CHARTER SCHOOL APPLICATION
RESOURCE MANUAL

2019 Fast Track/Acceleration Charter School Application/Application Fee due to the Office of Charter Schools via the online portal no later than 5:00 pm (EST) Monday, July 29

2019 Traditional Timeline Charter School Application/Application Fee due to the Office of Charter Schools via the online portal no later than 5:00 pm (EST) Monday, August 26

North Carolina Department of Public Instruction
NCDPI / Office of Charter Schools
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Raleigh NC 27601-2825
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Raleigh, NC 27699-6307

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<u>Resource Manual Purpose:</u>

The information included in this resource manual is designed for charter school applicants. Each section of the application provides resources, helpful reminders, and definitions of technical terms used by the NC Department of Public Instruction (NCDPI).

2019 Charter Application Timeline

Adopted April 4, 2019 by the State Board of Education

June 3, 2019	**2019 Application Accessible to New Applicant Groups (Acceleration/Fast Track schools opening 2020 & Regular schools opening 2021-22)** • Application documents posted on Office of Charter Schools (OCS) website • Applicants may begin requesting access to application submission portal Note: All applicants must request access to the online submission portal prior to starting the application. To request access, send an email to ocs@dpi.nc.gov with your name, email address, and proposed school name.
July 29, 2019	**Online Application due for Fast-Track and Acceleration Applicants (2020-2021 Opening)– 5:00 pm Eastern Standard Time** • Non-refundable $1,000 application fee and Application Fee Payment Form must have been received by the Office of Charter Schools by this date and time **NOTE:** ***Fast-Track/Acceleration applicants are required to request access to the online submission portal by 5:00 pm EST on July 22, 2019*** ***An application submitted without the non-refundable fee or submitted after 5:00 pm EST will be considered *incomplete****
August 26, 2019	**Online Application for Regular Timeline (2021-2022 Opening) due – 5:00 pm EST** • Non-refundable $1,000 application fee and Application Fee Payment Form must have been received by the Office of Charter Schools by this date and time **NOTE:** ***Regular applicants are required to request access to the online submission portal by 5:00 pm EST on August 19, 2019*** ***An application submitted without the non-refundable fee or submitted after 5:00 pm EST will be considered *incomplete****
September 2019 - November 2019 **(tentative schedule)**	**Application Initial and CSAB Committee Review** External evaluators and Department of Public Instruction (DPI)staff use an evaluation rubric to provide feedback on each application • OCS compiles the list of clarification items and forwards the list to each applicant **In-Person Clarification** – the CSAB may offer up to a 30-minute in-person clarification opportunity in lieu of written communication for each applicant; the Board of Directors (BOD) and contracted service providers for the proposed school make themselves available to address questions/concerns posed by the committee

November 2019 - March 2020 **(tentative schedule)**	**CSAB Committee Review/Interview of Applicant** • All information from the Initial Application Review (external comments plus the responses from the applicants; and completed evaluation rubrics, which may include initial recommendations regarding whether application should move forward) submitted to the CSAB committees • CSAB committee members discuss each application in depth • Staff presents the information from the initial review, answers questions • **Interview** – for each applicant, members of the Board of Directors (BOD) for the proposed school make themselves available to address questions/concerns posed by the committee/CSAB • CSAB conducts in-depth one-hour interviews of each invited applicant Board of Directors (BOD) before the full CSAB • The full CSAB deliberates following each applicant interview • The full CSAB votes to recommend whether or not the State Board of Education (SBE) should grant approval/initiate the Planning Year for each applicant • Applicant receives official written notification (*via the online application system*) of the CSAB recommendation **Note:* • *Any applicant group being considered for Fast-Track Replication or Acceleration will receive a priority review*
October 2019	**CSAB Fast-Track Applicant Recommendations forwarded to SBE**
November 2019	**SBE considers Fast-Track Applicant CSAB recommendations for each Fast-Track applicant and may grant approval of the charter contingent upon successful completion of the Planning Year (also known as "Ready to Open" Process)** Applicant notified of the SBE decision (*via the online application system*)
April 2020	**CSAB recommendations for schools to open in 2021-22 forwarded to the SBE**
May 2020	**SBE considers CSAB recommendations for each applicant opening in 2021-22 and may grant approval of the charter contingent upon successful completion of the Planning Year (also known as "Ready to Open" Process)**
August 2020	**Fast-Track Approved Schools open upon SBE approval of the successful completion of the Planning Year (also known as "Ready to Open" Process)** Applicant notified of the SBE decision (*via the online application center*)
June 2020	**CSAB reconsiders SBE initially denied applications**
August 2021	**Approved Schools for 2021 – 22 Open upon the SBE approval of the successful completion of the Planning Year (also known as "Ready to Open" Process)**

	Applicant notified of the SBE decision (*via the online application center*)

Application Deadline

APPLICATION AND APPLICATION FEE DUE DATE/TIME	
Fast-Track and Acceleration Applicants (2020 Opening)	**5:00pm EST** on **July 29, 2019**
Traditional Timeline Applicants (2021 Opening)	**5:00pm EST** on **August 26, 2019**

The application fee must be received via mail to the Office of Charter Schools no later than 5:00pm EST on the designated deadline.

Once an application has received final approval from the SBE, (1) one signed hard copy will be due to the Office of Charter Schools within seven (7) days of final approval.

Mail the hard copy to:
Attention: Dr. Danielle Allen
Office of Charter Schools
6307 Mail Service Center
Raleigh, North Carolina 27699-6307

State Board of Education Responsibilities

With consideration for recommendations from the Charter School Advisory Board (CSAB), the State Board of Education (SBE) **may** grant the proposed charter to initiate their Ready-to-Open planning year if the SBE determines the information contained in the application meets the following requirements:

1) The applicant has the ability to operate the school in an educationally and economically sound manner, and

2) Granting the application would improve student learning and would achieve one of the other purposes set out in NCGS 115C-218.

If the State Board of Education disapproves an application, the applicant may reapply in the next application cycle.

All new charter schools receiving final approval to initiate the Ready-to-Open process ***must*** participate in a year-long planning program (CHTR-013), prior to the charter school opening for students. The planning year allows for proper development of the school's curricular, financial, marketing, and facility plans as outlined in the approved charter application. During this planning year, monthly meetings are held with the Board of Directors and consultants from the Office of Charter Schools. The necessary information on planning, staff development, finance, governance, board training, marketing, policies and procedures, securing a school site, and hiring a school administrator is supplied through training and/or consultant site visits. ***Final approval***

of the charter from the SBE is contingent upon successfully completing all of the requirements of the planning year program.

Once an application has been approved by the State Board of Education the content of the application is binding.

When determining whether to award a charter, the SBE may consider any factor that it determines will promote the purposes of the Charter School Act, NCGS 115C-218 *et seq.*, including but not limited to the extent to which the application:

1) Reflects the applicant's commitment to the purposes of the charter school law stated in N.C. Gen. Stat. § 115C-218;

2) Promotes innovation through charter schools;

3) Reflects the applicant's planning, research and understanding of educational issues, including budgeting, financing and accounting;

4) Demonstrates the applicant's commitment to strong governance, including active participation of a large, diverse and locally-based board;

5) Contains proper articles of incorporation and by-laws;

6) Contains a sound budget that accurately reflects anticipated revenues and costs; including costs associated with maintenance of the school facilities and projected growth;

7) Describes student admission requirements that comply with N.C. Gen. Stat. § 115C-218.45, including a lottery system that satisfies N.C. Gen. Stat. § 115C-218.45;

8) Describes a sound plan for acquisition and utilization of an adequate facility;

9) Describes a sound five (5) year marketing plan that promotes a diverse learning environment; and

10) Any other factor that it determines will promote the purposes of the Charter School Act, N.C. Gen. Stat. § 115C-218 *et seq.*

The State Board of Education **may** grant the initial charter (Appendix A) for a period not to exceed 5 years and may renew the charter upon the request of the chartering entity for subsequent periods not to exceed 10 years. ***The initial charter awarded to any new school will not exceed five (5) years***. The State Board of Education shall review the operations of each charter school at least once every five years to ensure that the school is meeting the expected academic, financial, and governance standards.

Pursuant to CHTR-013, "the State Board of Education, in its discretion, may **accelerate the mandatory planning year** to increase the number of high quality charter schools." Per changes to the policy approved during the June 1, 2017 SBE meeting, "In considering whether to accelerate the planning year, the applicant must meet the following requirements:

1. Demonstrate a clear and compelling need for the accelerated planning year;

2. Demonstrate an exceptional need for the charter school in the proposed

location;

3. Agree to participate in the planning year while the charter application is

being reviewed without any guarantee of charter award; and

4. Demonstrate that there is a facility identified by the applicant that is feasible for opening on an accelerated schedule.

Once evidence for the requirements has been verified, the State Board will also consider the presence or absence of the following factors in making its determination:

1. Unique mission and educational program.

2. Local, state, and national nonprofit partnerships committed to assisting the school.

3. Potential for economic and educational development of the region.

4. Mentoring by a successful organization that has experience in creating public schools.

5. Obstacles to educational reform efforts that leave chartering as an available option.

6. Commitment to work with a successful charter school board as a guiding mentor.

7. The length of time the nonprofit corporation has existed.

8. Whether the proposed board has previously or currently operates a successful public charter school.

The above list is not exclusive or controlling and is intended to guide the exercise of the State Board's discretion. An applicant requesting acceleration must submit the request to the State Board of Education prior to the application due date for consideration."

The State Board of Education **may** authorize a school before the applicant has secured its space, equipment, facilities, and personnel. ***The State Board shall not allocate any funds to the school until the school has obtained space and a valid educational certificate of occupancy.***

APPLICATION SPECIFICATIONS

Applicants **MUST** submit applications by the designated deadline; applicants are to use the following specifications:

1. All applications must be submitted using the online platform. Applications submitted outside of this platform will not be accepted.
2. All applications must be submitted by a nonprofit group approved by the NC Secretary of State, unless being submitted by a municipality.
3. Each major section (Mission, Purposes and Goals, Education Plan, Governance and Capacity, Operations, and Financial Plan) must be located within the designated section, as indicated in the online document.
4. If a particular question does not apply to your team or proposal, respond "Not Applicable," AND state the reason this question is not applicable to your team or proposal.
5. Each required Appendix must include a title page with the title of the Appendix and the Proposed School Name.
6. Any answer given within the application that is not original to the applicant must include a citation to the source of the answer.
7. Review all elements of the application for completeness before submitting.
8. The full application (including the narrative and all appendices) must be submitted as one PDF document.
9. The budget spreadsheet must also be submitted separately as an excel file.
10. The application narrative, without appendices, may not exceed 100 pages. Applicants submitting special requests are given an additional 5-page allowance, per special request.
11. Each section of the application should be clearly labeled according to the table of contents.
12. Late submissions **will not** be accepted. **No exceptions.**
13. Applicants must turn in the application fee and fee payment form by the stipulated timeline.

Complete application packages must be submitted through the online platform. ***ALL applications are due by 5:00 pm EST on the designated deadline.***

Formatting Requirements

Number all pages of the application narrative and any supporting documents. Use one-inch margins and a 12-point font for the narrative. Heed all page limits. Only those parts of the application within the page limits will be evaluated as part of the application.

An electronic version of the budget template must be submitted in addition to a pdf copy, which must be included in the completed application pdf.

APPLICATION CONTENT

The sections developed by the initial board must align with all other sections of the application. The State Board of Education shall give priority consideration to the applicants who demonstrate potential for meeting one or more of the six legislative purposes of a NC public charter school (NCGS 115C-218). Be sure to provide precise and clear explanations. All sections of the application must be completed. Lack of response to any question or proper documentation **will deem the application incomplete**.

Before writing a proposal, develop a base of knowledge and investigate documents and resources such as NC charter school law, North Carolina Open Meetings Laws, federal programming, and information found on the NC Office of Charter Schools website. Applicant groups applying as a nonprofit corporation should also establish Articles of Incorporation for a Nonprofit (https://www.sosnc.gov/). Once approved, applicant groups will use the approved charter application to further develop policies and procedures needed to operate the charter school.

***Application content reminders*:**

- The sections developed by the initial board must ***align with all other sections*** of the application.
- ***Be clear and concise*** with all sections of the application, mind the character and page limits and…edit, edit, edit.
- ***Do not assume*** that the application reviewer has knowledge about your target student population, mission, education plan, and programming.
- ***Provide clear evidences to support*** the fidelity and vitality of this proposed plan.
- Reviewers will want to know that your proposed organization ***has the capacity to grow and build*** upon the proposed written application plan.
- Be sure to ***include detailed specifications*** when it comes to the overall plan and budgeting.
    - For example, if you propose a vocational high school, make sure you include a detailed description of the facility, stakeholder partnerships, resources, and staffing needed within the first five years of operation.

