and evaluation team, and shared with all PATCH Academy's staff members.

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

Describe the procedure and method for conducting an independent financial audit for the proposed charter school. Give the name of the firm approved by the NC Local Government Commission (GCC) that will conduct the audit. Include the complete mailing address, telephone number and fax number.

PATCH Academy finances shall be audited annually by an independent auditor retained by the school. The school shall adhere to the auditing and reporting procedures and requirements that are applied to public schools operating in North Carolina. Auditing and reporting requirements shall be in compliance with the principles set forth in the Single Audit Guide, the Financial Accounting Handbook, and the Funding Manual, which are published annually by the Office of District Auditing and Field Services.

The PATCH Academy Board of Directors will retain the services of Sylver CPA, PLLC to conduct the annual independent audit of PATCH Academy.

. Contact information for the firm is as follows:

Sylver CPA, LLC

Sylver Certified Public Accountant and Consultant

Post Office Box 13506

Research Triangle Park, NC 29909

Website: [www.sylvercpa.com](http://www.sylvercpa.com)

Email: [info@sylvercpa.com](mailto:info@sylvercpa.com)

Phone: (877) 7-SYLVER

FAX: (877) 779-5837

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

State the proposed coverage for:

Comprehensive General Liability	\$1,000,000
Officers and Directors/Errors and Omissions	\$1,000,000
Property Insurance	\$500,000
Motor Vehicle Liability	1,000,000
Bonding	
Minimum amount:	\$250,000
Maximum amount:	\$2,000,000

Other

***If you, as an applicant, have already received quote from an insurance organization, please provide a copy within the appendices.***

See Resource Manual for Minimums allowed by SBE Policy.

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

Describe in detail the transportation plan that will ensure that no child is denied access to the school due to lack of transportation.

PATCH Academy is committed to ensuring that transportation is not an obstacle for any student within the local school administrative unit, and therefore anticipates adhering to the plan below. Although PATCH Academy is within easy access to public transportation of students to and from school, it will lease three buses to assist with transportation into the rural and social economically challenged target areas. The school will present parents or guardians with carpooling options and maintain a list of participating parents. PATCH Academy may arrange a transportation service to serve students who do not have any other options of attending school. PATCH Academy will provide transportation for the students as prescribed by law such as for exceptional children.

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

Describe the facility in which the school will be located. Include information on how the site is appropriate to your structural program. 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 facility and has provided a valid Certificate of Occupancy for Educational use to The Office of Charter Schools.

The present plan is to locate the school at the former YMCA building/complex. It is located approximate ½ miles from the major hospital unit in the district. Accessibility is good and the current building has a lot of student friendly safety features. The area has a surrounding fence and an installed security system. The facility requires minimal unfitting.

Name of the facility (if known): **Former YMCA**

Address: **109 Granville Drive**

City/State/Zip: Rocky Mount, NC 27804

Description of the Facility:

Total square feet:	<u>16,000 sq ft</u>
Number of Classrooms:	<u>10</u>
Number of Restrooms:	<u>6</u>
Other Rooms:	_____
Auditorium:	_____
Gymnasium:	<u>X</u>
Music Room:	<u>X</u>
Art Room:	_____
Laboratory:	_____

Ownership:  Fee Simple or  Lease

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

- (a) Term of the Lease: 2 yr
- (b) Type of Lease: renewable
- (c) Rent: \$ 5000 per month

Name of Landlord: Wayne Sears

Address: 450 N Winstead

City/State/Zip: Rocky Mount, NC 27804

Phone: 252 443.5196

Fax: \_\_\_\_\_

Document inspections for the following:

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

Describe how the maintenance will be provided for the facility. **Contractual services on the property handled by the lessee.**

Describe the method of finding a facility if one is not readily available at this time including information about the spatial needs of the school to best suit your adopted educational program and instructional methodologies. Does the applicant have a facility contingency plan should their initial efforts not be successful?

