



Virtual Charter School Application

North Carolina Department of Public Instruction
NCDPI/Office of Charter Schools
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I. Application Cover Pages

Name of proposed charter school: *Click here to enter text.*

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

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

Click here to enter text.

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

Name of contact person: *Click here to enter text.*

Title/Relationship to nonprofit: *Click here to enter text.*

Mailing address: *Click here to enter text.*

Primary telephone: *Click here to enter text.* **Alternate telephone:** *Click here to enter text.*

E-mail address: *Click here to enter text.*

Name of county and Local Education Agency (LEA) in which charter school will reside:

County: *Click here to enter text.*

LEA: *Click here to enter text.*

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

Click here to enter text.

Grade Levels Served and Total Student Enrollment

Projected school opening: *Click here to enter text.* Month *Click here to enter text.* Year

Will this school operate on a year-round schedule? Yes No

Proposed Grade Levels Served and Total Student Enrollment (3 Years)

Academic School Year	Grade Levels	Total Projected Student Enrollment
First Year	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
Second Year	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>
Third Year	<i>Click here to enter text.</i>	<i>Click here to enter text.</i>

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

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

Signature

Title

Printed Name

Date

II. Mission and Purposes

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

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

Click here to enter text.

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

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

Click here to enter text.

2. What will be the projected enrollment at the charter school and what percentage of the Average Daily Membership (ADM) does that reflect for the local LEA(s) that may be impacted?

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

5. Designate how this proposed virtual school model is a fit for North Carolina which has a strong NC Virtual Public School program already in existence. Specifically identify and describe the un-served or under-served needs that are currently missed by NCVPS.

Click here to enter text.

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

The Six Legislated Purposes of a Charter School are:

1. Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site.
2. Hold schools accountable for meeting measurable student achievement results.
3. Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system.

4. Improve student learning.
5. Increasing learning opportunities for all students, with special emphasis on at-risk or gifted students.
6. Encourage the use of different and innovative teaching methods.

Click here to enter text.

Goals for the Proposed Charter School:

1. How will the governing board know that the proposed public charter school has attained their mission statement? What metrics will be used to gauge that success and how often will the metrics be reviewed in your analysis?

Click here to enter text.

2. Provide specific and measurable student achievement performance goals for the school's educational program and the method of demonstrating that students have attained the skills and knowledge specified for those goals. These goals should include specific and measurable objectives over the first three years of the schools existence.

Click here to enter text.

III. Education Plan

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

Instructional Program

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

Virtual Platform Delivery

1. Describe the portal or learning management system and how it works. Include information on how much synchronous teacher interaction students will receive for instruction. What other types of direct, real time contact will students receive from instructional and/or administrative staff of the virtual charter school?

Click here to enter text.

2. Explain how the virtual charter school will ensure hands-on laboratory and physical/kinesthetic experiences as part of the students' education.

Click here to enter text.

3. Enrollment:

- a. Define attendance at the virtual charter school. Describe how this will be regularly collected and examined by administrative staff to track student progress.

Click here to enter text.

- b. Portray the proposed student enrollment over the first three years of operation. Explain how those figures were collected and from where the applicant believes they will draw the largest number of students.

Click here to enter text.

- c. Discuss the problem of student turnover in virtual charter schools. Please include what you believe to be an acceptable turnover rate. What strategies will be utilized to ensure this acceptable rate will not be surpassed? Provide information on how these procedures will be clearly implemented before and during operation of the virtual charter school.

Click here to enter text.

- d. Offer assurances that the proposed virtual school will identify, address, and resolve attendance issues so that this school will not be overfunded. Include descriptions of the proposed virtual school's absentee or truancy policy as well as policies for withdrawing students.

Click here to enter text.

4. Education:

- a. Describe how the school will ensure that teachers are planning instruction, assessing learning, and reporting outcomes to parents and administrators.

Click here to enter text.

- b. Define the administrative evaluation protocol for each staff member. Include information about when the staff will be informed of the evaluation instrument to be used and how the administration will utilize this tool to supervise staff.

Click here to enter text.