APPLICANT CONTACT INFORMATION

****Application Note: All sections of the application must be completed. Lack of response to any question or improper documentation will deem the application incomplete.***

Organization Type: Select the type of organization (nonprofit corporation or municipality) that will operate the proposed charter school.

501(c)(3) non-profit status: Applicant groups applying for a charter as a nonprofit corporation must receive federal tax-exempt status no later than 24 months following final approval of the application.

Enrollment Summary/Grade Levels Served and Total Student Enrollment: The projected enrollment figures should be tactical and realistic for the proposed region. Once the application is approved by the State Board of Education these projected enrollment numbers will drive the funding provided to the public charter school in at least year one of the charter's existence.

Anticipated Demographics: Complete the table with projected enrollment for each of the outlined subgroups.

Certification Statement: Each section is followed by a certification statement. Applicants should confirm whether or not any portion of the subsection has been copied, pasted, or otherwise reproduced from any other application.

Application Note: Application should be signed by the lead contact or board chair to signify the initial members of the board were regularly involved in the overall development of the application.

Application Contact Information Technical Terms:

Private/Public Conversion - Charter school applicants may apply to convert an existing private or traditional public school to a public charter school (NCGS 115C-218.1). This conversion shall provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently of existing schools.

Replication - Charter school applicants may apply to replicate an existing charter school or charter school model. The State Board of Education's policy on Replication is found here: CHTR-016

Alternative Charter School - Charter school applicants may indicate a desire for their application to be considered for an Alternative Charter School. The State Board of Education's policy on Alternative Charter Schools, including eligibility requirements, is found here: CHTR-020

Acceleration of the Planning Year: Charter school applicants may indicate a desire to be considered for the acceleration of the planning year. The State Board of Education's policy related to this process is CHTR-013. An updated policy was approved by the State Board of Education on June 1, 2017 and can be found here.

Application Note: Applicants must provide attribution to any part of any charter application from which it is copied.

CHARTER APPLICATION SPECIAL REQUESTS

This section of the application provides an opportunity for the founding board to submit any special requests (and accompanying documentation) for consideration, including acceleration, conversion, replication, alternative, or contracting with a management organization, such as an EMO or CMO.

Acceleration – Applicants requesting acceleration must complete the Acceleration section. Applicant should demonstrate a clear and compelling need for an accelerated planning year, an exceptional need for the charter school in the proposed location, and that the proposed school facility is feasible for opening on an accelerated schedule. Appendix A1 must include evidence demonstrating that the facility that has been secured is suitable for opening on an accelerated schedule.

Conversion – Applicants requesting a conversion must complete the Conversion section. Public school conversion applicants must submit Appendix A2.1: Public Conversion Evidences. This includes a Statement of Support, most recent payroll expenses, current school enrollment, and evidence of parental support for the conversion. Private school conversion applicants must submit a 3-year financial history of the private school and complete the Privation Conversion Information section, which includes the rationale for converting that contains strong evidence that this plan will prove effective for the children of North Carolina.

Replication – Applicants requesting a replication must complete the Replication section. Applicants must indicate whether the founding board currently operates a charter, and whether the founding board is intending to partner with a management organization. Any applicant requesting to replicate a currently operating school must submit Appendix A3.1 Replication Educational Outcomes and Appendix A3.2 Replication Financial Evidences. Applicants requesting a Fast Track Replication must indicate that request in this section.

Alternative – Applicants requesting an Alternative Charter School designation must complete the Alternative section and demonstrate that their proposed school meets the minimum criteria as outlined by SBE policy.

Proposed Management Organization (EMO or CMO) – Governing boards intending to partner with a management organization must complete the Proposed Management Organization section. Applicants must identify the proposed management organization and answer the questions in this section. The answer must include a rationale for contracting with an EMO/CMO that contains strong evidence that this plan will prove effective for the children of North Carolina, a clear delineation of the roles, relationships, and responsibilities between the EMO/CMO, the governing board, leader administrator, and school employees, and detailed information regarding the financial and academic performance of other charter schools managed by the EMO/CMO. A clear outline of the management organization's fee structure must be provided as well. All applicants planning to partner with an EMO or CMO are required to submit Appendix A4.1 Executed Management Contract and A4.3 EMO/CMO Financial History. If the EMO/CMO has a Facility Buyout Agreement, that must be submitted as Appendix A4.2, and if

the management organization files a Form 990 with the IRS, that must be submitted as Appendix A4.4.

Application Note: A copy of the organization's IRS 990 Form for the last three years is requested and included in Appendix A4.4 of the application.

SECTION I: MISSION, PURPOSES, AND GOALS

Mission and Vision: ***The mission statement MUST be 35 words or less.*** You will be provided additional space to elaborate on the vision to provide a detailed picture of what you ***will*** accomplish and how the school will look when it is achieving the mission.

"The mission says *why* you do what you do, not the means by which you do it." – Peter Drucker

- The mission is the guiding light for everyone within the organization.
- The mission should resonate with everyone whether they just joined an organization or have been there since the beginning.
- The mission should be easily communicated to ensure execution within the organization.

Educational Need and Targeted Student Population: This section asks the applicant to include a description of the targeted student population and a clear rationale for selecting the location and targeted student population. When addressing specific needs, one may utilize a systematic process to acquire an accurate, thorough picture of the strengths and growth points of a community. These data can be used to address the academic needs of all students for improving student achievement and meeting challenging academic standards.

Examples of Types of Data:

- Demographic
- Perception
- Academic Achievement

Parents, students, business and community leaders, and other community members should be included in data gathering process. The application asks you to provide significant but limited evidence of this educational need (Application Appendix A).

Application Note: The target student population and educational need should align with the proposed school mission.

Purposes of the Proposed Charter School: Applicants should demonstrate the ability to clearly describe how the proposed charter school will achieve ***one or more*** of the six legislated purposes for charter schools. These identified purpose(s) is/are meaningful, manageable and focused on improving student outcomes in the public charter school in addition to being clearly aligned to the proposed school mission.

Goals for the Proposed Charter School: The application should demonstrate clear and specific goals for the first 5 years of operation outlining expectations for the proposed school's operations, academics, finance, and governance. Applicants should clearly outline the process in which the governing board will measure the successes and failures of the public charter school.

These self-selected goals will be examined during future site visits and reports for the school. Goals selected ***DRIVE*** what happens in the school. In writing the charter school goals, use the SMART system. This acronym is often used in project management settings to help an individual identify goals and the necessary steps needed to accomplish a given task.

S.M.A.R.T. stands for:

Specific: A specific goal has a much greater chance of being accomplished than a general goal.
Measurable: A clear criteria for measuring progress toward attainment of each goal set should be established.
Attainable: Goals that are important to the organization are easy to figure out how to make them come true.
Realistic: Realistic goals represent an objective toward which the organization is both *willing* and *able* to work.
Time Bound: A goal should be time bound. Deadlines too far in the future are easy to put off, goals set too close tend to be unrealistic and have little success.

Organizational Goals can focus on many areas:

Academics	Governance, Operations and Finance
• Overall academic proficiency; • Individual and student academic growth • Monitor student subgroup achievement gaps in both proficiency and growth • Student attendance • Postsecondary readiness (for high schools) • Student transition from grade to grade or school completion • Student graduation rates	• School leadership effectiveness (board and lead administrator) • Pupil attrition rate, Pupil wait-list • Standing within community • Compliance with all applicable laws, regulations, and terms of the charter contract. • Financial performance and viability • Board performance • Monitoring of school improvement plans – board goals • Teacher Working Conditions Survey

Accountability for Charter Schools

According to CHTR-001, each year all eligible students must take state-required assessments. All charter schools shall comply with North Carolina's Accountability Model, unless otherwise approved by the State Board of Education.

Meeting academic goals are critical to the viability of a public charter school. NCGS 115C-218.95 and CHTR-010 stipulate that "if a charter school is continually low-performing, the State

Board is authorized to terminate, not renew, or seek applicants to assume the charter through the competitive bid process established by the State Board in CHTR-017. The State Board shall not terminate or not renew the charter of a continually low-performing charter school solely for its continually low-performing status if the charter school has met growth in each of the immediately preceding three school years or if the charter school has implemented a strategic improvement plan approved by the State Board and is making measurable progress toward student performance goals."

SECTION II: EDUCATION PLAN

Education Plan: The State Board of Education does not mandate a specific curriculum for a charter school. However, the Essential Standards and the Common Core Curriculum are the basis for the statewide testing program and the Accountability Program. Each school year, every public school, including charters, administers the End-of-Grade and End-of-Course tests as part of the Accountability Program.

Strong education plans include a curriculum framework and sample course scope and sequence that are clearly presented and specific to the school's purpose, aligned with the school's mission, concentrated to support the targeted student population, and compatible with the North Carolina Accountability Model. When creating the scope and sequence, remember ***scope refers to the depth*** – how deep you will teach a topic – and ***sequence refers to the order*** you will teach the topics within a specific content. This section should also include a sound plan for educating students that reflects a full range of programs and services required to provide all students with a high quality education for all proposed grades. Included in the education plan should be an academic calendar and narrative that clearly demonstrates how this plan coincides with the tenets of the proposed mission and education plan. All public schools in North Carolina must have an academic calendar that includes a minimum of 185 days **OR** 1,025 hours of instruction. Public charter schools are not held to start and end date policies.

Instructional Program: In this section of the application, you have the opportunity to inform the SBE of the educational plan that you intend to implement. You should do so in a manner that indicates that the chartering group is knowledgeable and competent to develop an educational plan that will succeed in not producing excellent instructional practice but continual growth in student achievement. The education plan you develop should align with the mission of the proposed charter school and the philosophy regarding instructional practices under which you will operate. The plan should include information on what curriculum and/or staff training you will use to accomplish this goal.

Special Populations and "At-Risk" Students: The school's education plan must include information on the plan for teaching students who are "At-Risk" for failure, students who speak English as a second language (ELL) and exceptional children. Federal and State laws do not allow schools funded with public dollars to exclude anyone based upon exceptionalities.

Exceptional Children: The application must include a clear plan for identifying students eligible for special education services and for maintaining the associated records. By law, charter schools are required to provide a full continuum of services and a Free and Appropriate Public Education for students with disabilities.

Resources:
Federal Programming: http://www.ncpublicschools.org/program-monitoring/
Title I: Improving the academic achievement of the disadvantaged
http://www.ncpublicschools.org/program-monitoring/titleIA/
Exceptional Children: http://ec.ncpublicschools.gov/
Exceptional Children Policies: http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities

Student Performance Standards: These self-selected goals will be examined during future site visits and reports for the school. Goals selected ***DRIVE*** what happens in the school. The responses in this section should include clear and measurable educational goals and objectives that set high standards for student performance for each grade level. These goals should expound upon the overall academic goal in the Mission and Purposes section of the application. The applicant should provide evidence that the evaluation tool(s) or assessment(s) will result in assessment data that will drive instruction, improve the curriculum over time for the benefit of students. Finally, the section should end with a list of developed clear policies and standards for promotion from one grade level to the next along with exit standards for ALL students.

High School Graduation: If you are developing a high school program, review the SBE policies regarding graduation requirements at the SBE web-site http://sbepolicy.dpi.state.nc.us/. These policies will guide you in planning your curriculum and grading system among other things. In addition, you may check out courses of study and graduation requirements at http://www.ncpublicschools.org/curriculum/graduation/.

School Culture and Discipline: When completing the section on how student conduct will be governed at the proposed charter school; be sure to detail how this plan **aligns** with the overall mission, proposed education plan, and will benefit the targeted student population.

Reviewing the following information is useful in the development of this section:

- Discipline Policies (NCGS 115C-390.2)
- Expulsion (NCGS 115C-390.11)
- Students with Disabilities (NCGS 115C-107.7)
- Short Term and Long Term Suspensions (NCGS 115C-390.5 – NCGS 115C-390.8)
- Relevant Federal Laws and Regulations

In addition, charter schools are public schools and may NOT exclude students without due process. The term exclude is synonymous with suspension and/or expulsion. The charter school must implement their adopted disciplinary code that may ultimately lead to expulsion by the board. A principal may suspend pending expulsion but the decision to expel is ultimately made by the board of directors of the charter school. However, as stated in NCGS 115C-218.45 "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."

