



Public Schools of North Carolina

# 2016 Application Training

## NCDPI Office of Charter Schools

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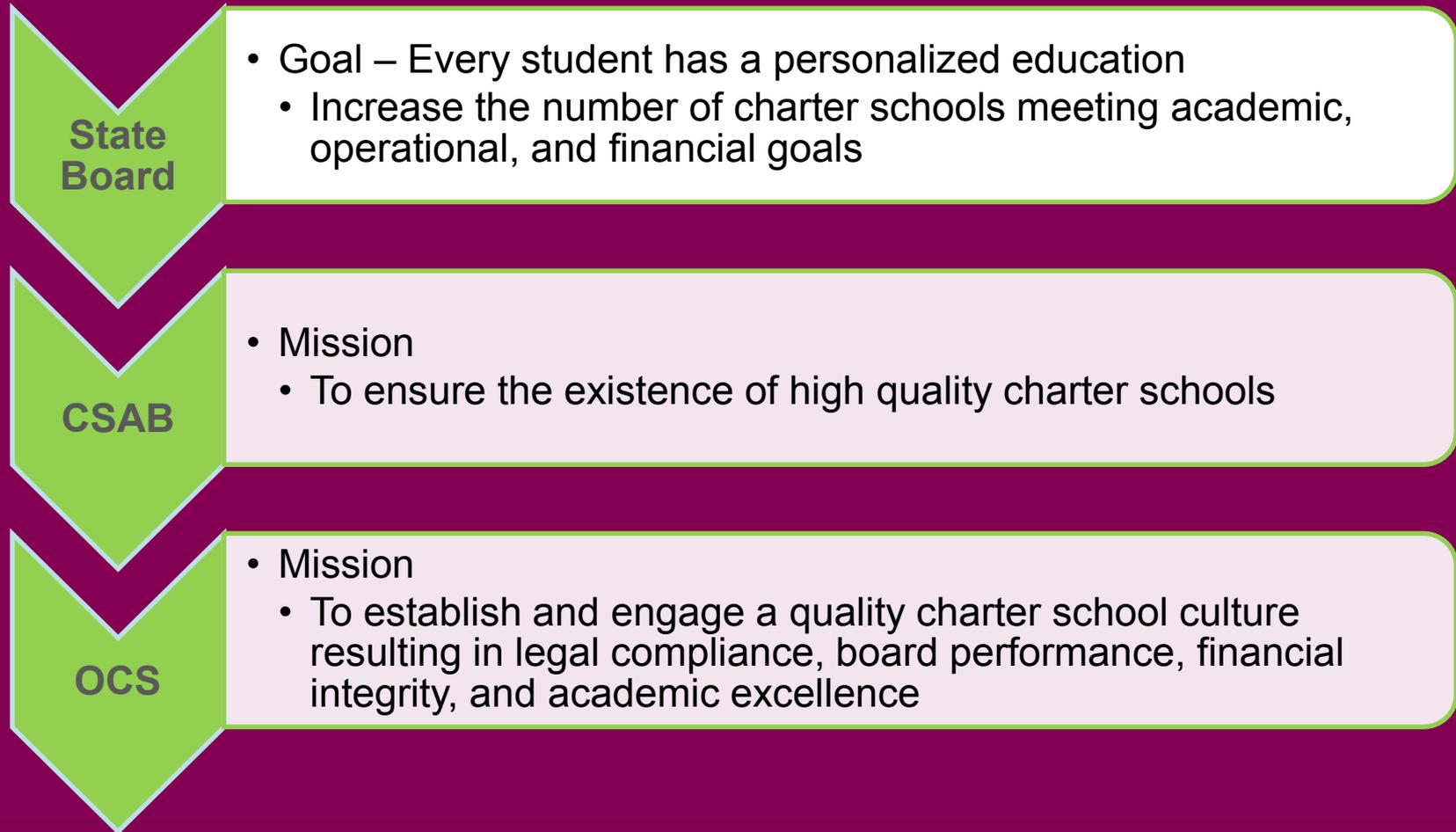
**July 14, 2016**