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

Describe how the school plans to adhere to the requirements of the health and safety laws and regulations of the federal and state governments. Address how the proposed charter school will meet the following requirements:

#### **Safety**

**The safety of all PATCH Academy staff and students is of utmost importance. Therefore, the initial school policies and requirements will include the items outlined below:**

**Each PATCH Academy employee, volunteer, contractor, board member or any other individual deemed to have access to students will be required to submit a criminal background check and furnish a criminal record summary before employment according to GS 115C-238.29K.**

**A Crisis Intervention Plan has been developed for Board approval to assure policies for responses to emergencies and natural disasters, including fires, hurricanes, and tornados.**

**PATCH Academy will comply with all policies set forth for Local Safe School Plans under GS 115C-105.47.**

**PATCH Academy will strictly function as a tobacco free institution in accordance with GS 115C-407.**

#### **Immunization of Students**

**PATCH Academy will require that all students be immunized prior to the beginning of classes. Parents will be asked to provide records of completed immunizations at the time of enrollment. PATCH Academy will outline all required immunizations and provide local health department resources when needed. PATCH Academy will provide parents and guardians with information on meningococcal and influenza and its vaccines, in accordance with GS 115C-238.29F.**

#### **Fire and Safety Regulations**

**PATCH Academy will comply with regulations set forth under GS 115C-525. In doing so, UIS will ensure that the school meets the North Carolina Building Code standards. PATCH Academy will cooperate with the local fire marshal or designated person conducting the inspection to ensure all fire prevention precautions are met. PATCH Academy will further incorporate routine fire drills with students, as part of its school safety plan.**

#### **Food Inspections**

**The school will comply with all guidelines set forth by the Child Nutrition Division of the United States Department of Agriculture and directives from the local board of health. When requested, food handling areas will be available for inspection.**

#### **Other Health related areas**

**(Diabetes care plans, abandon a newborn, information about vaccinations and cervical cancer etc). Further details are included in the parent handbook. This information will be given to each perspective parent and updated as changes are received from the local health department.**

## **VII. LEA IMPACT STATEMENT**

Pursuant to G.S. 115C-238.29B(d), the charter school applicant must submit a copy of the application to the LEA in which the school will locate within seven days of the submission of the application to the Office of Charter Schools. Applicants are encouraged to submit their application to the LEA first so that proof of submission can be included in the complete application packet. The LEA may then submit information or comment directly to the Office of Charter Schools for consideration by the State Board of Education.

Please attach to this application a return receipt, or other documentation, verifying the applicant's timely submission of a copy of this application to the LEA.

## **VIII. APPENDICES (OPTIONAL)**

You may include numbered and indexed appendices to provide additional information that you believe will assist the State Board of Education in the consideration of your application.

## APPENDIX

Section I	Support Letters
Section II	Promotional Flyers
Section III	Conflict of Interest Statement
Section IV	LEA Statement

**Halifax County and Vicinity Interfaith Ministerial Alliance, Inc.**  
**(HCVIMA)**

P.O. Box 341, Enfield, NC 27823

Rev. Danny Ellis, President  
St. Paul Baptist Church, Enfield, NC  
252-445-5003

Sis. Shermel Epps, Secretary  
First Baptist Church, Weldon, NC  
301-536-1833

JOINING EFFORTS TO IMPROVE OUR WORLDS



April 10, 2012

Subject: Possible Charter School Impact

Dear Ms. Katrina Sweet and PATCH Academy Board:

I bring you greetings in the name of our Lord and Savior Jesus Christ. As the President of the Halifax County and Vicinity Interfaith Ministerial Alliance, Inc (HCVIMA), it is with great pleasure that I extend an invitation to you and your organization to take a serious look at our area for a new educational initiative. Many of our faith leaders are former educators and currently work or volunteer in schools in this areas. We are very familiar with the needs of the many families that we serve. HCVIMA was birth out of the needs and concerns voiced by local ministers and pastors that there were no outlets available for surrounding clergy to fellowship or training and insight to assist upcoming ministers and seasoned Pastors with resource development and/ or delivery. Currently, we have some churches and Pastors who are actively engaged in revenue generating and professional development.

Halifax, Franklin, Edgecombe, Northampton and Nash Counties are rural and impoverished areas that are in desperate need of economic, educational, health and housing development. Our parishioners in these surrounding counties are the poorest, the sickest and the most economically and educationally challenged in the state according to research. As Chief Shepherds and Leaders in the church, I am compelled to say now to you that this is the most opportune time for the faith community to step up and become a resource and provide needed educational programs for our parishioners and children.