- c. Share the process for providing frequent, ongoing monitoring of an individual student's program that will be used to verify each student is participating in the virtual system.

Click here to enter text.

- d. Provide the intervention procedures utilized when students begin to struggle on assessments or fail to provide relevant work production.

Click here to enter text.

- e. Discuss how the proposed school plans to implement the statewide testing requirements that include online as well as paper and pencil tests. Particularly, assurances must be provided that the school will comply with the 95% rule.

Click here to enter text.

- f. Explain the processes used by the school to regularly update its content offerings.

Click here to enter text.

- g. List all equipment, services, training, or software that will be provided to all students (i.e. textbooks, internet connectivity, hardware/software, or storage devices). Also, specify what equipment each student or family is responsible to provide, and how the proposed school will assist those who cannot meet these access components.

Click here to enter text.

- h. Share the availability of hardware or application support that will be made available to every student within the virtual charter school.

Click here to enter text.

- i. Describe the proposed virtual charter school's procedures to deliver instruction in the event of impaired equipment or loss of connectivity due to inclement weather conditions (i.e. hurricanes, ice storms).

Click here to enter text.

- j. Share the plans for shipping and handling of textbooks, supplies, and other educational tools to the enrolled students (as well as back to the vendor upon conclusion of the year or withdrawal by the parents).

Click here to enter text.

5. With virtual charter schools being new to North Carolina, describe the typical day for a charter schools student and charter school teacher.

Click here to enter text.

6-8 Curriculum and Instructional Design

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

Click here to enter text.

Provide a synopsis of the planned curriculum, including:

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

High School Curriculum and Instructional Design:

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

Click here to enter text.

Provide a synopsis of the planned curriculum, including:

1. One sample course scope and sequence for one core subject (specific to the school's purpose).

Click here to enter text.

2. As Appendix B, provide a visual disseminating what courses (core content and electives) will be offered in year one through year five of the charter high school. Please ensure the projected staff and budget aligns with the course offerings.

Click here to enter text.

3. Identify how this curriculum aligns with the proposed charter school's mission, targeted student population, and North Carolina Accountability Model.

Click here to enter text.

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

Click here to enter text.

5. Explain how the proposed instructional plan and graduation requirements will ensure student readiness for college or other post-secondary opportunities (trade school, military service, entering the work force).

Click here to enter text.

6. Provide a school academic calendar (minimum of 185 instructional days or 1,025 hours) and brief narrative on how the calendar coincides with the tenets of the proposed mission and education plan.

Click here to enter text.

Whole-child Development

1. Discuss all extra-curricular programs that will be offered to students that may attend the proposed virtual charter school.

Click here to enter text.

2. Describe when and how the virtual school will bring students together for social functions thereby creating and promoting the school's culture.

Click here to enter text.

3. Explain the process utilized to attend to student health through physical education class, healthful living instruction, and other activities.

Click here to enter text.

4. Provide an overview of the virtual charter school's counseling services to address development of the whole child. Be sure to include specifics related to future academic decisions, student disengagement, and emotional growth.

Click here to enter text.

5. List strategies teachers will use to build positive, nurturing relationships for instruction through the proposed portal.

Click here to enter text.

Special Programs and "At-Risk" Students

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

Click here to enter text.

2. Explain how the instructional plan and curriculum will meet the needs of English Language Learner (ELL) students, including the following:
 - a. Methods for identifying ELL students.

Click here to enter text.

- b. Specific instructional programs, practices, and strategies the school will employ to ensure academic success and equitable access to the core academic program for these students.

Click here to enter text.

- c. Plans for monitoring and evaluating the progress and success of ELL students, including exiting students from ELL services.

Click here to enter text.

3. Explain how the school will identify and meet the needs of intellectually gifted students, including the following:
 - a. Specific instructional programs, practices, strategies, and opportunities the school will employ or provide to enhance their abilities.

Click here to enter text.

- b. Plans for monitoring and evaluating the progress and success of intellectually gifted students.

Click here to enter text.