SECTION III: GOVERNANCE AND CAPACITY

Private Non-profit Corporation: Applicant groups applying for a charter as a nonprofit corporation must obtain private nonprofit organization status approved by the Secretary of State's Office by the time of application submission. To plan for this deadline, contact the Secretary of State's Office to get an idea of how long this process will take. A proposed charter school must have a federal tax ID number (EIN) prior to opening. Even when a private nonprofit already exists, there may be an advantage of forming a new corporation. Review the pros and cons carefully. https://www.sosnc.gov/corporations/

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

Governance and Organizational Structure: Before submitting a North Carolina public charter application, the initial applicants must define how the initial members of the board of directors will be selected, how subsequent members will be added, the length of term, board size, and expectations for conduct shall be defined. The board of directors is legally responsible for ***all*** transactions of the charter school. The application must include an organizational chart that clearly delineates the relationships of the board to the school employees, students, and parents. A process for rotation of board members must be included in the application and bylaws listing policies and procedures for length of terms of service and number of succession terms allowed. When deciding on the board size, it is recommended to use a range rather than a specific number (i.e. no less than 7 but no more than 13). While the historical minimum number of members that can make up the board of directors is five (5), a higher number is preferable (i.e. 7).

Diversity is the hallmark of an effective charter school board. Effective boards benefit from having members with varied expertise in areas such as education, human resource management, personnel management, finance, law, facility management, marketing, strategic planning, or fundraising. The board should also demonstrate diversity in the members' age, perspective, ethnicity, gender, and socioeconomic background. An additional benefit is the recruitment of individuals with connections to the community, local businesses, and political leaders. A board should be large enough to provide good oversight for school committees; however, a very large board can be counterproductive.

Each initial board member must submit, with the application, responses to the Charter School Board Member Information Form (Application Appendix F) along with a **one-page** resume (that includes current contact information) highlighting his or her experiences over the past ten or more years **and** a completed background check.

Whether the board is comprised of parents, educators, community volunteers, or other individuals, proper delineation of roles is essential. Board members who do not have a clearly definable role may, on their own, create a personal role that may not fit the best interest of the school. This confusion over roles can create resentment amongst members, encourage mediocrity, lead to frustration, loss of trust, and poor governance. To help board members focus on long- term planning and resist the tendency to micromanage, charter school boards should

develop clear governing roles and responsibilities for all charter school board members and review them annually.

Policies and Procedures

The charter school's original application is binding due to the charter agreement. The board directly supervises and evaluates the charter school lead administrator. The lead administrator is the only employee that is directly supervised and evaluated by the board. However, the board formally approves every personnel decision through majority vote and records in its minutes the decisions to hire or terminate staff members.

High functioning charter school boards make sure that the public charter school abides by the North Carolina state law for Charter Schools (NCGS 115C-218) through strong governance practices. This law includes specific requirements for: teacher licensure, student admissions, charter renewal, background checks for employees, and criminal history checks that mirror the policy of the LEA in which the school will be located.

The board must follow principles of effective board leadership in conducting meetings, business practices, financial planning and procedures, and management of school operations. All meetings should be conducted using appropriate board meeting protocol. The work of the board should always keep the mission and vision of the school in focus as decisions made by the board affect the operation of the school, and therefore, the culture of the work environment for teachers and students. The work of the board influences the selection of administration and staff, the operations of the business and finance of the school, and day-to-day operations. It is imperative that the board be well informed regarding Charter School Law, State Board Policy, and operating procedures established by the SBE and implemented by the Department of Public Instruction (http://www.ncpublicschools.org/charterschools/policy/).

Each board member has the duty to exercise reasonable care when he or she makes a decision as a steward of the organization and must protect against any real or apparent conflicts of interest. A policy on conflict of interest and nepotism, including statements regarding full disclosure of connections to anyone doing business with the organization, must be included in the application. **A conflict of interest exists when the personal or professional concerns of a board member or a staff member affect his or her ability to put the welfare of the organization before personal benefit. All conflicts of interest must be disclosed.**

A board member should not participate in any discussions or vote on matters that would affect the transactions between the organization and another party that would benefit them or their personal/professional affiliations. Staff members who have an actual or potential conflict should not be involved in decision-making affecting such transactions.

Board members should also establish policies for handling conflict and working with board members who are no longer productive or are struggling to keep their commitment. Board member agreements contain these types of expectations and are signed by all seated board members on an annual basis. These decisions should be written into the bylaws of the school

and/or board policy manual. Board members should also develop orientation and professional development plans to warrant the board's professional growth.

The Board must acknowledge and observe the NC Open Meetings Law by giving proper public notices of all meetings and keeping accurate minutes of those meetings. [See NC Statutes: Chapter 143, Article 33C; NCGS 143-318]. The minutes of the board are to be available to the public at all times.

Evaluation

The board should develop a strategic long-term plan with short-term benchmarks to ensure the school stays on a path toward fulfilling its mission and vision. These goals and benchmarks should align with the proposed accountability model in sections two and three of the application. These self-selected goals will be examined during future site visits and reports for the school. Goals selected ***DRIVE*** what happens in the school.

Governance Resources:
National Charter School Resource Center:
https://www.charterschoolcenter.org/category/focus-areas/board-governance
National Council of Non-Profits:
https://www.councilofnonprofits.org/tools-resources-categories/boards-and-governance
NC Open Meetings Laws (Article 33C):
http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_143/Article_33C.html
North Carolina Office of Charter Schools Governance Resource Page:
http://charterschoolgovernance.wikispaces.com

Staffing Plans, Hiring and Management: The application asks for a list of positions anticipated for the charter school; (e.g., principal or director; finance officer, administrative support staff; teachers (part-time and full-time); paraprofessionals/teaching assistants, clerical, and maintenance). You will want to demonstrate the growth of the projected staff over the first five years. Be mindful that your predicted administration and staff match the projected enrollment noted in Section I and align with the proposed budget.

****Application Note: Be mindful that your projected staff, especially administration and office staff, aligns with the:***

- ***Projected student enrollment***
- ***Proposed school mission***
- ***Proposed education plan and programming***
- ***Proposed budget***
- ***Teachers credentials that meet federal and state laws***

The section should provide evidence of a sound plan to recruit and retain high-performing staff members for ALL staff needs, including special populations. The section should also include information regarding:

- hiring and dismissal of employees,
- proposed salary ranges and benefits,
- the roles and responsibilities of staff members,
- qualifications and appropriate licenses for each position, and the procedure for employee grievances

In addition, the application should include a draft of the policies and procedures that hold staff to high professional standards as Application Appendix O.

Staff Evaluation and Professional Development: Applicants should familiarize themselves with the requirements when it comes to charter school law in regards to teacher licensure and evaluating educator effectiveness in the state of North Carolina.

This section should include detailed evidence that all school staff will receive ongoing focused professional development to effectively implement the school's mission, instructional methodologies, and education programs. In addition, the applicant should identify a plan for the development, mentorship, and regular evaluation of staff that is manageable and is clearly linked to the school's mission and educational program, including a timeline, and a lead contact.

Application Note: All details in this section should align with the mission, projected staff and proposed budget.

Marketing Plan: Reaching 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 statute regarding admissions carefully (NCGS 115C.218.45).

Remember, the charter application should be the implementation plan used once the proposed governing board receives approval from the State Board of Education. Clear steps should be outlined for marketing the proposed charter school beginning in July of 2020 and contain detailed plans which spell out programs and individual activities that will take place over the period of the plan.

Critical stages throughout the process are listed below. Each stage will need to outline clear date ranges:

- Initial application process
- Selection Process
- Preliminary Planning Period
- Final Approval, Student Enrollment, and Planning Period
- First 20 Days of School
- First Semester of School
- Open Enrollment/ Enrollment Period for the 2020 – 2021 school year
- Finalizing Plans and Expansion for Year Two.

Marketing plans should be:

- **Clear** - There should be an unambiguous statement of 'exactly' what is to be done.
- **Quantified** - The predicted outcome of each activity should be, as far as possible, quantified, so that its performance can be monitored.
- **Focused** - The temptation to proliferate activities beyond the numbers which can be realistically controlled should be avoided.
- **Realistic** - They should be achievable.
- **Agreed** - Those who are to implement them should be committed to them, and agree that they are achievable. The resulting plans should become a working document which will guide the campaigns taking place throughout the organization over the period of the plan.

The final stage of any marketing planning process is to establish targets (or standards) so that progress can be monitored. If the marketing plan is to work, every stage of it (throughout the year) must be questioned and evaluated; and the lessons learned, to be incorporated in the following year's plan.

Application Note: Details in this section should align with the mission, proposed location, targeted student population, and proposed budget.

Admissions Policies: Charter schools are public schools and any student who qualifies under the admission to a public school is qualified for admission to a charter school. A public charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Applicants will need to demonstrate their understanding of this law through the proposed admissions policy of the proposed charter school. Be sure to include the policy in regards to preferences and the admission of multiple birth siblings.

Weighted Lottery: Charter schools are permitted to implement weighted lotteries as long as the procedure for the weighted lottery reflects the mission of the school. While weighted lotteries are not a requirement for any charter school in the state, applicants should be aware that they are ineligible for Charter School Program grant funds if they do not implement a weighted lottery.

Section IV Technical Terms:

Initial board of directors: The board members included in the State Board of Education approved charter school application.

SECTION V: OPERATIONS

Transportation Plan: All charter schools are required to have a transportation plan. The transportation plan should provide a thorough explanation of how the governing board will ensure no child is denied access to school due to lack of transportation. Within that plan the charter school may provide transportation by bus for students enrolled at the school.

For North Carolina public school transportation resources and references go to http://www.dpi.state.nc.us/safehealthyschools/transportation/. This site will also provide you

resources regarding operation requirements, the laws regarding school bus safety, and opportunities to purchase buses from the State.

NC Public School Bus Safety Resources:

- School Bus Safety: http://www.ncbussafety.org/Safety/index.html
- Laws and Policies: http://www.ncbussafety.org/NCLaws.html
- NC Resources**:** http://www.ncbussafety.org/resources.html

A transportation plan may include partnering with the Local Education Agency (LEA). If you are partnering with an LEA, evidence should be included with the application indicating there is an actual partnership. The law states a local board may charge the charter school a reasonable charge that is sufficient to cover the cost of providing this transportation. Furthermore, a local board may refuse to provide transportation under this subsection if it demonstrates there is no available space on buses it intends to operate during the term of the contract or it would not be practically feasible to provide this transportation.

Application Note: The transportation plan should align with the targeted student population, proposed budget and regional logistics/resources.

School Lunch Plan: Information that may support you in development of the school lunch plan can be found at http://childnutrition.ncpublicschools.gov/.

Civil Liability and Insurance: Under NCGS 115C-218.20 and as a outlined in the charter agreement (Resource Manual Appendix A), public charter schools shall obtain and maintain insurance at a minimum in the following amounts:

a. Errors and Omissions: one million dollars ($1,000,000) per occurrence;
b. General Liability: one million dollars ($1,000,000) per occurrence;
c. Property Insurance: For owned building and contents, including boiler and machinery coverage, if owned;
d. Crime Coverage: no less than two hundred fifty thousand dollars ($250,000) to cover employee theft and dishonesty;
e. Automobile Liability: one million dollars ($1,000,000) per occurrence; and
f. Workers' Compensation: as specified by Chapter 97 of NC General Statute, Workers' Compensation Law.

Application Note: The applicant must provide a quote from an insurance provider (Appendix L) as part of the application to demonstrate the levels of insurance coverage and projected cost and ensure the information in this section aligns with the proposed budget.

Health and Safety Requirements: All public charter schools are required to follow the regulations regarding health and safety as stated in NCGS 115C-218.75. Governing boards are expected to develop policies ensuring the fidelity of these laws. While not required at time of application submission, applicant groups should start to think about how they will comply with OSHA requirements once approved. Not complying with OSHA expectations will lead to fines which will impact your budget. OSHA expectations can be found at http://www.nclabor.com/osha/osh.htm.

Application Note: The proposed board chair is required to electronically sign this section of the application.

Facility: When acquiring a facility, many things should be considered. The final selection of a facility should take into account the safety of the facility and how effectively it can be used to educate students. Other considerations include cost for any needed renovation and retrofitting, rent or mortgage payments, and location.

The School Planning Section of the Department of Public Instruction is required to review and provide comments on all plans for additions or renovations to public school facilities, as well as for the construction of new public school facilities for *traditional* local school districts across the state. While the Charter Schools Act (NCGS 115C-218) exempts charter schools from that process, the School Planning Office offers equivalent services *upon request* as technical assistance and support to charter school applicants and directors. The *Prototype School Design Clearinghouse* provides online web access to facilities guidelines publications maintained by the Department: www.schoolclearinghouse.org/.