Please come and join me as we work together towards the building of communities to become a suitable environment for our children to obtain a quality education and have a safe place to play; a place where our members can have suitable access to their child's academic performance.

I truly understand the power of prayer. However the bible says that we should watch as well as pray. I believe that means that there are some things that we as watchpersons ought to be doing to elevate our children, congregations and our communities.

Yours in Christ,

Danny F. Ellis, Senior Pastor  
President



*Uniquely working together to change a community one person at a time*  
*Executive Director/Founder: Pastor Danny F. Ellis, LPN, MBA, HCM, PhD-ABD*

April 9, 2012

Subject: New Educational Opportunity

Dear Katrina Sweet and PATCH:

It gives me great honor to extend my sincerest gratitude and appreciation on behalf of our organization for the work accomplished in the educational field. We have a real need for an educational entity that put parents and their children in their proper place, first. St. Paul Baptist Church founded Together Transforming Lives, Inc (TTL) in 2005 to reduce preventable death and disease in Halifax County's African-American population and address racial health disparities. An affiliate of the St. Paul Baptist Church of Enfield, NC, TTL brings together community resources to provide culturally sensitive health and education, promotion and prevention activities to and in Halifax County's African-American community. The purpose of the Corporation is to reach out to persons in need by offering a variety of direct emergency assistance and community services. The need for such an organization grew out of a concern expressed by the congregation of St. Paul Baptist Church of Enfield, NC that there was no comprehensive, coordinated system of response to persons in need of care.

Together Transforming Lives, Inc (TTL) through its Community Benefits Initiative is committed to enhancing the quality of and access to a comprehensive continuum of healthcare and educational services for all the people of Halifax County. Through continuous assessment of community needs, coordinated planning, and the allocation of resources, this commitment includes a special focus on the unmet needs of the financially disadvantaged and underserved populations. We take a leadership role in collaborative efforts joining our resources, talent, and commitment with that of other providers/organizations. With its emphasis on a community-orientation, multidisciplinary collaboration, and organizational and policy-level changes, TTL will work along with PATCH Academy to significantly improve the education of the individuals, families, and communities who are most impacted by poor health and low education. The opportunity for leadership to reduce educational disparities is palpable. Not only as a matter of economics but also as a moral imperative, we must take immediate and deliberate steps to improve education overall and reduce the disparities that particularly burden people of color.

Sincerely Yours,

Constance Battle

Board Chair

April 11, 2011

Ms. Katrina Sweet  
PATCH Academy  
4636 Periwinkle Place  
Rocky Mount, NC 27804

Dear Ms. Sweet

As we know, there are many children across the state who is struggling to perform adequately in our traditional public school system. This is especially true with the low income and poor population. Many of these students do not have anyone at home to encourage good study habits or self-discipline as their parent(s) are away from home working to keep food on the table. In addition, many of these same students must ride the school bus for hours to get to their designated schools.

Adjusting to these long bus rides, coupled with inadequate nutrition at home for many of them, these students struggle to succeed. Just recently in Wake County, students were shuffled around to schools that many had not attended before, leading to more adjustments and frustrations for these students to contend with.

This is where I believe having a charter school in the community would make a tremendous difference. Charter schools are allowed to be innovative, and can adapt both their curriculum and teaching styles to meet the needs of the students within the school. They also typically have smaller class sizes, allowing them to focus more attention on individual students, adapting the curriculum to the students' particular learning style.

I feel this is the perfect environment for those students who struggle in the traditional public school setting. The ability to receive more individualized attention, coupled with the innovative teaching styles used in charter schools, is what many of these students need.

Having a charter school in the community would be a great enhancement to the community, as well as offer an additional option for parent to choose from.