Exceptional Children

The public charter school cannot deny admission to any child eligible for special education services identified under the federal legislation *Individuals with Disabilities Education Improvement Act (IDEA)* Amendments of 2004 (20 U.S.C. 1400 et. seq.), IDEA regulations, and Article 9 of 115C of the North Carolina General Statutes, North Carolina Policies *Governing Services for Children with Disabilities*. All public schools are responsible for hiring licensed and “highly qualified” special education teachers pursuant to law. Public schools are required to provide a full continuum of services to meet the unique needs of all students with disabilities.

Identification and Records

1. Explain how a virtual charter school will identify students who are enrolled within the charter school that have previously been found to be eligible for special education services or are protected under Section 504 of the Rehabilitation Act.

Click here to enter text.

2. Provide a plan detailing how the records of students with disabilities and 504 accommodation plans will be properly managed.
 - a. Requesting records from previous schools

Click here to enter text.

- b. Record confidentiality

Click here to enter text.

- c. Record compliance

Click here to enter text.

Exceptional Children’s Education Programming.

1. Describe the educational programs, strategies, and additional supports the school will provide to ensure a full continuum of services for students with disabilities through the online platform.

Click here to enter text.

2. Describe the methods and support systems that will be in place to ensure students with disabilities receive a Free and Appropriate Public Education (FAPE).

Click here to enter text.

3. Describe how implementation of the Individualized Education Plan (IEP) will be monitored and reported to student, parents, and relevant staff.

Click here to enter text.

Special Services

1. Describe how the virtual charter school will do the following:
 - a. Identify students with special needs as identified by the Child Find mandate within the virtual environment.

Click here to enter text.

- b. Provide specified services to the enrolled students with special needs regardless of where the student resides within North Carolina.

Click here to enter text.

- c. Hold Individualized Education Plan (IEP) meetings and where such meetings will occur.

Click here to enter text.

- d. Implement Americans with Disabilities Act (ADA) and Rehabilitation Act standards for accessibility to web-based curricula.

Click here to enter text.

2. Provide information about how the charter school will accommodate non-English speaking students while also addressing their needs in online and offline instruction or other educational activities.

Click here to enter text.

Student Performance Standards

1. Describe the student performance standards for the school as a whole.

Click here to enter text.

2. Explain the use of any evaluation tool or assessment that the proposed charter school will use in addition to any state or federally mandated tests. Describe how this data will be used to drive instruction and improve the curriculum over time for the benefit of students.

Click here to enter text.

3. Explain the policies and standards for promoting students from one grade level to the next. Discuss how and when promotion criteria will be communicated to parents and students.

Click here to enter text.

4. Provide the public charter school’s exit standards for graduating students. These standards should set forth what students in the last grade served will know and be able to do.

Click here to enter text.

High School Graduation Requirements

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

Click here to enter text.

2. Explain the plan for promoting and graduation for students with special education needs.

Click here to enter text.

3. Explain what systems and structures the school will implement for students at risk of dropping out and/or not meeting the proposed graduation requirements.

Click here to enter text.

Student Conduct

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

Click here to enter text.

Provide a draft copy of the student handbook within the Appendices (Appendix C).

Be sure to include:

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

IV. Operations and Capacity

Governance:

Note: Please answer all sections completely, Do not use “same as LEA” or “whatever the law states”. Lack of proper documentation could deem the application incomplete.

Private Non-profit Corporation:

The non-profit corporation must be officially authorized by the North Carolina Secretary of State by the final approval interview date.

Name of private non-profit: [Click here to enter text.](#)

Mailing address: [Click here to enter text.](#)

Street address: [Click here to enter text.](#)

Phone number: [Click here to enter text.](#)

Fax number: [Click here to enter text.](#)

Name of registered agent and address: [Click here to enter text.](#)

Federal 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.

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

Yes (a copy of the letter from the federal government is attached: Appendix D)

No

Federal Tax Identification Number: [Click here to enter text.](#)

Organizations Structure of Private Non-Profit Organization

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

Please complete the table provided depicting the founding members of the non-profit organization.