# Overview

- Context: How the **Application Process** is the *key* to a Community of Quality Charter Schools
- Current Application Process
- Application Expectations
- Application Resources
- Session Wrap-Up/ Q & A

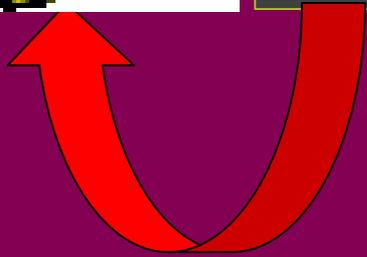
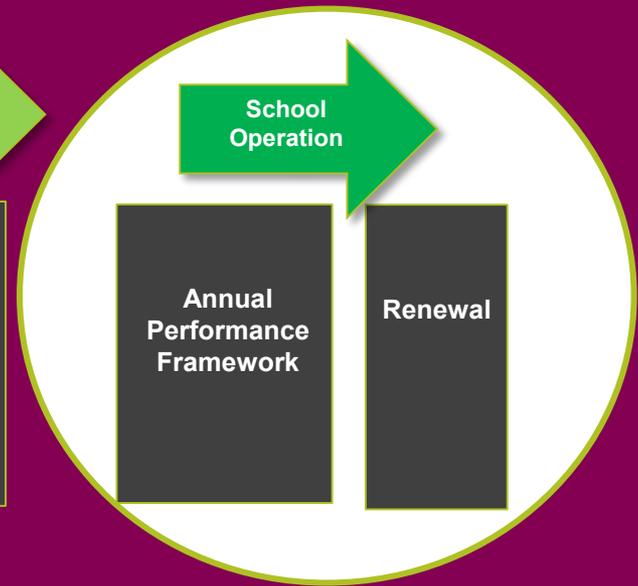


# Context: Quality is the Goal



# Context: How does NC promote quality?

- Application/Fee
- Review Application
- Provide Feedback
- Committee Review of Application
- Allow Clarification
- Interview Applicant
- Recommendations



# Current NC Process: Measuring Application Quality

1 - Applicant submits written application and fee

2 - Evaluators review and provide feedback using a rubric

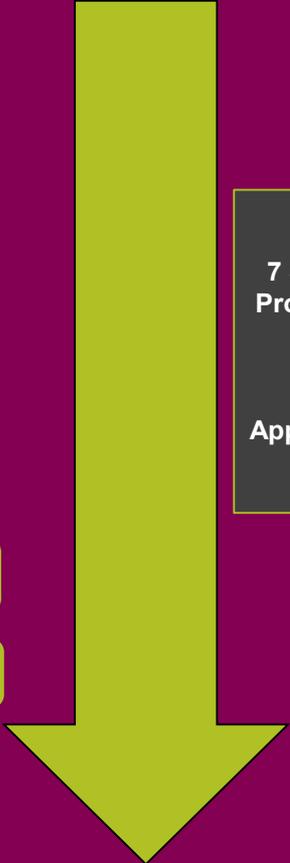
3 - Applicant groups provided an opportunity to clarify/submit missing information

4 – Charter Schools Advisory Board (CSAB) Committee Review of Applications/Applicant has opportunity to respond to limited questions/CSAB determines if applicant receives interview with full CSAB

5 – Full CSAB deliberates and interviews applicant groups

6 - CSAB makes recommendations to SBE

7 - SBE makes final decision



7 Step  
Process  
&  
Approval



# Current NC Process: Approved Application Timeline and Process

2016 Charter Application Timeline and  
Process :

- ([pdf, 394kb](#))



# Application Expectations: Due Date and Requirements

5:00 pm EST on or prior to September 16, 2016

- Be prepared to submit your non-refundable \$1000 application fee when submitting application
  - » Application Fee Must Be Mailed to OCS using the Application Fee Payment Form ([pdf, 52kb](#))
  - » Applications lacking the application fee will be deemed incomplete
  - » Payment in the form of Check



# Application Expectations: Requirements

Late submissions will not be accepted. **No Exceptions**

- ✓ Applications must be submitted using the online portal using the following specifications:
- ✓ 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.
- ✓ All required Appendices should be clearly titled, include page numbers (i.e. Appendix A and page numbers as A1, A2, B1.....) and submitted as **PDF** documents in the appropriate place within the application.
- ✓ **No plagiarism** – give attribution where due to **any** part of the application that is not original.