Planning assistance from the School Planning Office includes publications such as the *North Carolina Public Schools Facilities Guidelines,* in which recommendations for all building elements and spaces of schools can be found. School Planning has developed computer-assisted tools for calculating needed spaces and sizes for new schools, based upon anticipated capacity. School Planning evaluates facility needs and provides analysis of specific building or site problems, with priority placed on small and low-wealth school systems. Instruction and guidance are available to assist all units with facility planning and self-evaluation. School construction resources are maintained and made available at
http://www.schoolclearinghouse.org/pubs/DSPPubs.htm

NCGS 115C-218.75 states that "A charter school shall meet the same health and safety requirements required of a local school unit." Such requirements are a function of state and local building codes and are administered by the North Carolina Department of Insurance and local building inspection agencies respectively. **Prior to receiving any funds or beginning the first day of school, a Certificate of Occupancy for educational use must be received by the Office of Charter Schools.**

In identifying or planning facilities for a charter school, the following suggested considerations should provide a useful starting point:

1) Existing Public School Facility
   Obtain verification from the local building inspector that there are no outstanding building code violations for educational occupancy.
2) Existing Non-Public School Facility
   Obtain verification from the local building inspector that there are no outstanding building code violations for educational occupancy.
3) Existing Non-School Facility
   Obtain a certificate of occupancy for educational occupancy from the local building inspector. The local building inspector should determine if modifications

must be approved by the North Carolina Department of Insurance for building code compliance.

4) New Public Charter School Facility
   Consult with the School Planning Section (not required) to review plans. However, plans for facilities of 10,000 square feet or for assembly spaces for 300 or more occupants must be approved by the North Carolina Department of Insurance for state building code compliance. Obtain a certificate of occupancy from the local building inspector.

This section should include clear steps that the board will take to acquire a facility and obtain the Educational Certificate of Occupancy. In addition, all applicants must develop a ***detailed*** Facility Contingency Plan in case the facility is not ready to open on time.

****Application Note: 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 and submitted a valid Certificate of Occupancy for Educational use to the Office of Charter Schools.***

The information in this section should align with the projected student enrollment, education plan (i.e. if proposing a vocational school), and proposed budget. Applicants should provide evidence to support the projected rent or lease costs.

SECTION V: FINANCIAL PLAN

Sound financial planning is a cornerstone for a successful charter school and a weak financial structure affects the ability to provide a quality education. In North Carolina, the majority of the public charter schools that have closed had significant financial deficiencies.

The following is intended to assist the applicant in completing Section V - Financial Plan. The template laid out is a tool to provide a framework of the budget process. It is not intended to be prescriptive and should be modified to meet the requirements of the individual school.

Projected Student Enrollment (Table): In the projected student enrollment table, indicate the number of students that the school expects to enroll each year and in each grade level. The 1st year projected enrollment numbers are those in which the approved charter school will be funded. Depending on the location of the charter school the applicant should predict enrolling student from multiple counties. In addition, please indicate any plans to increase the grade levels offered by the school over time. These data must align with the initial projected enrollment table and Financial Plan.

Revenue:
Projected ADM from each LEA: ADM=Average Daily Membership. Project the number of students that will attend the charter school from each local education agency (i.e. where the student resides). For example: A charter school in Pitt County projects total enrollment at 200

students - 100 from Pitt County, 50 from Beaufort, 50 from Wilson. Funding varies by LEA and by year (see Appendix C).

- **State Funds:**
  Year 1: In the first year of operation, state funding is determined by the LEA in which the student resides.
  Year 2 and beyond: Funding is determined by the LEA in which the school is located.

  - The state funding for public schools is determined by the General Assembly on an annual basis. Final funding amounts are not available until the Appropriations Bill is passed, usually in June or July.

  - Prior year base funding for each LEA is located on the Financial and Business Services web page http://dpi.state.nc.us/fbs/allotments/support/ "Charter School Dollars per ADM." This chart shows the amount that a charter school received for each student in their average daily membership in month 1. Use the most recent fiscal year as an approximation for your budget.

  - ***Exceptional Children Funding***
    Charter schools are funded for each student who meets the criteria for exceptional children services (children with disabilities). The amount for each student is also listed on "Charter School Dollars per ADM" ($/Headcount).

    Exceptional children funding is based on the charter school's headcount collected in April (state) and December (federal) of each year. The population in charter schools and LEAs vary from about 8% to 13% of student population.

  - ***Limited English Proficient Student Funding***
    Charter schools must have at least 20 students with limited English proficiency (based on a 3-year weighted average headcount), or at least 2.5% of the ADM of the LEA/charter school. Funding is provided for up to 10.6% of ADM.

    For additional illustration, applicants can view the State funding for charters from prior years at http://www.ncpublicschools.org/fbs/allotments/state/.

    The State funds are a block grant and can be used for any purpose related to the education of the students. The State does not provide planning or start up grants.

    Charter schools are not responsible for driver education. The LEA in which the school is located receives funds to provide the services to the charter school students.

- **Local Funds:**
  The LEA in which the student resides is required to provide a per pupil allocation for each of their students who attend the charter school. This amount varies greatly from LEA to LEA and from year to year.

- **Federal Funds:**
  Charter schools must apply and be eligible for federal funds based on their school demographics and the funding is independent from the LEA. Most commonly received federal funds received by charter schools are Title I (based on poverty) and IDEA VIB (based on exceptional children population). These funds are restrictive in use and supplemental in nature and should not be used to meet the core budget needs of the charter school.

- **Other income**
  Other income streams are not considered secure or recurring sources of income. Therefore, these funding sources should NOT be included in the basic operation of the school unless the applicant can provide documentation of a commitment of these funds (attach in Appendix M). Use Appendix M to provide documentation of any additional financial resources obtained.

Financial Resources:

- NC Finance and Business services: http://www.ncpublicschools.org/fbs/
- Allotment Policy Manual http://dpi.state.nc.us/fbs/allotments/general/
- Charter Schools Financial Operations: http://www.ncpublicschools.org/fbs/charterschools/
- State Allotments: http://www.ncpublicschools.org/fbs/allotments/state/
- Federal grants available through the Department of Public Instruction (DPI) http://www.ncpublicschools.org/docs/fbs/finance/federal/fedgrant.pdf.
- Federal Funding for new charter schools available through the US Department of Education https://www2.ed.gov/about/offices/list/oii/csp/funding.html#nc.

Expenditures: The tables in these sections should be amended to meet the proposed charter school's specific needs. The expenditure items should demonstrate alignment with the educational and operational plans.

- **Personnel**
  - Provide the full time equivalent (FTE) of each category of personnel. Contracted personnel should not be listed in this section, list in the operations section.
  - Calculate average salaries without benefits.
  - Total Salaries = FTE X average salaries
  - Instructional Support: personnel included are counselors, social workers, media specialists, technology facilitators etc.

- **Benefits**

- Charter Schools may choose which benefits they offer their employees. These may be different or the same as the benefits provided to public school employees in the LEAs.

- Health: Charters may choose to elect to participate in the North Carolina State Health Plan. More information can be located at http://statehealthplan.state.nc.us. If this election is not made, other health insurance plans may be used.

- Retirement: Charters may choose to elect to participate in the North Carolina defined benefit plan Teachers' and State Employees' Retirement (TSERS). More information can be located at: https://www.nctreasurer.com/retirement-and-savings/Managing-My-Retirement/Pages/default.aspx. If this election is not made, other retirement plans may be used.

- For budget purposes, a history of the retirement rate and the health costs for the employer can be found on page 2 of the "History of Average Salaries and Benefits" at http://www.dpi.state.nc.us/docs/fbs/allotments/support/statewidesalary.pdf

- **Operations - Administrative and Support Operations**

  - Management Company: If the charter school is run by a management company, the fees must be included and the terms of the contract described in the Budget Narrative.

  - Professional Contract: This section should include non-instructional contracted personnel services.

- **Instructional**

  - Instructional Contract: Occupational therapists, psychologists, nurses etc.

- **Budget Narrative:**

  - The budget narrative will provide support for the projections used in the budget and provide additional information about plans that impact the financial status of the school.

Reminder: There are no "state funded" start-up fees for North Carolina charter schools. NC public charter schools are funded three times a year. The approximate allotment schedule is August (34% of projected ADM), November (32%), and February (32%). The final two allotments are calculated by the remaining balance of the actual ADM.

Personnel and Operations Budgets: The tables in these sections may be amended to meet the applicant's specific needs. These lists should demonstrate alignment with the projected staff (benefits), education plans, marketing plans, and all sections of the proposed Operations Plan.

Budget Narrative: The budget narrative will provide the applicant to provide a detailed description of the systems and processes by which the school's fiscal fidelity will be maintained. In addition, the applicant can clarify their plan regarding the projected sources of revenue and projected expenses that ensure the financial viability of the public charter school. Charter schools typically close down because of mismanaged finances. Within the narrative the applicant should describe a contingency plan to ensure the financial viability of the public charter school over time.

Financial Audits: NCGS 115C-218.1 ensures that all public charter schools develop procedures regarding financial audits. In this section, the applicant shall describe the procedures and methods for conducting an independent financial audit **along with identifying a firm** (or multiple firms), approved by the NC Local Government Commission, they will contract with to conduct the annual audit.

Public Schools of North Carolina Schedule of Charter School Funding

The table below demonstrates the categories in which the charter school basis of ADM allotment accrues from.

Category Description (Defined in Allotment Manual)	Basis of Allotment			
			Other Funding *if Charter School Qualifies*	
	Dollars per ADM	Dollars per ADM *if LEA Qualifies*	*Targeted Population*	*Per Legislation*
Academically & Intellectually Gifted	**X**			
At-Risk Student Services	**X**			
Central Office Administration	**X**			
Children with Disabilities			**X**	
Classroom Materials, Instructional Supplies, Equipment	**X**			
Classroom Teachers	**X**			
Disadvantaged Student Supplemental Funding		**X**		
Instructional Support	**X**			
Limited English Proficiency (LEP)			**X**	
Low Wealth Supplemental Funding		**X**		
Non-Instructional Support	**X**			
School Building Administration	**X**			
School Technology	**X**			
Small County Supplemental Funding		**X**		

Staff Development	**X**			
Teacher Assistants	**X**			
Textbooks	**X**			
Transportation	**X**			
Vocational Education - Months of Employment	**X**			
Vocational Education - Program Support	**X**			
Behavioral Support			**X**	
Longevity, Annual Leave, Short-term Disability, Worker's Comp & Unemployment	**X**			
Federal Programs			**X**	

Application Note: Include the specific number of exceptional children the proposed charter anticipates serving. This figure is necessary to review the budget for fiscal soundness.

BASE OPERATING BUDGET SAMPLE CALCULATIONS

CALCULATING THE BASE OPERATING BUDGET LOCAL AND STATE FUNDS	The local and state funds are considered the base operating funds for the charter school. The state allocates dollars per child (see the NCDPI Finance and Business Services website (http://www.ncpublicschools.org/fbs/allotments/) depending on the county or city school system in which the charter school is located. Local dollars are calculated on the previous year's numbers by dividing the total amount of "Current Expenses" allocated by the county commissioners by the total Average Daily Membership. Below are three examples of calculating the *estimated* per pupil allocation for the general day-to-day operations of proposed charter schools with a capacity of 100 students. The numbers below are not current, they are **Examples Only**.
Example: Edgecombe Base Budget	**Charter school located in EDGECOMBE County:** **$** 5,100.51 **x 100 = $** 510,050.00 **State Operating Income** **$** 959.84 **x 100 = $** 95,000.00 **Local Operating Income** **$** 605,850.00 **Total Operating Income**

Example: Mecklenburg Base Budget	**Charter school located in MECKLENBURG County:** **$** 4,360.65 **x 100 =** **$** 436,065.00 **State Operating Income** **$** 2,332.48 **x 100 =** **$** 233,248.00 **Local Operating Income** **$** 669,313.00 **Total Operating Income**
Example: Granville Base Budget	**Charter school located in GRANVILLE County:** **$** 4,961.17 **x 100 =** **$** 496,117.00 **State Operating Income** $ 1,513.41 **x 100 =** **$** 151,341.00 **Local Operating Income** **$** 647,458.00 **Total Operating Income**

APPLICATION FEE

The applicant must submit by mail a 2019 Charter Application Fee Payment Form and ***non-refundable*** $1000 application fee as determined by the SBE. Failure to submit the application fee shall deem an application incomplete. Payment will be accepted in the form of a check only and must be made payable to the North Carolina Department of Public Instruction and mailed to the following address:

North Carolina Department of Public Instruction
Office of Charter Schools
6307 Mail Service Center
Raleigh, NC 27699-6307

Mail payments such that the payment reaches the Office of Charter Schools by the specified date and time. Late payments will not be accepted.

SIGNATURE PAGE

Applicant Signature: The application should be signed by the board chair or a board member representing the governing board of directors of the proposed charter school.

