



**Charter Office**  
**Charter Renewal Petition Review Results**  
**1<sup>st</sup> Review**

**Petitioner: DeKalb PATH Academy**

**Petition Formatting Requirements:**

Type: <b>Charter Renewal</b>	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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**Comments:**

- Include the completed GADOE Cover Sheets with required signatures;
- Typewritten in 11-point Georgia or Times New Roman font;
- Printed on 8.5" x 11" white paper;
- Include a table of contents which identifies the page(s) on which each question is answered; Petitioners must organize their petitions according to the numbered questions in the guidelines, with the response to each question item clearly identified;
- One-inch margins with a header showing the proposed charter school's name and a footer showing consecutive page numbers;
- The original must be signed in blue ink. Stamped signatures will not be accepted;
- Does not exceed a maximum of 100 single-sided pages (no double-sided pages), not including attachments or appendices and other supporting documents;
- Include the State Board of Education's Checklist
- The main petition document must also be submitted as a Microsoft Word Document;
- Individually label/tab all attachments;
- The petition is submitted in one (1) three-ring binder (no clips, staples, rubber bands or folders); and
- Answer every question from the checklists (both State and District). You may indicate "not applicable" (N/A) with a brief explanation if specific questions are not relevant to your proposed charter school.
- Twenty (20) paper copies of your completed petition, in one (1) three-ring binder, including the narrative, all appendices, and all attachments, labeled appropriately; and
- Twenty (20) CDs with your petition in its entirety, including all exhibits and attachments in Microsoft Word or PDF format, as applicable.

**Additional Petition Requirements Met:**

Type: <b>Charter Renewal</b>	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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**Comments:** Executive Summary

## **I. CHARTER SCHOOL/PETITIONER INFORMATION**

**1. Including the SBOE application, the petitioner should copy the following form as the first page of their charter petition with the the proposed grade levels and ages of students to be served by the charter school.**

Page(s) Located: 1	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The petitioner did include the required DCDD Charter School/Petitioner Information, along with the SBOE cover pages. The DeKalb Board of Education will not approve a charter term for more than five (5) years. The enrollment projection chart only reflects five school years. Also the projection enrollment numbers do not add up correctly.			

## **II. MISSION STATEMENT & INNOVATION**

**2. What is the Charter School’s Mission? How does it support the legislative intent of the school’s program to “increase student achievement through academic and organizational innovation?”**

Page(s) Located: 2-3	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**3. Please provide specific examples of and documentation regarding programs that would be offered by your school that are not offered in any existing schools in DCSD. Please see Board Policy IBB.**

Page(s) Located: 3-8	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The petitioner cites several programs offered in the school. However, the petitioner needs to be more specific in describing how these programs are different from those currently being offered in DCSD.			

## **III. DESCRIPTION OF THE EDUCATIONAL PROGRAM**

**4. Describe the focus of the curriculum.**

Page(s) Located: 8	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments: Completed.</b> The focus of the curriculum includes reading, writing, higher-order processing, critical thinking skills, and character skills.			

**5. Provide a description of the curriculum and how it will be implemented, including the standards, skills, and content to be covered in each grade the school will serve and must be aligned with the Georgia Performance Standards (GPS) so that applicants assure coverage of each standard area topic. Identify materials/programs that the school plans to purchase to support the stated curriculum. This statement should discuss the focus of the curriculum and any distinctive or unique instructional methods to be used that are research-based and standards driven.**

Page(s) Located: 8-14	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments: Completed.</b> The applicant provides a very clear description of the curriculum for each content area. Additionally, the model of content area ability-grouping and methods of delivery are delineated. The instructional strategies are research-based and considered to be those which yield improved learning outcomes. The applicant already provided a summary of a student incentive strategy and outlined the expectation of common planning, professional development, and teacher accountability.</p>			

**6. A full and complete curriculum, aligned, for all grade levels to be served during the proposed charter term is required to be submitted as an Appendix item. This information must be aligned with Common Core and Georgia Performance Standards (where applicable).**

Page(s) Located: 14	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments: Completed.</b> The applicant provided the full and complete curriculum in Appendix C.</p>			

**7. Please describe your intended class sizes, including the minimum and maximum number of students. Be sure to explain the source of any additional funding necessary if the class sizes are smaller than those set forth in the SBOE Class Size Rule 160-5-1-.08.**