Board Member Name	Board Title	County/State of Residence	Current Occupation
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Operational Components

1. Explain where the administrative office(s) of the proposed charter school will be located in North Carolina. Please provide assurances that this office will not be located within a private residence or sectarian institution.

Click here to enter text.

2. Describe how often and in what format will the non-profit governing board meet. If these meetings occur “virtually”, how will the school ensure meaningful public access to comply with North Carolina Open Meetings Law.

Click here to enter text.

3. Explain when the governing board members of the proposed virtual charter school first came together to write the actual application. Include information about the selection process for these individuals and who led the selection process.

Click here to enter text.

4. Provide assurances that these board members have the qualifications, skills and/or experiences to “decide matters related to the operation of the school, including budgeting, curriculum, and operating procedures”.

Click here to enter text.

5. Describe when and how this governing board will evaluate the virtual charter school vendor to gauge progress with meeting the terms of the charter. Specifically address the protocol for the governing board decision to change vendors without significant disruption to the charter school’s operations.

Click here to enter text.

6. Share the level of involvement by the governing board in drafting the management agreement with the proposed vendor. Did the board have the authority to add or change the documents (i.e. specifically setting the goals by which the vendor would be held accountable)? Were there any changes based on the board negotiations? If so, please explain.

Click here to enter text.

7. Discuss the schools’ grievance process for parents and staff members.

Click here to enter text.

Please provide the following in this location of the application (DO NOT include in Appendices).

1. A well-defined organizational chart showing the relationship of the Board of Directors to the parents and staff of the proposed charter school. This chart should also include the lines of authority to and from an outside entity that will play a role in managing or supporting the charter school (such as educational service providers, advisory bodies or parent/teacher councils).

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

Include in Appendices

1. A one-page resume from each founding board member and responses to the questions found on the Charter School Board Member Form (Appendix E).
2. The proposed by-laws, which must include a Conflict of Interest Policy for board members and a state commitment to North Carolina Open Meetings Law (Appendix F).
3. A copy of the Articles of Incorporation, if available. If not available, this document must be available prior to interview by SBE, the applicant must demonstrate that it has been applied for prior to submission of the proposed application (Appendix G).

4. A copy of any board policies if adopted already (Appendix H).
5. Copies of meeting minutes, if available, relevant to the development of the charter school plan, during the application process (Appendix I).

Proposed Management Organization (Educational Management Organization (EMO) or Charter Management Organization (CMO))

If the proposed school does not intend to contract with an education services provider, mark “Not Applicable” and skip to the next section.

Name of EMO/CMO: *Click here to enter text.*

Address: *Click here to enter text.*

Phone number: *Click here to enter text.*

Web site: *Click here to enter text.*

Fax number: *Click here to enter text.*

Contact person: *Click here to enter text.*

Contact person’s e-mail address: *Click here to enter text.*

1. Explain how the contract with the specified EMO or CMO will be in the best educational and financial interest of the charter schools. Please include a copy of the proposed management agreement as Appendix J of the specified EMO or CMO.

Click here to enter text.

2. Provide and discuss student performance, governance performance, and financial data from other schools managed by the management company to demonstrate how this organization is a good fit for the targeted student population.

Click here to enter text.

3. Describe how the governance structure will be affected, if at all, by the EMO/CMO and particularly discuss how the board of directors of the charter school will govern the school independently of the EMO/CMO.

Click here to enter text.

4. Provide a description of the relationship that will exist between the charter school employees and the management organization.

Click here to enter text.

5. Explain how the contract includes measurable objectives whereby the charter school board can evaluate annually the performance of the EMO/CMO, and if necessary, terminate the contract without significant obstacles.

Click here to enter text.

Virtual Historical Context

1. The virtual school vendor must discuss its academic and financial track record exclusively within the charter school sector. Supplemental services and partnerships with district schools should not be a part of this consideration.

Click here to enter text.

2. Offer an explanation as to whether the virtual charter school vendor is a for-profit or non-profit entity. A financial history of the vendor should be included in this section. The management agreement with all fees clearly provided should be attached as Appendix J.