# Application Expectations: Submission Requirements

The Online Application System is the only way to submit your application

- Any application submitted outside of this format will not be accepted/considered
- Applicants are provided the opportunity to unsubmit an application until September 16, 2016 at 5:00 pm EST.
- Applicants must submit all required information requested in the application

**Note:** It is the applicant's responsibility to resubmit an unsubmitted application on or prior to September 16, 2016 at 5:00 pm EST



# Application Expectations: Application Validation

- Before submitting your application use the validation component to check that:
  - All required sections of the application has a response
  - All required appendices are attached



# Application Expectations: Official Communication

- Applicants will receive official communication from OCS/CSAB/SBE through the online application system
- Applicants will submit official communication to OCS/CSAB/SBE through the online application system



# Application Expectations: Establishing Articles of Incorporation

- **GS 115C-218.1** outlines:
  - any *nonprofit corporation* seeking to establish a charter school may apply for a public charter school to one chartering entity – SBE



# Application Expectations: Establishing Articles of Incorporation

- Before applying for a charter applicant groups must:
  - Establish Articles of Incorporation for a nonprofit corporation through the NC Secretary of State  
<http://www.secretary.state.nc.us/corporations/>



# Application Expectations: Sections

- Applicant responses are needed in nine sections of the application
  - Application Contact Information
  - Mission, Purposes, and Goals
  - Education Plan
  - Governance and Capacity
  - Operations
  - Financial Plan
  - Application Fee
  - Signature Page
  - Appendices

**9**  
**Sections**



# Application Expectations



- As you complete each section.....

- ❖ The sections developed by the initial board should align with all other sections of this application.
- ❖ Be clear and concise with all sections of the application, mind the character limits and...edit, edit, edit.
- ❖ Do not assume that the application reviewer has knowledge about your particular target student population, mission, education plan and programming.
- ❖ Provide clear evidences to support the fidelity and viability 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.





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# Application Contact Information

## Section 1

# Application Expectations: Application Contact Information

## Section 1

- Lead Applicant/Contact
  - 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.
  - Remember to update with OCS any changes to the Lead Contact information after Application Submission



# Application Expectations: Application Contact Information

## Section 1

- 501(c) (3) Non-Profit Status
  - Applicants must receive federal tax-exempt status no later than 24 months following final approval of the application



# Application Expectations: Application Contact Information

## Section 1

- Grade Levels Served & 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.



# Application Expectations: Application Contact Information

## Section 1

- Private/Public Conversion
  - Charter school applicants may apply to convert an existing private or traditional public school to a public charter school (§ 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.



# Application Expectations: Application Contact Information

## Section 1

- Replication
  - Charter school applicants may apply to replicate an existing charter school through the regular application round. The State Board of Education has also adopted a fast track replication policy for those interested in applying through the fast track process. [TCS-U-016](#) provides information on the fast track process.



# Application Expectations



- Keys to success:
  - ✓ Alignment with mission
  - ✓ Clear and Precise
  - ✓ Demonstrate Fidelity and Viability
  - ✓ Evidences to support target student population





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# Mission, Purposes, and Goals

## Section 2

# Application Expectations: Mission

## Section 2

- 35 words or less with an area to provide additional explanation
- The mission needs to have an emotional attachment; it 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.



# Application Expectations: Purposes

## Six Legislative Purposes (115C-218)

# Section 2

- Improve student learning;
- Increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as at risk of academic failure or academically gifted;
- Encourage the use of different and innovative teaching methods;



# Application Expectations: Purposes

## Six Legislative Purposes (115C-218)

# Section 2

- Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site;
- Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system; and
- Hold the schools established under this part accountable for meeting measurable student achievement results, and provide the schools with a method to change from rule-based to performance-based accountability systems.