Page(s) Located: 14	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments:</b> What is the intended teacher to student ratio?</p> <p>All schools must maintain "Title I Comparability." The Petitioner should address how PATH will remain compliant with the NLCB requirement. (See <a href="http://febp.newamerica.net/background-analysis/no-child-left-behind-act-title-icomparability-requirement.">http://febp.newamerica.net/background-analysis/no-child-left-behind-act-title-icomparability-requirement.</a>)</p>			

**8. Describe methods, strategies and/or programs for meeting the needs of students identified as gifted and talented. Include any diagnostic methods or instruments that will be used to identify and assess those students.**

Page(s) Located: 14-15	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments:</b> Petitioner should provide clarification/specifics regarding methods and strategies to identify and serve gifted and talented students. What assessments and/or model(s) are being used by the school?</p> <p>Petition states that the school has used “push in and pull out” methods and will continue to use compacting and intensive differentiation. Identify methods, class sizes, and delivery models to be implemented, per grade level since state and local regulations vary from elementary, grade 5, to middle, grade 6-8. How often is the required instruction provided? How are the students identified? How often are students identified? Is the school adhering to the local and state guidelines? (Per the GDOE, charter schools utilizing the broad flexibility waiver may waive the provision in state law that requires them to identify and serve gifted learners. If they do so, the school will not earn any funding at the gifted Full Time Equivalent (FTE).) How are parents made aware of the program services or eligibility and enrollment guidelines and/or option to waive services?</p>			

**9. List all proposed extracurricular activities or other auxiliary educational activities along with the grade levels in which these activities will be offered.**

Page(s) Located: 15-16	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments:</b> Completed.</p>			

**10. Please list and describe the partnerships the school has developed to offer extracurricular activities (ex: chorus, band, sports, clubs, art). This information should explain who the partner organization is, at which location the activity will be offered, and any charges associated with providing these activities. Please provide copies of contracts or correspondence setting forth the terms of the partnership.**

Page(s) Located: 16-18; Appendix L	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments:</b> Completed. The school has sufficiently demonstrated partnerships in the community.</p>			

**11. Describe all course offerings and credits/units that will satisfy the high school graduation requirements. The completion credentials to be awarded must also be described.**

Page(s) Located: N/A	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> N/A; The school does not serve high school students.			

**IV. STATE AND FEDERALLY MANDATED SERVICES**

**12. Describe methods, strategies and/or programs for meeting the needs of students with special needs and disabilities. Include any diagnostic methods or instruments that will be used to identify and assess those students.**

Page(s) Located: 18-20	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Describe methods, strategies and/or programs for meeting the needs of students with special needs and disabilities. Include any diagnostic methods or instruments that will be used to identify and assess those students. Detailed information regarding diagnostic and instructional methods are missing. The reviewer should see proposed strategies to be used to ensure that Special Education and English Language Learner students will have ways to improve their skills and access curricular content.			

**13. For English Language Learners, describe how the charter school will provide state and federally mandated services.**

Page(s) Located: 20-21	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Petition meets the English Learners eligibility requirement, using the Home Language Survey, screening (W-APT), ESOL service provided by content certified/ESOL endorsed teachers, annual assessment of proficiency on the ACCESS tests and exit requirements.			

**14. Include a provision in the petition stating that the charter school will comply with all special education laws and regulations, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act and the IDEA.**

Page(s) Located: 21	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**15. Describe methods, strategies and/or programs for students receiving supplemental education services. These services should be provided pursuant to SBOE Rule 160-4-5-.03 and the Elementary and Secondary Education Act/No Child Left Behind.**

Page(s) Located: 21-22	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The applicant plans to provide SES and clearly identifies the structures in which SES will be provided and how students will be identified to be served through SES.			

**16. Describe methods, strategies and/or programs for meeting the needs of students at-risk of academic failures through remediation. Include any diagnostic methods or instruments that will be used to identify and assess those students who are performing below grade level as well as the processes/programs/tools to be used in providing them with remedial instruction. These services should be provided pursuant to SBOE Rule 160-4-5-.01 and NCLB.**

Page(s) Located: 22	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The applicant uses multiple means to identify students in need of remedial services. The school's instructional model integrates opportunities for differentiation based upon the specific needs of students. The applicant's continued or planned use of data to inform instruction is commendable.			