Click here to enter text.

3. Discuss the academic and financial performance data of two virtual charter schools (from two different states) that are run by this particular vendor. This review must include a comparison of these virtual schools against district and charter schools performance on their state's chosen assessments. Further, a comparison of student demographics, teacher to student ratios, and staff/student turnover rates must also be incorporated into this analysis.

Click here to enter text.

4. Name the highest and lowest performing virtual charter schools in this vendor's total portfolio. Analyze why those schools are performing at their specified levels on the state assessments. Include strategies or steps taken to either improve or sustain academic levels.

Click here to enter text.

5. The applicant must discuss, in depth, why this particular vendor was selected. Include a list of what other vendors were considered, the academic data examined by the applicant, sample management fees from other potential vendors, summaries of the governing board discussions.

Click here to enter text.

Projected Staff

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

Staffing Plans, Hiring, and Management

Include the following information for the proposed charter school:

1. Explain the board's strategy for recruiting and retaining high-performing teachers. List the qualifications needed for the staff to deliver online instruction and how the school will ensure staff meets these requirements.

Click here to enter text.

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

Click here to enter text.

3. What is the highest teacher to student ratio that this proposed virtual charter school will accept? Why was that figure selected and how are you sure this ratio will not compromise the academic offerings of the proposed charter school?

Click here to enter text.

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

Click here to enter text.

5. Outline the school's proposed salary range, employment benefits, and any merit-based bonuses for all levels of employment.

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

Staff Evaluation and Professional Development

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

Enrollment and Marketing:

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

Marketing Plan

Marketing to potential students and parents is vital to the survival of a charter school. Provide a plan indicating how the school will market to potential students and parents in order to reasonably reflect the racial/ethnic and demographic composition of the district in which the charter school will be located or of the special population the school seeks to serve: (G.S. 115C-238-29F(g)(5)).

Click here to enter text.

Parent and Community Involvement

1. List the strategies the virtual charter school will implement to involve parents and the community regularly in their child’s education. Detail any required or optional meetings that are scheduled to occur throughout the academic year (i.e. open houses or school community meetings).

Click here to enter text.

2. Define how the virtual charter school will facilitate student attendance at any in-person school activities. If parents indicate that transportation is an issue, describe how the school will ensure that students are able to attend.

Click here to enter text.

3. Expound upon procedures for parents to contact the virtual school faculty, administration, or governing board with concerns of any nature. Further, depict the school's process for promptly addressing the identified issues.

Click here to enter text.

4. Describe how the virtual charter school instructional and administrative staff will communicate with non-English speaking students, parents, and guardians.

Click here to enter text.

Admissions Policy

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

1. Tentative dates for application period, enrollment deadlines, and procedures.

Click here to enter text.

2. Clear policies and procedures detailing the open enrollment lottery plan including policies regarding statutory permitted student enrollment preferences.

Click here to enter text.

3. Policies and procedures for student waiting lists, withdrawals, re-enrollment, and transfers.

Click here to enter text.

4. Explanation of the purpose of any pre-admission activities (if any) for students or parents.

Click here to enter text.

Projected Enrollment 2014-2015 through 2018-2019

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

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

Identify LEA from which students will probably come.

LEA 1: *Click here to enter text.*

LEA 2: *Click here to enter text.*

LEA 3: *Click here to enter text.*

	2014-2015			2015-2016			2016-2017		
	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3	LEA 1	LEA 2	LEA 3
6									
7									
8									
9									
10									
11									
12									
Total									

Transportation Plan

Describe in detail the transportation plan that will ensure that no child is denied access to the school due to lack of transportation. The details of this plan should align with the Mission, identified need for the charter school, targeted student population, and the budget proposal. If field trips or regional centers are utilized for synchronous education, how will the virtual charter assist students that do not have transportation?

Click here to enter text.

Civil Liability and Insurance (G.S. 115C-238.29(F)(c)):

The charter school shall obtain and maintain insurance at a minimum in the following amounts:

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

The applicant must provide a quote from an insurance providers part of this application (as Appendix M) to demonstrate levels of insurance coverage and projected cost.

