



Charleston County **SCHOOL DISTRICT**

Charter School Application Addendum

Educational Structure

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1. Provide a brief description of the average school day for a prospective student. How would their experience set itself apart from the average school day at nearby schools?
2. Provide a description of the teacher lesson planning process. What planning tools will teachers use to prepare lessons?
3. Describe a typical day for a teacher of a grade that will be served in the first year of operation. If, particularly for a virtual or alternative school, a “typical” day will vary widely, also explain the boundaries of that variation.

Professional Development

1. Identify the person(s) or position(s) responsible for overseeing professional development (PD).
2. 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.
3. 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. Include time scheduled for common planning or collaboration.
4. Explain how the school calendar, daily schedule, and staffing structure will help facilitate sufficient time to conduct, reviews, and provide guidance on professional development and growth.

Additional Requirements for Replication Schools:

1. Describe any shared PD across campuses. Who will be responsible for developing, leading, and evaluating any shared PD?

Goals, Objectives, and Assessment Plan

1. Identify the resources (technology, personnel, staff development) that will be needed to successfully implement the proposed assessment plan. Who will be responsible for analyzing and interpreting academic data and communicating student achievement data to the board? Who will communicate student achievement data to parents?

Administrative Structure/Building Leadership

1. Describe the capacity building plan for leadership and staff development with funding reflected in the budget.

Budget: Financial Analysis and Management

1. Describe the applicant team's individual and collective qualifications for implementing the Financial Plan successfully, including capacity in the following areas: financial management; fundraising and development; and accounting and internal controls.

2. Describe the process of how the annual operating budget will be developed and refined each year based on student achievement data and mission driven priorities. Explain who will be involved in the process and how the budget may be amended during the year.

3. Explain in detail the year one [planning year] cash flow contingency plan, in the event that revenue projections are not met (or not met on time).

4. Describe in detail how you intend to structure the financial operations and what reporting and transparency information will be required.

5. Describe how you will administer the annual budget process to include development, management as well as monitoring.

6. Define the Fund Balance Policy that will be adopted as well as the strategy that will be used to achieve this Fund Balance.

7. Describe the value of an annual audit as well as how you plan to prioritize compliance and transparency.

Facilities

1. For virtual schools, provide a plan for maintaining student records and school records, including financial records, at a designated central office of operations.