APPLICATION APPENDICES

- **Appendix A1: Acceleration Evidences**
- **Appendix A2.1: Public Conversion Evidences**
- **Appendix A2.2: Private Conversion Evidences**
- **Appendix A3.1: Replication Educational Outcomes**
- **Appendix A3.2: Replication Financial Records** (IRS Form 990)
- **Appendix A4.1: Executed CMO/EMO Contract****
- **Appendix A4.2: EMO/CMO Facility Buyout Agreement****
- **Appendix A4.3: EMO/CMO Financial History (Bank Statements)****
- **Appendix A4.4: IRS Form 990****
- **Appendix A: Evidence of Parent/Community Support***
- **Appendix B: Curriculum Outline for Each Grade Band the School Will Ultimately Serve***
- **Appendix C: 9 – 12 Core Content Electives**
- **Appendix D: Yearly Academic Calendar***
- **Appendix E: Daily and Weekly Schedule for Each Grade Band the School Will Ultimately Serve***
- **Appendix F: Federal Documentation of Tax-Exempt Status**
- **Appendix G: Organizational Chart***
- **Appendix H: Charter School Board Member Response and Resume***
- **Appendix I: Board Member Background Certification Statements and Completed Background Checks***
- **Appendix J: Proposed By-Laws of the Charter School's Board of Directors***
- **Appendix K: Articles of Incorporation/Municipal Charter***
- **Appendix L: Insurance Quotes***
- **Appendix M: Revenue Assurances and/or Working Capital Report****
- **Appendix N: Proposed School Budget for Year 1 through Year 5***
- **Appendix O: Additional Appendices Provided by Applicant (10 Page Limit)**
- **Appendix P: Required Signed and Notarized Documents***

*Required

**Required only if the board contracts with a management group (Appendix I) or is utilizing additional revenue resources to meet their budgetary needs (Appendix M)

Application Note: When submitting the appendices, the applicant must attach the documents.

APPENDIX A: SAMPLE CHARTER AGREEMENT
(May Change Between Time of Application and School Opening)

CHARTER AGREEMENT

Pursuant to G.S. 115C-218et seq. the North Carolina State Board of Education (hereinafter referred to as "SBE") grants this license to _____ (hereinafter referred to as "the Nonprofit") to operate _____, a Public Charter School.

1. Term

1.1 The Charter is effective on July 1, 2019 through June 30, _____. It shall terminate June 30 of the last year without further notice from or action by the SBE.

1.2 In accordance with 115C-218.6, the SBE shall review the operations of each charter school at least once prior to the expiration of its charter to ensure that the school is meeting expected academic, financial, and governance standards; provided, the SBE may at its discretion review the operations of a charter school at any time the SBE deems it necessary and appropriate.

1.3 The Nonprofit may apply to renew the Charter pursuant to SBE policies and procedures; however, this agreement, in no way, binds the SBE to renew the Charter for an additional term. The SBE shall make renewal decisions consistent with State law, SBE policies, and the terms of this agreement.

1.4 If the Public Charter School ceases operating in accordance with its Charter and terminates instruction, without prior permission from the SBE, it will be deemed to have surrendered its charter and all rights thereunder.

2. Charter School a North Carolina Public School

2.1 Pursuant to Article IX, Section 2, of the North Carolina Constitution and Part 6A of Article 16 of Chapter 115C of the North Carolina General Statute, a Charter School is a public school and shall be accessible to all North Carolina students eligible to attend public schools under G.S. 115C-366.

3. Application-Binding

3.1 The SBE has reviewed the Application submitted by the Nonprofit and has approved it subject to adherence to all requirements set forth in this Charter and in the Charter School Act. The Application is fully incorporated in this Charter and all representations and conditions contained in the Application are binding on the charter school.

3.2 The Nonprofit shall immediately submit in writing to the Office of Charter Schools and the SBE any proposed substantial changes to the Application. No proposed amendment is valid until the SBE approves that modification.

4. Charter School Governing Board

4.1 The Public Charter School shall at all times be operated by the board of directors of the non-profit corporation in accordance with G.S. 115C-218-et seq. and all other applicable laws and regulations. The majority of board members and 50% or greater of the board officers for a charter school must have their primary residence in NC.

4.2 The members of the governing board of the nonprofit shall receive no compensation other than reimbursement of reasonable expenses incurred while fulfilling duties as a member of the board.

4.3. The Nonprofit board of directors shall adopt and ensure compliance with a conflict of interest and anti-nepotism policy. This policy shall include, at a minimum, the following provisions:

1. No voting member of the governing board shall be an employee of a for-profit company that provides substantial services to the charter school for a fee.

2. (a) Prior to employing any immediate family, as defined in G.S. 115C-12.2, of any member of the board of directors or a charter school employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the board of directors in any capacity, such proposed employment or engagement shall be:

   (i) disclosed to the board of directors and

   (ii) approved by the board of directors in a duly called open-session meeting.

   (b) The burden of disclosure of such a conflict of interest shall be on the applicable board member or employee with supervisory authority. If the requirements of this subsection are complied with, the charter school may employ immediate family of any member of the board of directors or a charter school employee with supervisory authority.

3. A requirement that a person shall not be disqualified from serving as a member of a charter school's board of directors because of the existence of a conflict of interest, so long as the person's actions comply with:

a. the school's conflict of interest policy established as provided in this subsection; and

b. applicable law

4. No teacher or staff member that is immediate family of the chief administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.

5. The requirements of Chapter 55A of the General Statutes related to conflicts of interest.

4.4 The Nonprofit shall have ultimate responsibility for employment, management, dismissal and discipline of its employees. In no event shall the governing board delegate or assign its responsibility for fulfilling terms of this charter.

a. The Nonprofit shall not enter into or terminate an agreement for comprehensive management services without the prior, explicit approval of the SBE.

b. The Nonprofit shall comply with all SBE requests regarding the management agreement that are reasonably related to compliance with all provisions of this charter agreement and the charter school statute.

5. Compliance With Other Laws

5.1 The Nonprofit shall ensure that the Public Charter School complies with the Federal and State Constitutions and all applicable federal laws and regulations, including, but not limited to, such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records.

5.2 The Nonprofit shall ensure that its operation of the Public Charter School complies with all applicable health and safety laws and regulations, whether federal, state, or local.

5.3 Neither the SBE nor the local board of education assumes the duty to oversee the operations of the Public Charter School except as may otherwise be provided by law or separate contract.

5.4 Neither the SBE nor the local board is required to monitor the Public Charter School for compliance with applicable laws and regulations.

6. Tax-Exempt Status

Pursuant to G.S. 115C-218.15(b) the Nonprofit shall obtain federal tax-exempt status no later than twenty-four months from the date the SBE gives final approval of its Application. The loss of federal tax-exempt status shall result in the revocation of the charter.

7. Enrollment

7.1 Admission and enrollment of students shall be as prescribed by the Charter School Act. Failure to adhere to the lottery requirements set forth in G.S. 115C-218.45 is grounds for termination of this Charter.

7.2 Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner and without regard to race, color, creed, national origin, sex, religion, ancestry, disability or need for special education services.

7.3 The Nonprofit shall ensure that the Public Charter School reports the names, addresses, names of the legal custodian of the students, addresses of the legal custodian of the students, and Student ID number of all students enrolled, as required by the SBE. On September 1 of each year or following the 20th day Average Daily Membership (hereinafter referred to as "ADM") headcount, whichever is later, the Public Charter School will provide to the local boards of education from which it is entitled to receive local funds the above information with regard to any students from those districts enrolled in the School. This information will be provided electronically in a Uniform Education Reporting System approved software or system. When a student withdraws, the Public Charter School shall promptly notify the local board of education responsible for the attendance area in which the student resides so that the local board may fulfill its legal obligation to verify the student's compliance with compulsory attendance laws.

7.4 Enrollment numbers in the application are projections, or estimates, and do not bind the State to fund the Public Charter School at a particular level.

a. For the first two years of the initial charter the State will fund the school up to the maximum projected enrollment for each of those years as set forth in the application. However, in subsequent years, the School may increase its enrollment only as permitted by the charter school statute.

b. After three years of operation, G.S. 115C-218.5(f)(3) permits a charter school to expand to offer one grade higher or lower than the charter school currently offers if the charter school has not been identified as having inadequate performance as defined in statute and has been in financial compliance as required by the State Board of Education.

c. Any increase above the allowed amount in statute must be submitted to the Office of Charter Schools and approved by the State Board of Education in accordance with G.S. 115C-218.5(e).

8. Financial and Governance Warnings

This Charter incorporates by reference, and the Nonprofit is subject to, State Board Policy for Schools on Financial and Governance Noncompliance, and any subsequent amendments to such Policy.

9. Children with Special Needs

9.1 As prescribed by the SBE and in accordance with state and federal laws, the Nonprofit shall provide to the SBE the total number of children with special needs, identified in accordance with state and federal laws, enrolled in the Public Charter School.

9.2 The Nonprofit accepts and understands that for purposes of federal and state law, it is obligated to provide free and appropriate education and related services to children with special needs.

9.3 The Nonprofit shall be designated a local education agency (LEA) solely for purposes of meeting special education requirements pursuant to the Individuals with Disabilities Education Act (IDEA).

9.4 The Nonprofit shall be responsible for meeting the needs of English language learners in compliance with State and Federal law.

10. Reports

The Nonprofit shall ensure the Public Charter School submits such reports as required by the SBE. Failure to submit such reports may be grounds for revocation of the Charter.

11. Notifications

11.1 The Nonprofit shall notify the SBE immediately of any conditions that it knows are likely to cause it to violate the terms of this Charter or applicable law.

11.2 The Nonprofit shall notify the SBE immediately of any circumstance requiring the closure of the Public Charter School, including but not limited to a natural disaster, such as an earthquake, storm, flood or other weather-related event, other extraordinary emergency, or destruction of or damage to the school facility.

11.3 The Nonprofit shall immediately notify the SBE of the arrest or charge of any members of the governing board or of a Public Charter School employee for a crime punishable as a felony, any crime related to the misappropriation of funds or theft, and any crime or misdemeanor constituting an act against a minor child

or student. The Nonprofit shall also notify the SBE of the investigation of a member of the governing board or of any Public Charter School employee for child abuse.

11.4 The Nonprofit shall notify the SBE immediately of any change in its corporate status with the North Carolina Secretary of State's Office.

11.5 The Nonprofit shall notify the SBE immediately of a default on any obligation, which shall include debts that are past due by sixty (60) days or more.

11.6 The Nonprofit shall notify the SBE immediately if, at any time, student enrollment decreases by twenty percent (20%) or more compared to the most recent pupil count submitted to the SBE and/or DPI.

11.7 Failure by the Public Charter School to provide the above-stated notifications may be deemed a violation of this Charter and may be grounds for revocation.

12. Records

12.1 Subject to state and federal laws, the SBE, its agents, and the State Auditor shall have the right to examine and copy all records, reports, documents, and files relating to any activity, program, employee or student of the Public Charter School.

12.2 The Nonprofit is subject to the Public Records Law, Chapter 132 of the General Statutes. This provision is effective upon the SBE's approval of the Charter Application.

12.3 The Public Charter School is subject to all the provisions of Article 29 of Chapter 115C, entitled "Protective Provisions and Maintenance of Student Records."

12.4 The Nonprofit shall ensure compliance with the Family Educational Right to Privacy Act 42U.S.C. §1232g.

13. Insurance

13.1 The Nonprofit shall name the SBE as an Additional Named Insured to their liability coverage for operation of a charter school while obtaining and maintaining insurance at a minimum in the following amounts:

a. Errors and Omissions: one million dollars ($1,000,000) per occurrence;
b. General Liability: one million dollars ($1,000,000) per occurrence;
c. Property Insurance: For owned building and contents, including boiler and machinery coverage, if owned;
d. Crime Coverage: no less than two hundred fifty thousand dollars ($250,000) to cover employee theft and dishonesty;
e. Automobile Liability: one million dollars ($1,000,000) per occurrence; and

f. Workers' Compensation: as specified by Chapter 97 of NC General Statute, Workers' Compensation Law.

13.2 These provisions shall not preclude the Nonprofit from obtaining liability insurance coverage in addition to or in excess of the requirements stated in this section.

14. Health, Safety, Welfare

14.1 The Nonprofit shall ensure that the Public Charter School adheres to all applicable federal, state, and local health and safety laws and regulations.

14.2 The Nonprofit shall grant access to local health and fire department officials for inspection of premises or operations of the charter school for purposes of ensuring the health, safety and welfare of students and employees.

15. Facilities

15.1 Prior to commencing operation, the Nonprofit shall provide to the SBE a description of any facility it intends to use, the financing for the facility and evidence from local government inspection authorities that the School's facilities are currently safe (*e.g.*, Certificate of Occupancy for Educational Use).