Sincerely,



Nettie Kershaw



## Premier Realty

*of Nashville, LLC*  
www.premierrealtvsells.com

Office: 252-459-2081  
Fax: 252-459-1774

P.O. BOX 611  
114 S. Barnes Street  
Nashville, NC 27856

April 11, 2012

Dear Katrina Sweet:

Please accept this letter of interest for a charter school supporting Halifax and surrounding counties. These communities will benefit from a charter school focusing on providing the students with the resources needed to succeed. Students from some of the lowest performing schools will be transformed into some of the highest performing students in the counties. A charter school supporting these counties will provide an opportunity to develop in the student's commitment to the pursuit of excellence in education and prepare them for successful learning.

I am a firm believer that there should be alternatives to the traditional focus and methods of teaching children. Our goal as parents and community leaders is to develop students with a vision for the world and the ethic of responsibility that will one day contribute to the community.

Thank you for the opportunity to share my support for the charter school.

Best Regards,

Joan Lucas  
Broker In Charge  
Premier Realty of Nashville

April 11, 2012

To: Ms. Katrina Sweet/ PATCH Academy

This letter is to show how truly excited I am about the possibility of Parents and Their Children Academy coming to this area. I am a mother of two children and their education is very important to me. I think it is very important to offer charter programs to parents and their children, and I am interested in the programs that would be offered to my children through this school. It is important to have a school that will offer programs to the children in this community that will meet their needs and make them successful and productive adults. I am confident that Parents and Their Children Academy will give my children as well as other children in this area just that. I have been watching the success of other charter schools through the media and networking. I am impressed with the one-on-one contact between teacher and student, and the fact that classrooms are not overcrowded. I am excited about the opportunity to work personally with a program that has a sincere concern for my children. I look forward to having the opportunity for my children to be enrolled in this school.

Sincerely,

A handwritten signature in cursive script that reads "LaMeesha Shavis".

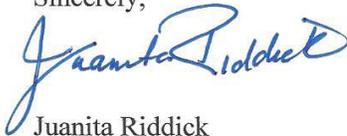
LaMeesha Shavis  
Lameesha.Shavis@fmr.com

April 11, 2012

To: PATCH Academy  
4636 Periwinkle Place  
Rocky Mount, NC 27804

I think the possibility of a charter school in this area is an outstanding idea. Education is such a strong tool for our kids and our future. It is my opinion that the lack of personal attention to our children is hurting them and their growth. I feel this school will be nurturing and fulfilling to these needs. As a case manager in the department of public safety I see the results of the lack of a good education everyday. As a grandparent I sincerely welcome Parents and Their Children Academy to this county. I look forward to my grandchildren attending the academy.

Sincerely,

A handwritten signature in blue ink that reads "Juanita Riddick". The signature is written in a cursive style with a large, stylized initial "J".

Juanita Riddick  
919-508-2832

## OUR PROGRAMS

### STEAM Program

(Science, Technology, Engineering,  
Arts, Mathematics)

### Extended Day Program

(After School Program)

### PAC

(Parent Advisor Committee)

Family & Community Engagement

PATCH Academy will provide parents and students with expanded choices. Parents deserve the right to select the type of education to meet their children personal needs while creating a pathway to educational success. PATCH Academy will provide the best education for students while creating options for parents when other options are not suitable for their child, particularly minority students.

## OUR MISSION

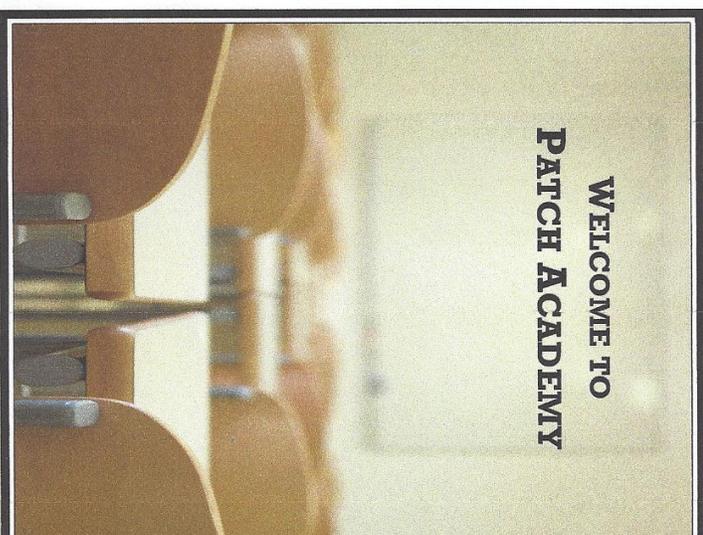
Parents and Their Children Academy is a safe nurturing environment where high academic achievement is promoted through a rigorous academic program (STEAM), extensive supportive services, and family engagement. Our students learn in a caring environment where parents, schools, and the community are unified to ensure that education creates a pathway of success for all students.