Areas of Proposed Coverage	Proposed Amount of Coverage	Cost (Quote)
Comprehensive General Liability		
Officers and Directors/Errors and Omissions		
Property Insurance		
Motor Vehicle Liability		
Bonding Minimum/Maximum Amount		
Other		
Total Cost		

Health and Safety Requirements

1. Discuss the data retention and confidentiality procedures for the virtual school. In the event of a catastrophe, explain the data protection and data recovery systems.

Click here to enter text.

2. Provide the virtual charter school's Acceptable Use Policy.

Click here to enter text.

3. Describe the health and safety standards adopted by the school for both online and offline student activities.

Click here to enter text.

All public charter schools are required to follow the regulations regarding health and safety as state in G.S. 115C-238.29F(a).

We, the Board Members at *Click here to enter text.* will develop a written safety plan and policies to be shared with staff, parents, and students, and be available upon inspection from the North Carolina Department of Public Instruction and local Health Departments.

Board Chair Signature

Date

Facility:

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 a valid Certificate of Occupancy for Educational use to the Office of Charter Schools.

1. Identify the steps the board will take to acquire a facility.

Click here to enter text.

2. Identify the steps the board will take to obtain the required Certificate of Occupancy for Educational use.

Click here to enter text.

If a facility has been identified, please fill out the Facility Form (Appendix N).

Facility Contingency Plan:

Describe the method of finding a facility if the one the board has identified will not be ready by the time the public charter school will be opening. Include information regarding the immediate spatial needs of the school and identify any programs that will not be immediately offered because a permanent facility has yet to open.

Click here to enter text.

V. Financial Plan

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

See <http://ncpublicschools.org/fbs/stats/index.html> (Or click on Agency Website: Division of Financial Services, Reports and Statistics, Statistical Data. The formula for calculating these allotments can be found in the Resource Guide.

Budget: Revenue Projections from each LEA 2014-2015 through 2016-2017

LEA 1 Name and Code: *Click here to enter text.*

Revenue	\$ per Pupil	Projected LEA ADM	2014-2015	2015-2016	2016-2017
State Funds					
Local Funds					
Federal EC Funds					
Totals					

LEA 2 Name and Code: *Click here to enter text.*

Revenue	\$ per Pupil	Projected LEA ADM	2014-2015	2015-2016	2016-2017
State Funds					
Local Funds					
Federal EC Funds					
Totals					

LEA 3 Name and Code: [Click here to enter text.](#)

Revenue	\$ per Pupil	Projected LEA ADM	2014-2015	2015-2016	2016-2017
State Funds					
Local Funds					
Federal EC Funds					
Totals					

Total Budget: Revenue Projections 2014-2015 through 2016-2017

Income: Revenue Projections	2014-2015	2015-2016	2016-2017
State ADM Funds			
Local Per Pupil Funds			
Exceptional Children Federal Funds			
Other Funds*			
Working Capital*			
Total Income			

*If the applicant is depending on other funding sources or working capital to balance the operating budget, please provide documentation such as signed statements from donors, foundations, bank statements, etc., on availability of these funds. Assurances are needed to guarantee these additional sources of revenue are available. Please include these in Appendix P.

Personnel Budget: Expenditure Projections 2014-2015 through 2016-2017

This personnel list may be amended to meet the needs of the charter school. This list should align with the projected staff located in the Operations Plan (Appendix K). Applicants may amend this table and the position titles to fit their Education and Operations Plans.