15.2 Any change in location requires immediate notification by the Nonprofit to the SBE, and the Public Charter School must comply with the following conditions:

a. Notification to the SBE;
b. Submission of a valid Certificate of Occupancy or Temporary Certificate of Occupancy for the new Facilities prior to the first day of occupancy by students; and
c. Modified insurance binder to show the Public Charter School coverage is still valid for the new location.

15.3 Relocation into a different county and/or LEA shall constitute a material revision to this Charter and requires approval of the SBE.

16. Licensed Employees

16.1 All employees who hold professional valid licenses issued by the SBE are subject to the rules pertaining to licensed professionals and their licenses may be revoked based on any of the grounds listed in 16 N.C.A.C. 6C. 0312.

16.2 All Public Charter School administrators must report to the SBE if an employee engages in physical or sexual abuse of a child as listed in 16 N.C.A.C. 6C.0312.

16.3 Prior to each academic year, and as required by the SBE, the Nonprofit will ensure the Public Charter School reports the total number of teachers and the total number of teachers who hold valid licenses who are employed to teach at the Public Charter School. Failure to employ at least the number of licensed teachers required by law to teach in the charter school shall be grounds for revocation of the Charter.

16.4 The Nonprofit understands and agrees that it shall not employ, or accept voluntary services from, any individual whose certificate or license has been denied, suspended or revoked by the SBE or any other licensing board or agency on the grounds of unethical or immoral behavior, including improper sexual or physical conduct with children or students. Violation of this provision is grounds for revocation of the Charter.

16.5 In the case of a Nonprofit employee who is on leave from employment with the local board pursuant to G.S. 115C-218.90(3) or its successor statute, the Nonprofit will notify the local board if such employee is suspended, terminated, asked to resign, or otherwise subjected to disciplinary action because of poor performance or misconduct. The Nonprofit shall cooperate with the local board and shall provide any information requested concerning such employees.

17. Fees

As prescribed by law, the Public Charter School shall not charge tuition or fees, except that the school may charge any fees that are charged by the local school administrative unit in which the charter school is located. A charter school, upon approval by the board of directors of the charter school, may establish fees for extracurricular activities, except those fees shall not exceed the fees for the same extracurricular activities charged by a local school administrative unit in which forty percent (40%) or more of the students enrolled in the charter school reside.

18. Transportation

The Nonprofit shall ensure the Public Charter School provides transportation for students as prescribed by law and the approved charter application. G.S. 115C-218.40

19. Indemnity

19.1 The Nonprofit agrees to indemnify and hold harmless the SBE, DPI, the constituent institutions of the University of North Carolina, and local boards of education, their officers, agents, employees, successors and assigns from all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from any action of the School caused by any intentional or negligent act or omission of the School, its officers, agents, employees, and contractors.

19.2 No indebtedness of any kind incurred or created by the Public Charter School shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the Public Charter School shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions. The Nonprofit shall clearly indicate to vendors and other entities and individuals that the obligations of the Nonprofit under agreement or contract are solely the responsibility of the Nonprofit and are not the responsibility of the SBE or the State.

19.3 This Charter is not an employment contract. No officer, employee, agent, or subcontractor of the Nonprofit is an officer, employee, or agent of the SBE or DPI.

20. Student Discipline

20.1 The Nonprofit shall comply with Article 27 of Chapter 115C of the General Statutes.

20.2 The Public Charter School shall comply with all applicable federal and state laws and regulations governing discipline of children with disabilities, including compliance with 20 U.S.C. Sec. 1400 et seq. and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Sec. 706(8).

20.3 The Public Charter School shall comply with state and federal due process requirements both in notifying students of conduct for which they may be suspended or expelled and in providing notice and hearing opportunities to students being recommended for exclusion. If the Public Charter School suspends a student with special needs, it shall continue to provide to the student all continuing education services to the extent mandated by federal and state laws and regulations.

20.4 In the event the school suspends or expels a student, the Public Charter School shall promptly notify local School officials in the School district to which the student would otherwise be assigned. Such notification shall include the student's name, special education status, length of suspension/expulsion and the circumstances giving rise to the suspension or expulsion.

21. Instruction

As prescribed by G.S. 115C-218.85(a)(1), the Nonprofit shall ensure the Public Charter School provides the minimum days or hours of instruction as required by statute.

22. Criminal Background Checks

The Nonprofit agrees to comply with the statutory requirement regarding background checks. G.S. 115C-218.90 (4)

23. Open Meetings

The Nonprofit agrees to be subject to the Open Meetings law (Article 33C of Chapter 143 of the General Statutes). This provision is effective upon the SBE's final approval of the charter application.

24. Assignment

Assignment of the Public Charter School to another entity is deemed a material revision to the Charter and must have prior written approval of the SBE.

25. Adequate Performance

The Nonprofit shall comply with all statutory and SBE requirements defining adequate criteria for Public Charter School performance and consequences for failing to meet the statutory requirements.

26. Termination of Charter

26.1 The SBE may terminate this Charter on any of the following grounds:

a. Failure to meet the requirements for student performance;
b. Failure to meet generally accepted standards of fiscal management;
c. Violation of law;
d. Material violation of any of the conditions, standards, or procedures set forth in the Charter;
e. Two-thirds of the faculty and instructional support personnel at the Public Charter School request termination or nonrenewal; or
f. Other good cause warranting nonrenewal or termination.

26.2 The following procedures will apply to the termination proceedings:

a. When sufficient information exists to initiate termination of a Charter, DPI shall give the Nonprofit written notice of its intention to initiate revocation of the Charter. The notice will be sent by certified mail, return receipt requested, and shall state in reasonable detail the grounds for the recommendation.

b. If information available to the SBE indicates that the Public Charter School's current operation poses an immediate threat to the education, health, safety, or welfare of the Public Charter School's students or employees or the public,

the SBE may take appropriate protective action pending a final decision on the termination of the Charter.

26.3 If the Nonprofit objects to the termination of the Charter, it must, within ten days following the date on which notice of the SBE's action was mailed, deliver to the State Board of Education a written request for a review by the SBE. If the Nonprofit fails to deliver a timely request for review, the Charter shall terminate on the eleventh day after the date the notice was mailed. If a timely request for a review is made by the Nonprofit, the Chair of the SBE may approve a Review Panel to consider the appeal. The Review Panel may review the matter with or without a formal hearing. If the Review Panel elects to conduct a hearing, the hearing shall be held within 30 days of receipt of the written request, unless otherwise agreed to by the parties. At the conclusion of its review, the Review Panel shall submit a written recommendation to the SBE. Unless the SBE and the Nonprofit otherwise agree, the SBE shall make a final decision at its next regularly scheduled meeting.

26.4 In the event that the Nonprofit is required to cease operation for any reason, including but not limited to non-renewal, revocation, or voluntary surrender of the Charter, the Nonprofit shall comply with the SBE's closure requirements.

27. Charter Amendment

27.1 The Nonprofit shall submit any proposed material revision of the charter to the SBE in accordance with guidance provided by the Office of Charter Schools. Changes that constitute a material revision include, but are not limited to, the following:

a) Enrollment growth beyond the approved percentage outlined in G.S. 115C-218.5 or grade expansion not in the approved charter;

b) Relocation outside a 5-mile radius or approved Local Education Agency (LEA);

c) Transferring the charter to another non-profit entity;

d) Altering the mission or targeted student population;

e) Employing or terminating a management company; and

f) Changes to the charter application with respect to the National School Lunch program

27.2 The following proposed amendments to a charter may be approved by Department staff without the necessity of Board action; however, the charter

school must seek approval prior to implementation of the change. Further, the Board must be notified by the Department of any approved amendments in the following areas:

a) Bylaws;

b) The name of the charter school;

c) The Articles of Incorporation;

d) Relocation within a 5-mile radius or an approved Local Education Agency (LEA)

e) Class sizes as stated in the application;

f) Length of school day and/or academic year;

g) Curriculum changes;

h) Changes to the charter application with respect to student transportation; and

i) Changes to the charter application with respect to changing its food service plan.

27.3 Any potential changes not contained in 27.2 above must be reviewed and approved by the State Board of Education. Notwithstanding the foregoing, the Department may carry any proposed amendment to the Board for its review.

28. Agreements with Local Boards of Education

This Charter shall not preclude the Nonprofit from entering into any agreements with the local board of education; provided, no such agreements shall supersede or override any provision of this Charter.

29. Oversight and Intervention

29.1 The SBE will, at its discretion, conduct announced or unannounced site visits at the Public Charter School consistent with its oversight authority.

29.2 The SBE and DPI are, in no event, responsible for any financial support other than the funding as provided by law.

30. Notice

Any notice the Public Charter School is required or permitted to be submitted under this Charter shall be delivered to:

Director, Office of Charter Schools
Department of Public Instruction
6307 Mail Service Center
Raleigh, NC 27699-6307

Upon request, faxes or emails sent by the School shall be followed by hard copies postmarked within the next business day of the fax transmittal.

31. Severability

If any provision of this Charter is determined to be unenforceable or invalid for any reason, the remainder of this Charter shall remain in effect, unless the Charter is revoked or relinquished.

32. Non-Endorsement

The Public Charter School acknowledges that the granting of a Charter in no way represents or implies endorsement by the SBE of any method of instruction, philosophy, practices, curriculum, or pedagogy used by the School or its agents; nor does the granting of this Charter constitute a guarantee by the SBE of the success of the Public Charter School in providing a learning environment that will improve student achievement.

33. Legislative Action

This Charter and any amendments to it and renewals of it are subject to applicable laws enacted by the General Assembly and shall be deemed amended to reflect applicable changes to those laws. Upon repeal of the statutes authorizing this Charter, this Charter is null and void.

34. Status of Parties to the Charter

34.1 This Charter is not intended to create and shall not be interpreted to create employer-employee, contractor-subcontractor, or principal-agent relationships between or among any party or parties to this Charter. "Parties," for purposes of this paragraph only, include the parties to this Charter. No officers, employees, agents, or subcontractors of the School shall be considered officers, employees, agents or subcontractors of the SBE.

34.2 The Nonprofit certifies that all contracts obligating the Nonprofit have been and will be undertaken by the Nonprofit and failure to act strictly as a nonprofit corporation shall be grounds for revocation of the Charter.

SIGNATURE AND NOTARIZATION PAGE

FOR THE SCHOOL: _____

(School Name)

This _____ day of _____ 2019.

_____

(Print Name of Board Chair/ President)

_____

(Signature of Board Chair/President)

Sworn to and subscribed before me this _____
day of _____, 2019.

(Official Seal) _____

Notary Public
My commission expires_____, 20___.

FOR THE STATE BOARD OF EDUCATION:

This _____ day of _____ 2019.

_____

(State Superintendent)

_____

(Signature of State Superintendent)

Sworn to and subscribed before me this _____
day of _____, 2019.

(Official Seal) _____

Notary Public
My commission expires_____, 20___.

APPENDIX B: WEB-BASED RESOURCES

Searching the internet will offer a wealth of information related to the charter school movement, not only in North Carolina, but also across the nation. Search sites specifically established for those in the charter school community and more general education and policy sites.

North Carolina Department of Public Instruction - DPI's web site offers access to charter school information, legal and board policy information, financial and business data, exceptional children's requirements, licensure and many other topics.

http://www.ncpublicschools.org/

Department	Website	Purpose
All DPI Links	http://www.ncpublicschools.org/dpilinks/	One quick Link to all sites found through the DPI home page
Academic and Digital Learning	http://www.ncpublicschools.org/academic-digital-learning/	This area of the agency encompasses Curriculum and Instruction, Early Learning, Technology, Career and Technical Education, Exceptional Children, Program Monitoring, District and School Transformation, and Educator Recruitment and Development. Major initiatives include developing essential standards, building a statewide system of support for schools and districts, and responding to the Framework for Change to develop a new accountability model.
Accountability	http://www.ncpublicschools.org/accountability/	The mission of the Accountability Services Division is to promote the academic achievement of all North Carolina public school students and to assist stakeholders in understanding and gauging this achievement against state and national standards.