# Application Expectations: Purposes

## Section 2

- The State Board of Education may grant **final approval** of an application if it finds that the application would achieve **one** or more of the purposes set out in G.S. 115C-218.
- Applicants should demonstrate the ability to clearly describe how the proposed charter school will achieve **one or more** of the six legislated purposes.
- 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.



# Application Expectations: Goals

## Section 2

- Goals outlined in the application must be S.M.A.R.T Goals
  - 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.





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# Education Plan

## Section 3

# Application Expectations: Instructional Program

## Section 3

- Detail the following:
  - Overall instructional program
  - Instructional methods
  - Assessment strategies
  - Meeting the needs of the targeted student population



# Application Expectations: Curriculum and Instructional Design

## Section 3

- Describe the basic learning environment
- Provide a sample scope and sequence in graph form
- Outline curriculum alignment with
  - Mission
  - Targeted student population
  - NC Accountability Model
- Provide an academic calendar



# Application Expectations: Special Programs and At-Risk Students

## Section 3

- Describe how the proposed charter school will serve ALL students
- Detail how the proposed charter will provide a FULL continuum of services to meet the unique needs of ALL students with disabilities from day 1 of school



# Application Expectations: Student Performance Standards

## Section 3

- Goals and Accountability
  - Expound on academic goals created in the Mission, Purposes, and Goals Section by grade level
  - Do not cut and paste original goals
  - Outline how each grade level goal accomplishes the previously written organizational goals
  - Detail clear policies and requirements for promotion and graduation for ALL students



# Application Expectations: Student Conduct

## Section 3

- Outline how the proposed code of conduct aligns to the proposed mission, education plan, and benefits the targeted student population
- Provide clear policies regarding the conduct of ALL students, including Exceptional Children
- Detail how the proposed code of conduct follows federal laws and regulations



# Application Expectations



- Keys to success:
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  - ✓ Evidences to support target student population





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# Governance and Capacity

## Section 4

# Application Expectations: Governance and Capacity

## Section 4

- Private Non-Profit Corporation
  - Must be approved by the Secretary of State's Office before applying
  - May take 7 to 10 days to complete



# Application Expectations: Governance and Capacity

## Section 4

- Tax-Exempt Status 501 (c)(3)
  - Not required to apply or submit application
  - If approved, the non-profit group must obtain from the Internal Revenue Service within (24) months



# Application Expectations: Governance and Capacity

## Section 4

- Detail the following:
  - Proposed Management Organization (EMO/CMO)
  - Projected Staff
  - Staffing Plans, Hiring, and Management
  - Staff Evaluation and Professional Development
  - Enrollment and Marketing



# Application Expectations: Governance and Capacity

## Section 4

- Detail the following:
  - Parent and Community Involvement
  - Admissions Policies
  - Projected Student Enrollment



# Application Expectations: Governance and Capacity

## Section 4

- All members of the Board of Directors for the proposed school must be familiar with the following:
  - NC Open Meetings Laws
  - NC Charter School Laws
  - State Board of Education Policies (TCS-U Series)



# Application Expectations



- Keys to success:
  - ✓ Alignment with mission
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# Operations

## Section 5

# Application Expectations: Operations

## Section 5

- Detail the following:
  - Transportation, Lunch, and Facility Plans
  - Health and Safety Requirements



# Application Expectations



- Keys to success:
  - ✓ Alignment with mission
  - ✓ Clear and Precise
  - ✓ Demonstrate Fidelity and Viability
  - ✓ Evidences to support target student population





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# Financial Plan

## Section 6

# Application Expectations: Financial Plan

## Section 6

- Detail the following:
  - Revenue Projections
  - Personnel Budget
  - Operations Budget
  - Overall Budget Summary
  - Financial Compliance



# Application Expectations



- Keys to success:
  - ✓ Alignment with mission
  - ✓ Clear and Precise
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  - ✓ Evidences to support target student population