Budget Expenditure Projections Personnel	2014-2015			2015-2016			2016-2017		
	# Staff	Salary Per	Total Salary	# Staff	Salary Per	Total Salary	# Staff	Salary Per	Total Salary
Personnel:									
Lead Administrator									
Assistant Administrator									
Finance Officer									
Core Content Teacher(s)									
Paraprofessionals									
Electives/Specialty Teacher(s)									
Related Service Teacher(s)									
Contracted Personnel									
Food Service Staff									
Transportation Staff									
Staff Supplements									
Professional Development									
Total Personnel									
Benefits:	# Staff	Cost per	Total	# Staff	Cost per	Total	# Staff	Cost per	Total
Health Insurance									
Retirement Plan									
Life Insurance									
Disability									
Medicare									
Social Security									
Total Benefits									
Total Personnel Budget									

Operations Budget: Expenditures Projections 2014-2015 through 2016-2017

Budget Operations Expenditure Projections		2014-2015	2015-2016	2016-2017
Books and Supplies	Instructional Materials			
	Curriculum/Texts			
	Copy Paper			
	School Supplies			
	Testing Supplies			
	Other			
Technology	Technology Hardware			
	Instructional Software			
	Network/Internet			
	Office Software			
	Other			
Human Resources Costs	Legal Counsel			
	NCWISE/PowerSchool			
	Personnel Software			
Rents and Debt Services	Facility Lease/Mortgage			
	Rent of Equipment			
	Maintenance			
	Security/Alarm			
	Extermination			
	Custodial Supplies			
Utilities	Phone			
	Energy			
	Electric			
	Water/Sewer/Trash			
	Other			
Other	Insurances			
	Marketing Plan			
	Transportation Plan			
	Food Plan			
	Travel Expenses			
	Other			
Total Operations				

Overall Budget:

Budget Operations Expenditure Projections	2014-2015	2015-2016	2016-2017
Total Expenditures (Personnel)			
Total Expenditures (Operations)			
Total Expenditures			
Total Revenue			
Annual Net Projections			

Budget Narrative:

Click here to enter text.

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

1. Describe the systems and process by which the school will manage accounting, purchasing, payroll, and audits. Specify any administrative services expected to be contracted for the school, and describe the criteria and procedures for the selection of contractors.

Click here to enter text.

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

Click here to enter text.

3. Indicate the amount and sources of funds, property, or other resources expected to be available through banks, lending institutions, corporations, foundations, grants, etc. Note which are secured and which are anticipated, and include the evidence of commitment for any funds on which the school’s core operation depends.

Click here to enter text.

4. Discuss the school’s contingency plan to meet financial needs if anticipated revenues are not received or are lower than estimated. What is the school’s break-even student enrollment figure for each of the first five years?

Click here to enter text.

5. Discuss the year one cash flow contingency in the event that revenue projections are not met in advance of opening.

Click here to enter text.

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

Click here to enter text.

Financial Audits:

Describe the procedure and method for conducting an independent financial audit for the proposed charter school.

Click here to enter text.

Provide the name of the firm approved by the North Carolina Local Government Commission (LGC) that will conduct the audit. Include the complete mailing address, telephone number, and fax number. If a firm has yet to be identified, please list the firms investigated.

Click here to enter text.

VI. LEA Impact Statement

Pursuant to G.S. 115C-238.29B(d) and SBE Policy TCS-U-015, the charter school applicant must submit a copy of the application to the LEA in which the school will be located and all other LEAs that are proposed to be served by the virtual charter school. The applicant must submit their application to the LEA within seven (7) days so that proof of submission can be included in the complete application packet. The LEA may then submit information or comment directly to the Office of Charter Schools for consideration by the State Board of Education.

Signature Page

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

Name: *Click here to enter text.*

Position: *Click here to enter text.*

Signature: _____ **Date:** _____

Sworn to and subscribed before me this

_____ Day of _____, 20_____.

Notary Public

Official Seal

My commission expires: _____, 20_____

VII. Appendices

- A. Evidence of Educational Need (No more than five (5) total pages)
- B. Curriculum Course Outline for First Five Years
- C. Draft Student Handbook
- D. Federal Documentation of Tax Exempt Status
- E. Charter School Board Member Information Form and Resume
- F. Proposed By-Laws of the Non-Profit Corporation
- G. Articles of Incorporation
- H. Copy of Non-Profit Organization Board Policies
- I. Copies of Meeting Minutes
- J. EMO/CMO Contract
- K. Projected Staff
- L. Employment Policies (Draft)
- M. Insurance Quotes
- N. Facility Form
- O. Copies of Completed Facility Inspection
- P. Revenue Assurances and/or Working Capital Report
- Q. Additional Appendices Provided by Applicant

Appendix E:

Charter School Board Member Information Form

To be completed individually by each proposed charter school board member. All forms must be signed by hand. Where narrative responses are required, brief responses are sufficient.

