

Welcome to the February 13th SCAPCS Writers Webinar

These PCSASC sponsored Writers Webinars are open to anyone writing a Charter Application for a school opening in 2013! Please pass this info on to those on your planning group who will benefit.

The sections we will be working on for this week include

- Facilities Questions
 - Staffing your school
 - Governance and Organizational structure
 - plus, check in on documenting support
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- <http://www.sccharterschools.org>

Steps in Developing a Charter School

Identify a need and research solutions

Network and bring together community members

Begin Writing Charter

Outreach and Support for School

Incorporate and Hold Organizational Meeting

Submit Charter Application to the State by May 1 at noon

Charter Advisory Committee (60 Days)

Sponsor Holds Public Hearing (30 Days)

Year of Planning (Facilities, Faculty, Find Students)

Get to know the review guide!

- <http://ed.sc.gov/agency/se/School-Transformation/Charter-Special-Focus/documents/2012CharterAppReviewGuide.doc>

How to use the Review Guide

- Yes! on each question.
- Please submit your draft with your review guide completed.
- Copy and paste the questions into your text.
- Make them into simple declarative statements.

The governing board will be elected annually.
- Make a cheat sheet for your advisory board meeting with all of your page numbers.

Facilities



Do not identify a building.

Look at realistic needs for year 1 and 2.

Develop long term plan and prep for financing.

Use review guide.

Staffing your school

- At least one administrator must meet the minimum requirements

Teachers

- 75% Certified
- 100% highly qualified
- Provide a list of anticipated teaching positions with the following information:
 - the grade or grades and content area the teachers will instruct
 - the qualifications/certification that will be required for teachers
 - provisions for special education teachers to be certified in each of the areas of disability for students needing special education.

Alignment in Application



**Match
Application
Narrative
with**



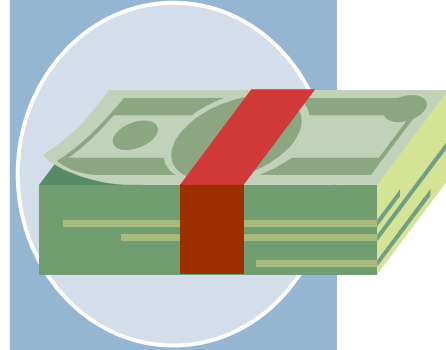
**PowerSchool
Codes with**



**Your Courses
with**



**Teaching
Positions
with**



**Your
Budget...**



Match PowerSchool Course codes with Teaching Positions with your budget.

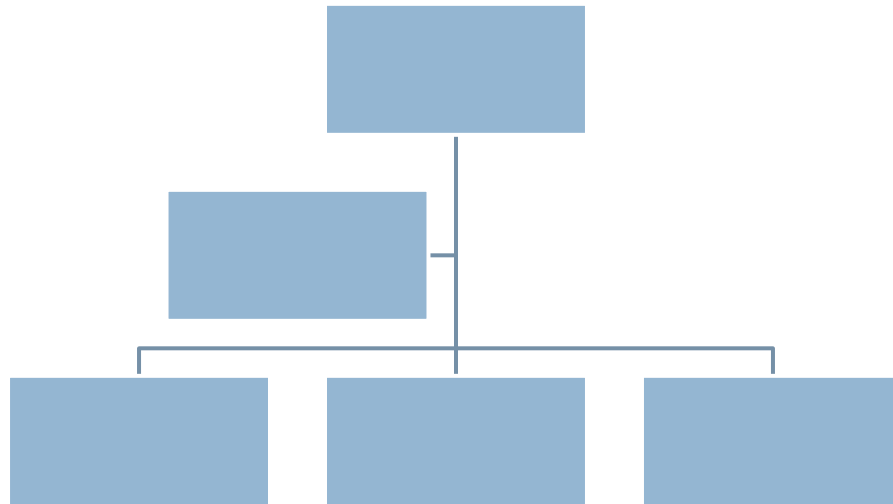
Activity Course Codes:

- <http://ed.sc.gov/agency/programs-services/124/documents/CourseActivityCodes2013.pdf>

Use the teacher certification manual to match up all of your codes:

- <http://ed.sc.gov/agency/se/Educator-Certification-Recruitment-and-Preparation/Certification/documents/teachercertificationmanual.pdf>

Governance and Organizational Structure



The Basics

1. Does the application include: a copy of the non-profit corporation's articles of incorporation, bylaws, and proof of South Carolina non-profit corporation status?

✓ Yes

- Straight forward, right? Just attach some documents.
- What is in a name? Please think about the name you incorporate under.

Governing Board Elections

2. Governing Board Elections

(a) Is the governing board elected annually?

✓ Yes

(b) Are all employees of the charter school and all parents or guardians of enrolled students eligible to participate in the election?

✓ Yes

(c) Are parents or guardians of a student given one vote for each student enrolled in the charter school?

✓ Yes

Board Responsibilities

3. Does the governing board assume the following responsibilities:

- (a) employing and contracting with teachers and non-teaching employees;
- (b) ensuring that teachers, whether certified or non-certified, undergo the background checks and other investigations required for certified teachers, as provided by law, before they may teach in the charter school;
- (c) contracting for other services;
- (d) developing pay scales, performance criteria, and discharging policies for its employees;
- (e) deciding all other matters related to the operation of the charter school, including budgeting, curriculum, and operating procedures; and
- (f) ensuring that the charter school will adhere to the same health, safety, civil rights, and disability rights requirements as are applied to all public schools operating in the same school district?

√ Yes to All

Freedom of Information Act

4. Is evidence provided that the charter school and its governing body will comply with the Freedom of Information Act?

√ Yes

- SC's FOIA is different than other privacy issues in the educational system.

From Actual Email...

To: Mary Carmichael
From: Diette Courrege

Let me know whether you need this in a formal FOIA request. I'd like to get a list of the Charleston Charter School for Math & Science minority students, their addresses and their phone numbers.

Thanks in advance,
Diette

Diette Courrege
The Post and Courier
134 Columbus St.

Administrative Structure

5. Does the application include a description of the administrative structure of the charter school, including the roles and responsibilities of each administrative staff member?

✓ Yes

- Guess what this gives you?
- The job descriptions you will need in a year that are in compliance with your charter.

Student Projections

	2010– 11	2011– 12	2012– 13	2013– 14	2014– 15
GRADE					
Sixth	40	40	60	60	60
Seventh	80	80	80	80	80
Eighth	80	80	80	80	80
Ninth		200	200	200	200
Tenth			200	200	200
Eleventh				200	200
Twelfth					200
TOTAL S	200	400	620	820	1020

Different Ways to Document Support

- Signed letters of interest with the grades of kids the year you open
- Meetings with dates, sign in sheet, and number interested in the school at the end of the session
- Internet survey
- Gmail Group

To do list:

- Write
- Save work to multiple locations
- Write
- Send yourself an email each day with attachments of work you have done and cc someone else who is keeping tabs on you.
- Write

SCPCSD Meetings

- Introduction
- Docs to review
- Honest Assessment of Where You Are

Conference

- Scholarships – Limited
- Saturday – Meet with experts