Charter Schools Financial Operations	http://www.ncpublicschools.org/fbs/charterschools/	The Charter Schools Finance area is responsible for the training of charter school financial personnel and review of their certified audits, monthly expenditure data and electronically distributed related reports.
School Nutrition	http://childnutrition.ncpublicschools.gov/	This site provides information and resources regarding child nutrition programs and requirements in North Carolina.
K-12 Standards, Curriculum and Instruction	www.ncpublicschools.org/curriculum/	This site will provide applicants with resources and information regarding the Common Core State Standards and North Carolina Essential Standards. ,
EDDIE (Educational Directory & Demographical Information Exchange)	http://www.ncpublicschools.org/fbs/accounting/eddie/	The Educational Directory and Demographical Information Exchange (EDDIE) is an online application containing LEA (school district) and school information such as LEA numbers, school numbers, administrative contacts, school types, grade levels, calendar types, program types, addresses, and more. This information is maintained and edited by subscribed users at the LEAs and Charter Schools.
Exceptional Children	http://ec.ncpublicschools.gov/	The mission of the Exceptional Children Division is to ensure that students with disabilities develop intellectually, physically, emotionally, and vocationally through the provision of an appropriate individualized education program in the least restrictive environment.
Federal Program Monitoring and Support	http://www.ncpublicschools.org/program-monitoring/	This site provides access to the many federal programs that impact education in North Carolina.

Finance and Business	http://www.ncpublicschools.org/fbs/	We manage nearly $10 billion in state and federal funds and provide various technical support services to Local Education Agencies (LEAs), their schools, their employees, and the Department of Public Instruction (DPI).
North Carolina Healthy School	http://www.nchealthyschools.org/	This site provides information and resourced focused on developing effective programming that creates an environment where students can learn and staff are empowered.
Licensure	http://www.ncpublicschools.org/licensure/	The Licensure Section is responsible for examining credentials and issuing professional educator's licenses that qualify individuals to seek employment as teachers, administrators and other special service personnel in North Carolina public schools.

APPENDIX C: ESTIMATED PER PUPIL LOCAL CURRENT EXPENSE BY LOCAL EDUCATION AGENCY 2018-19

LEA	Estimated per pupil local current expense		Supplemental local tax
010-Alamance-Burlington	$1,762		-
020-Alexander	$1,346		-
030-Alleghany	$2,036		-
040-Anson	$1,266		-
050-Ashe	$1,692		-
060-Avery	$2,434		-
070-Beaufort	$3,000		-
080-Bertie	$1,402		-
090-Bladen	$1,477		-
100-Brunswick	$2,262		-
110-Buncombe	$2,507		-
111-Asheville City	$2,396		1,718
120-Burke	$1,285		-
130-Cabarrus	$1,790		-
132-Kannapolis City	$1,976		-
140-Caldwell	$1,313		-
150-Camden	$1,399		-
160-Carteret	$2,695	1	-
170-Caswell	$920		-
180-Catawba	$1,647		-
181-Hickory City	$1,647		-
182-Newton City	$1,647		-
190-Chatham	$3,362		-
200-Cherokee	$1,994	1	-
210-Chowan	$1,805		-
220-Clay	$1,028		-
230-Cleveland	$682		1,475
240-Columbus	$872		-
241-Whiteville City	$973		-
250-Craven	$1,723		-
260-Cumberland	$1,616		-
270-Currituck	$2,557		-
280-Dare	$4,326		-
290-Davidson	$1,216		-
291-Lexington City	$1,188		478
292-Thomasville City	$1,213		-
300-Davie	$1,918		-
310-Duplin	$961		-

320-Durham Public	$3,512		-
330-Edgecombe	$1,157		1,157
340-Forsyth	$2,088		-
350-Franklin	$1,811		-
360-Gaston	$1,449		-
370-Gates	$1,703		-
380-Graham	$868		-
390-Granville	$1,755		-
400-Greene	$806		-
410-Guilford	$2,526		-
420-Halifax	$731		-
421-Roanoke Rapids City	$729		73
422-Weldon City	$786		1,936
430-Harnett	$1,132		-
440-Haywood	$2,107		-
450-Henderson	$1,950		-
460-Hertford	$1,524		-
470-Hoke	$596		-
480-Hyde	$790	1	-
490-Iredell	$1,625		-
491-Mooresville City	$1,623		-
500-Jackson	$1,956		-
510-Johnston	$1,639		-
520-Jones	$1,440		-
530-Lee	$1,796		-
540-Lenoir	$970		-
550-Lincoln	$1,431		-
560-Macon	$1,714		-
570-Madison	$1,173		-
580-Martin	$1,689		-
590-McDowell	$1,494		-
600-Char.-Mecklenburg	$2,756		-
610-Mitchell	$961		-
620-Montgomery	$1,356		-
630-Moore	$2,153		-
640-Nash	$1,445		-
650-New Hanover	$2,816		-
660-Northampton	$1,356		-
670-Onslow	$1,922		-
680-Orange	$4,165		-
681-Chapel Hill-Carrboro	$4,472		1,892
690-Pamlico	$2,453		-
700-Pasquotank	$1,964		-
710-Pender	$1,560		-

720-Perquimans	$1,747		-
730-Person	$1,724		-
740-Pitt	$1,609		-
750-Polk	$2,234		-
760-Randolph	$1,239		-
761-Asheboro City	$1,200		1,900
770-Richmond	$1,097		-
780-Robeson	$573		-
790-Rockingham	$1,249		-
800-Rowan	$1,913		-
810-Rutherford	$1,584		-
820-Sampson	$1,090		-
821-Clinton City	$1,039		1,621
830-Scotland	$1,770		-
840-Stanly-Albemarle	$1,426		-
850-Stokes	$2,281		-
860-Surry	$1,160		-
861-Elkin City	$1,175		-
862-Mount Airy City	$1,160		570
870-Swain	$504		-
880-Transylvania	$3,260		-
890-Tyrrell	$2,500		-
900-Union	$2,263		-
910-Vance	$969		-
920-Wake	$2,705		-
930-Warren	$1,959		-
940-Washington	$1,013		-
950-Watauga	$2,800		-
960-Wayne	$1,001		-
970-Wilkes	$1,440		-
980-Wilson	$1,620		-
990-Yadkin	$1,274		-
995-Yancey	$1,382		-

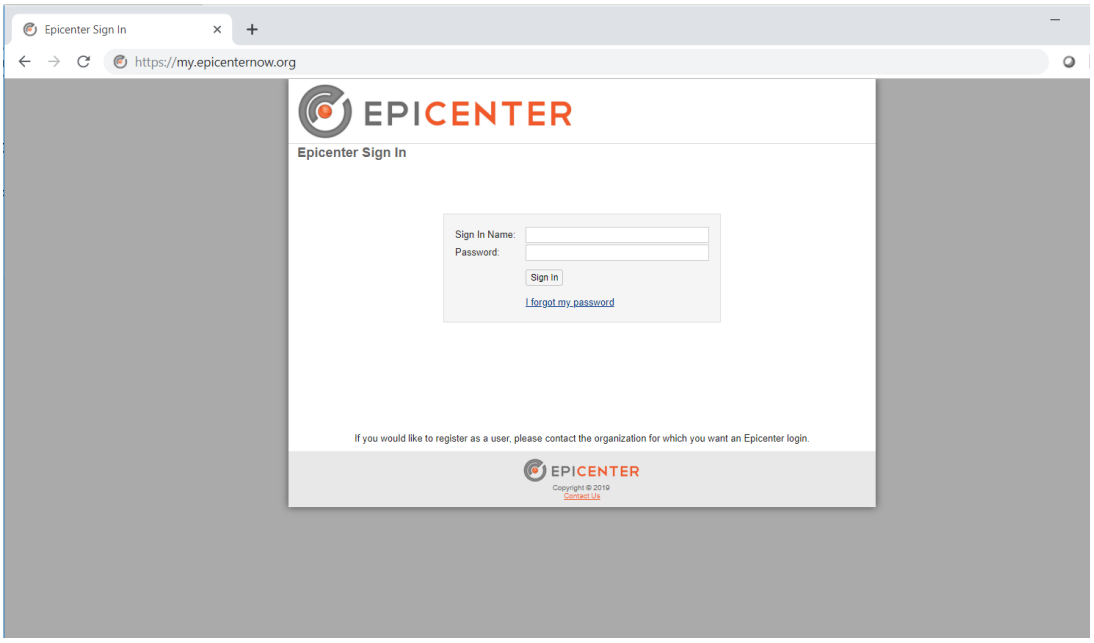
Notes

1 prior year number was used as an estimate

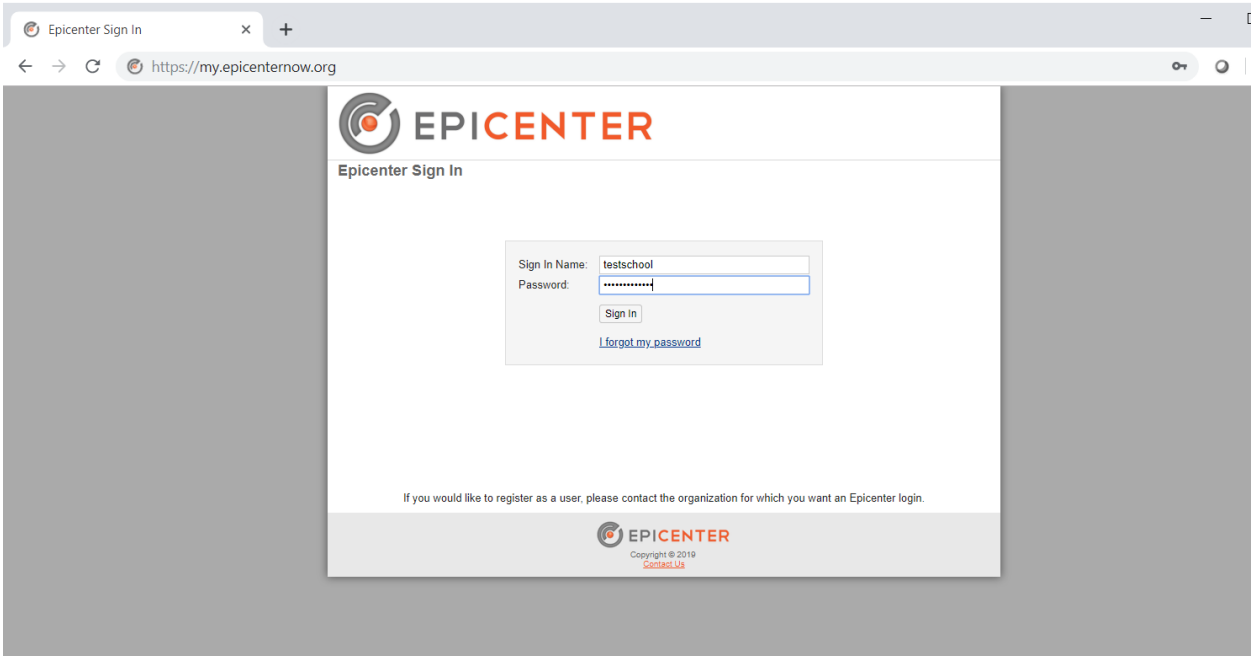
Prepared by: Division of School Business, NC Department of Public Instruction

APPENDIX D: Accessing the Application Submission Portal (Epicenter)

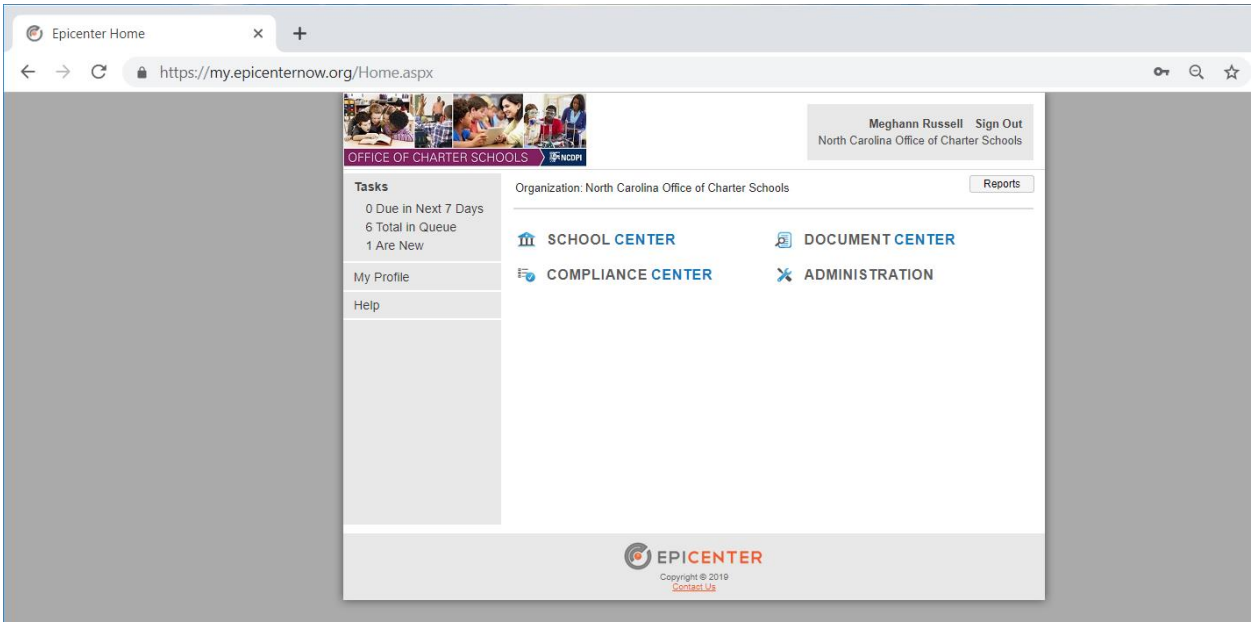
1. Request access into the submission portal by sending an email with your Lead Contact Name, Email Address, and Proposed School Name to ocs@dpi.nc.gov. **This step must be completed at least seven days prior to your application submission deadline.**
2. Once you are notified that a username has been created for you, you can access the submission portal.
3. Go to the Epicenter homepage using the web address http://my.epicenternow.org.