Serving on a public charter school board is a position of public trust and as a board member of a North Carolina public charter school, you are responsible for ensuring the quality of the school's entire program, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its charter.

The purpose of this questionnaire is: 1. To give application reviewers a clearer introduction to the applicant team behind each school proposal prior to an interview if offered; and 2. To encourage board members to reflect individually as well as collectively on their common mission, purposes, and obligations at the earliest stage of school development.

Background

1. Name of charter school on whose Board of Directors you intend to serve:

Click here to enter text.

2. Full name: *Click here to enter text.*

Home address: *Click here to enter text.*

Telephone number: *Click here to enter text.*

Business name and address: *Click here to enter text.*

E-mail address: *Click here to enter text.*

3. Brief educational and employment history:

Click here to enter text.

4. Have you previously served on a board of a school district, another charter school, a non-public school, or any non-profit corporation?

Yes

No

5. How were you recruited to join this Board of Directors? Why do you wish to serve on the board of the proposed charter school?

Click here to enter text.

6. What is your understanding of the appropriate role of a public charter school board member?

Click here to enter text.

7. Describe any previous experience you have had that is relevant to serving on the charter school's board (e.g., other board service). If you have not had previous experience of this nature, explain why you have the capability to be an effective board member.

Click here to enter text.

8. Describe the specific knowledge and experience that you would bring to the board.

Click here to enter text.

School Mission and Program

1. What is your understanding of the school's mission and guiding beliefs?

Click here to enter text.

2. What is your understanding of the school's proposed educational program?

Click here to enter text.

3. What do you believe to be the characteristics of a successful charter school?

Click here to enter text.

4. How will you know that the school is succeeding (or not) in its mission?

Click here to enter text.

Governance

1. Describe the role that the board will play in the school's operation.

Click here to enter text.

2. How will you know if the school is successful at the end of the first year of operation?

Click here to enter text.

3. How will you know if the school is successful at the end of five years of operation?

Click here to enter text.

4. What specific steps do you think the charter school board will need to take to ensure that the school is successful?

Click here to enter text.

5. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

Click here to enter text.

Please include your one page resume with your information form.

Certification

I, *Click here to enter text.*, certify to the best of my knowledge and ability that the information I am providing to the Noarth Carolin State Board of Education as a perspective board member for *Click here to enter text.* Charter School is true and correct in every respect.

Signature

Date

Appendix K:

Projected Staff

Charter School Staff Position Title	Number of Positions (Note Part-Time positions as 0.5)		
	2014-2015	2015-2016	2016-2017
<i>Click here to enter text.</i>			
<i>Click here to enter text.</i>			
<i>Click here to enter text.</i>			
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<i>Click here to enter text.</i>			
<i>Click here to enter text.</i>			
<i>Click here to enter text.</i>			
<i>Click here to enter text.</i>			
Total Positions			

Appendix N:

Facility

If the applicant has identified a specific desired location, please fill out the information below.

1. Name of facility (if known): *Click here to enter text.*
2. Address: *Click here to enter text.*
3. Ownership: Fee Simple or Lease
4. If the facility is to be leased, provide the following information:
 - a. Term of the Lease: *Click here to enter text.*
 - b. Type of Lease: *Click here to enter text.*
 - c. Rent: \$ *Click here to enter text.* per month (provide evidences within the appendices)
5. Name of Landlord: *Click here to enter text.*
6. Landlord's Address: *Click here to enter text.*
7. Landlord's Phone Number: *Click here to enter text.*
8. Landlord's Fax Number: *Click here to enter text.*
9. Describe how the renovations and maintenance will be provided for the following in Appendix O:
 - a. Fire
 - b. Safety
 - c. Handicapped accessibility