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# Application Fee

## Section 7

# Application Expectations: Application Fee

## Section 7

- Pursuant to § 115C-218.1 the charter school applicant must submit a **\$1000 non-refundable** application fee to the Office of Charter Schools. The applicant must submit their application fee by the September 16, 2016 5:00 pm EST deadline.
- Application Note: The applicant must mail the check along with payment form which includes the name of the proposed charter school, contact information, and the enclosed payment amount to be received before or on the due date of September 16, 2016 5:00 pm EST.
- **Failure to submit payment by the stipulated timeline to the Office of Charter Schools will deem the application incomplete.**

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

North Carolina Department of Public Instruction  
Office Of Charter Schools  
6303 Mail Service Center



# Application Expectations



- Keys to success:
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# Signature Page

## Section 8

# Application Expectations: Signature Page

## Section 8

- Should be signed by Board chair or board member
- An unsigned application is an incomplete application and will not be able to submit in the online application system



# Application Expectations



- Keys to success:
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  - ✓ Clear and Precise
  - ✓ Demonstrate Fidelity and Viability
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# Appendices

## Section 9

# Application Expectations: Appendices

## Section 9

- Appendix A: Conversion & Replication Evidences
- Appendix A1 – Evidence of Educational Need\*
- Appendix B: Curriculum Outline per grade Span\*
- Appendix B2: 9 – 12 Core Content Electives\*
- Appendix C : Instructional Calendar\*
- Appendix D: Federal Documentation of Tax Exempt Status
- Appendix E: Organizational Chart\*
- Appendix F: Charter School Board Member Response and Resume\*
- Appendix G: Proposed By-Laws of the Non-Profit Organization\*
- Appendix H: Articles of Incorporation\*
- Appendix I: Executed CMO/EMO Contract (If contracting with an EMO/CMO)\*\*
- Appendix J – EMO/CMO Facility Buyout Agreement\*\*
- Appendix K – EMO/CMO Financial History\*\*
- Appendix L - Insurance Quotes\*
- Appendix M: Revenue Assurances and/or Working Capital Report\*\*
- Appendix N: IRS Form 990\*\*
- Appendix O: Additional Appendices Provided by Applicant (10 Page Limit)
- Appendix P – Required Signed and Notarized Documents\*



# Application Expectations



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Public Schools of North Carolina

# Application Resources

# Application Resources

- Resource Manual  
(Application and OCS web site)
- Finance and Business  
(Charter School Finance Guide)
- Sample Initial Screening Form  
(Application and OCS website)
- Sample Application Evaluation Rubric  
(Application and OCS web site)
- Previous applications  
(OCS web site)
- Current NC public charter schools  
(OCS web site)



# Application Resources: Accountability

- [Accountability Web Site](#)
- State Board of Education Policy TCS-U-010
- GS 115C-218.30



# Application Resources: Federal Programs

- [Title I, Title III, etc.](#)
- [Exceptional Children Policies](#)
- GS 115C-107.7
- [School Nutrition Services](#)



# Application Resources: Transportation and Lunch



## NC Public School Bus Safety Web Based Resources

School Bus safety <http://www.ncbussafety.org/safety.html>

Laws and Policies <http://www.ncbussafety.org/NCLaws.html>

Operational Requirements <http://www.ncbussafety.org/library.html>

## Child & Nutrition Resource

<http://childnutrition.ncpublicschools.gov/>



# Application Resources: Financial



- Revenue projections - <http://dpi.state.nc.us/fbs/allotments/support/>
- [N.C. Capital Facilities Finance Agency](#)
- <http://www.dpi.state.nc.us/fbs/charterschools/>



# Application Resources



- NC Secretary of State's Office - <http://www.secretary.state.nc.us/corporations/>
- <http://www.ncleg.net/>
- State Board of Education Policy Manual - <http://sbepolicy.dpi.state.nc.us/>
- NCDPI Website - <http://www.dpi.state.nc.us/>



# Questions/Contact Information



## Contact Information

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