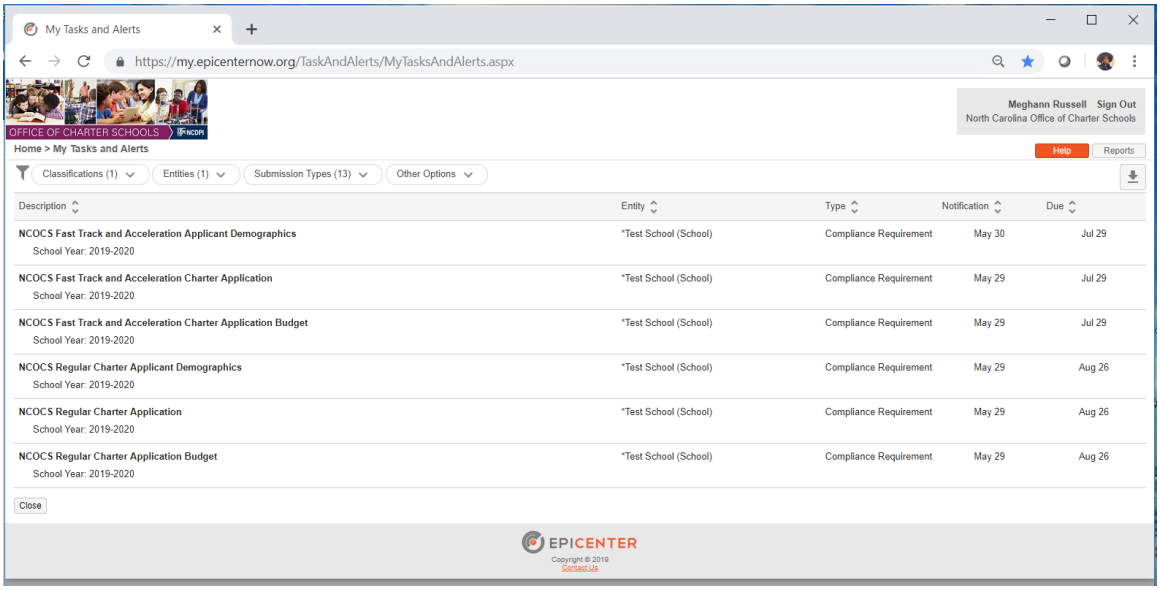
4. Type in the username and password assigned, and select Sign In.



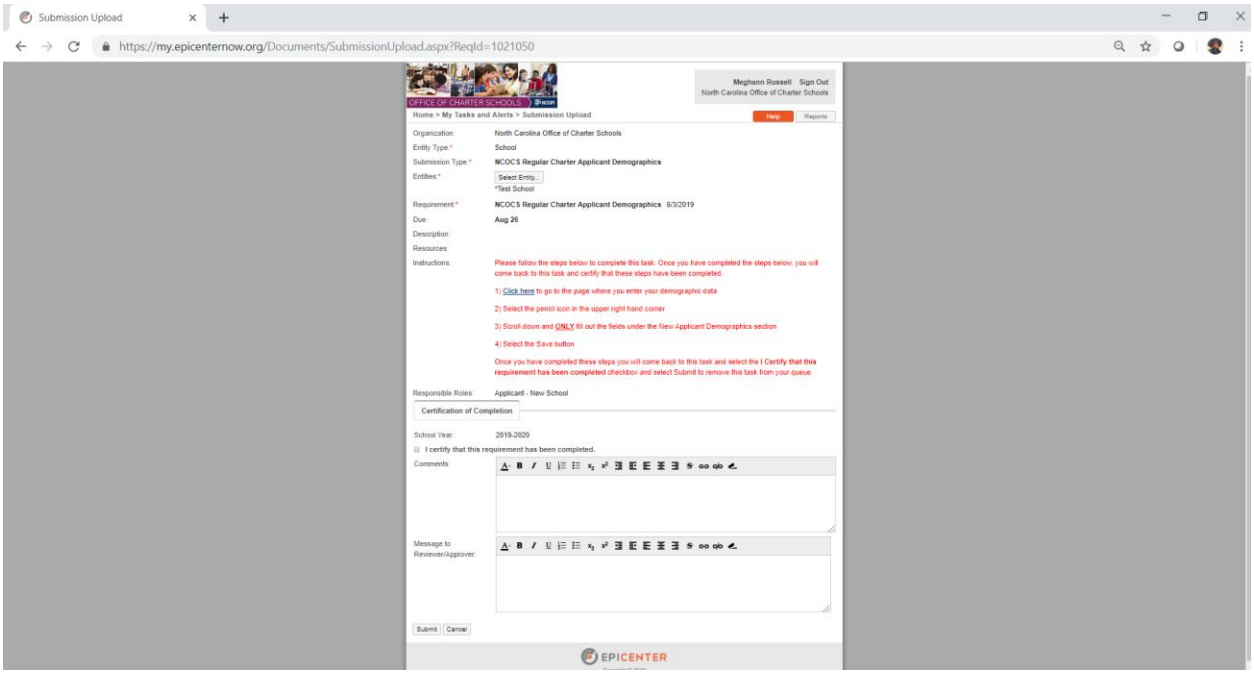
5. The home screen will open. On the left-hand side, look for Tasks. You should have six total tasks in your queue. Select “6 Total in Queue.”

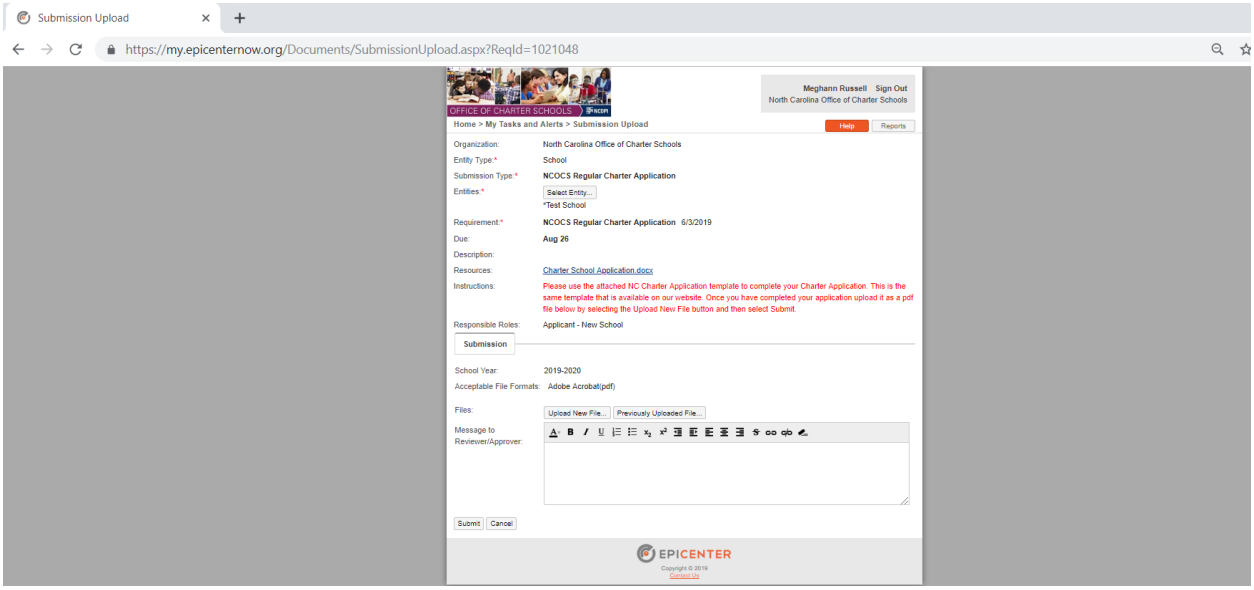


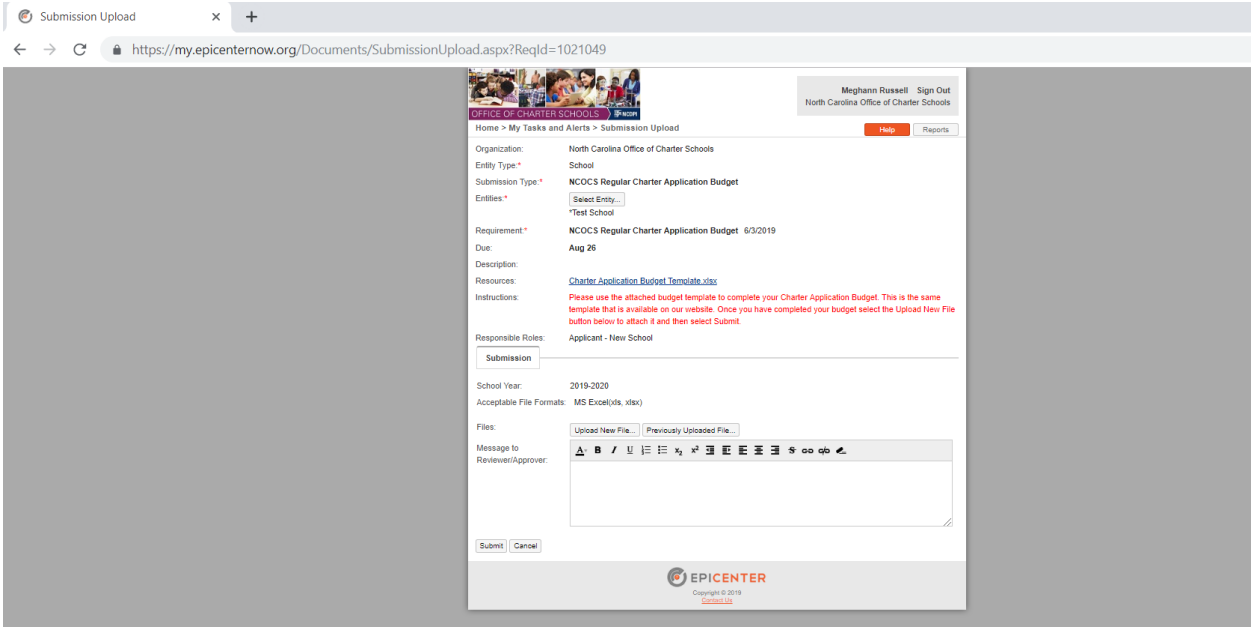
6. Your task list will open, and you will be able to see the six different tasks, with various due dates. **Pay close attention to the tasks for the application that you are submitting.** If you are submitting a Fast-Track/Acceleration Application, your due dates will be Jul 29. If you are submitting a Regular (or Traditional) Timeline Application, your due dates will be August 26. Each applicant must submit three tasks: 1) The Applicant Demographics certification; 2) The Charter Application (Narrative); and 3) Charter Application Budget.



7. To submit a task, select the task name, and the task will open. Directions for completing each task are at the top of the page.






Submission Upload
https://my.epicenternow.org/Documents/SubmissionUpload.aspx?ReqId=1021049
OFFICE OF CHARTER SCHOOLS
Meghann Russell Sign Out
North Carolina Office of Charter Schools
Home > My Tasks and Alerts > Submission Upload
Help
Reports
Organization: North Carolina Office of Charter Schools
Entity Type:* School
Submission Type:* NCOCS Regular Charter Application Budget
Entities:* Select Entity...
*Test School
Requirement:* NCOCS Regular Charter Application Budget 6/3/2019
Due: Aug 26
Description:
Resources: Charter Application Budget Template.xlsx
Instructions: Please use the attached budget template to complete your Charter Application Budget. This is the same template that is available on our website. Once you have completed your budget select the Upload New File button below to attach it and then select Submit.
Responsible Roles: Applicant - New School
Submission
School Year: 2019-2020
Acceptable File Formats: MS Excel(xls, xlsx)
Files: Upload New File... Previously Uploaded File...
Message to Reviewer/Approver:
Submit
Cancel
EPICENTER
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