E-mail: [kls@katunasweel.com](mailto:kls@katunasweel.com)

Website: [www.klspatch.org](http://www.klspatch.org)

WELCOME TO  
PATCH ACADEMY



**A Charter Education Program**  
**K-8**

## OUR FOUNDER



*Katrina Lavette' Sweet is an energetic motivational speaker with a genuine passion for women and youth. Her once tortured and defeated life drives her to spend the majority of her time advocating for youth and being a voice for those who are living an underprivileged and defeated life. Additionally,*

*Katrina enjoys sharing the Good News of the Gospel to those who are suffering, rejected, and afflicted. She provides comfort to the brokenhearted and announces liberty to the captives. As one who has been healed from rejection and abuse, Katrina desires nothing more than to see women healed and walking in freedom and their divine purpose in life. She is an example of an individual who has taken her experiences to build other people up that have experienced similar struggles. One of her greatest strengths is teaching individuals how to exchange a victim's mentality for victory.*

*Katrina Sweet is the founder and President of PATCH in Nash County. She has earned a BA in Criminal Justice from North Carolina Wesleyan College, a MPA in Public Administration with a specialization in Government from Keller Graduate School of Management, and she is currently pursuing her PhD in General Organization and Management at Capella University. She currently resides in North Carolina and is the proud mother of two, Tashika and Kevin. They are truly the wind beneath her wings and she is grateful for their love and support.*

## PATCH, OUR PARTNER

We believe that parents and communities are the voices of our children. We further believe that we must make an effort to advocate for our children, guide and direct them. We also believe that it is our responsibility to support our children's educational journey, and more importantly, demand that our children are valued, treated fairly and provided a quality education.

Fueled by these beliefs along with the experiences she had with her son Kevin's education, a strong desire to protect him from a system that did not always embrace his well being, and an even stronger desire to see every child educated and treated fairly within the school system, Katrina, a dedicated mom, founded PATCH in February 2011.

PATCH's mission is not to work against the school system, but to serve as a liaison to bridge the gap between schools, parents, and the community.

We are committed to holding parents, students, and educational professionals accountable for their actions. We want the school system to value students, embrace parental involvement, and acknowledge the voices of those that advocate for children.



## OUR ACADEMY

PATCH Academy is a safe nurturing environment where high academic achievement is promoted through a rigorous academic program (STEAM), extensive support services, and family engagement. Our students learn in a caring environment where parents, schools, and the community are to ensure that education creates a path to success for all students.



Conflict of Interest Statement

No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with PATCH Academy. Each individual shall disclose to the organization any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee, or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of PATCH Academy shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, she/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

If you have any questions or concerns, please contact the Executive Director or to the Chair of the Board of Directors.

Thank You,

A handwritten signature in blue ink that reads "Katrina Sweet".

Katrina Sweet, Executive Director

I have received a copy of the Conflict of Interest Statement and will comply by the above mentioned as a Board Member or Committee Member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



April 12, 2012

To: LEA of Nash Rocky Mount,

This letter serves in receipt that you received Parents and Their Children Academy's Charter School Application on April 12, 2012. By accepting and signing for this packet, you are agreeing to forward this packet to the Superintendent or to the designated staff for Nash Rocky Mount Schools.

A LEA Impact Statement is due to the office of the Charter School on May 11, 2012. Please review Charter School Applications for relevant dates and times.

Thank You,

Katrina Sweet

[kls@katrinasweet.com](mailto:kls@katrinasweet.com)

Signature \_\_\_\_\_

## VIII. SIGNATURE PAGE

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

Print/Type Name: Katrina L. Sweet

Position: Executive Director

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

Date:

Sworn to and subscribed before me this

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

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

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

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