**V. PERFORMANCE-BASED GOALS AND OBJECTIVES**

**17. Please list and describe in detail specific performance-based goals and measurable objectives related to state and federal assessment standards.**

Page(s) Located:22-24	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**VI. DESCRIPTION OF ASSESSMENT METHODS**

**18. Student Performance Data, Measures of Student Improvement, Monitoring, and Assessment Calendar**

- a. What assessments will the School administer to obtain student performance data for each student?
- b. Describe how the school will obtain baseline achievement data.
- c. Describe how the school will benchmark student growth.
- d. Describe plans to formally and informally assess student performance in the core academic areas.

- e. Describe plans to diagnose educational strengths and needs of students and plans on how this data will be used for instructional planning.
- f. Describe the school's plan for using assessment data to monitor and improve achievement for all students over a set period of time.
- g. Provide a statement that the charter school will administer all state assessments in accordance with the DCSD testing calendar.
- h. Charter schools, at their own expense, may implement additional assessments. If students will participate in charter initiated assessment programs, please describe these programs in detail.

Page(s) Located: 24-28	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**19. Required Accountability Provisions and Assessment Guidelines**

- a. Describe how the charter school shall comply with the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41 and federal accountability requirements.
- b. Describe how the charter will adhere to all assessment guidelines and procedures as outlined by the State Assessment Handbook, the State Accommodations Manual and other state and local guidance on assessment.
- c. Describe how staff from the charter school will attend required test administration training held by DCSD.

Page(s) Located: 28	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**VII. DESCRIPTION OF SCHOOL OPERATIONS**

**20. Please describe or provide a map which indicates your targeted attendance zone.**

Page(s) Located: 28-29	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The zip codes listed cover the Clarkston, Decatur, and Stone Mountain areas, not the Lithonia area. Please clarify the attendance zone.			

**21. School Calendar & Schedule**

- a. Attach the charter school's proposed annual calendar and a draft of the charter school's daily school schedule.
- b. Provide a statement that the charter school may not open except at the beginning of each school year. The petition may provide that the charter school may start out the school year at an earlier or later date than other public schools in the DeKalb County School System. However, the charter school's school year must begin no more than two weeks before or two

**weeks after the beginning of the DeKalb County School District's school year.**

Page(s) Located: 29; Appendix E	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed, but provide a statement that the charter school may not open except at the beginning of each school year.			

**22. Admissions, Enrollment and Withdrawal**

- a. **Please include an enrollment application in the appendix.**
- b. **Describe application and enrollment periods and procedures.**
- c. **Describe procedures for situations if student applications for admissions exceed available space, including the following:**
  - i. **The precise manner in which the lottery will be conducted and by whom;**
  - ii. **Measures to ensure that the admissions process adheres to legal requirements; and**
  - iii. **The procedures for wait-listing students who are not included in the first round of lottery offers.**
- d. **Describe the procedures for student withdrawal or transfer.**
- e. **Please include the school's admissions policy for potential students that is equitable, non-discriminatory, and will ensure that the student populations will reflect community demographics.**

Page(s) Located: 29-32; Appendix B	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments:</b> The petition and lottery application must be consistent.</p> <ul style="list-style-type: none"> <li>• Applications are taken year round, but formal <b>recruitment of incoming rising 5th graders</b> will begin on February 1st for the following school year and <b>close on March 20th</b>.</li> <li>• <b>Application Deadline:</b> This application must be sent to PATH (by mail, fax, or in person) <b>by March 10, 2015</b>.</li> </ul> <p>Are parents only allowed to apply for 5<sup>th</sup> grade?          *"The attendance zone will be comprised of three tiers. (Petition indicates 2 sections/tiers.)</p> <p>The petition does not provide the enrollment period, procedures or documents. The petitioner must discuss application, enrollment, and withdrawal.</p>			



**23. Provide an outreach plan, including strategies for publicizing and recruiting prospective students that is equitable, nondiscriminatory, and will help ensure that the student population will reflect the demographics of the community you intend to serve.**

Page(s) Located: 32-33	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**24. General Provisions Regarding Student Discipline**

- a. Please state whether or not the school intends to adopt the DeKalb County School District's *Student Code of Conduct* as the school's discipline policy.
- b. Provide the school's student discipline policies and procedures, setting forth student due process procedures for all disciplinary action, not just for the most serious forms of discipline such as out-of-school suspension and expulsion, in a Code of Conduct, as an Appendix item.
- c. If the school intends to require a uniform, the dress code policy should also be included.

Page(s) Located: 33-34; Appendix F	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> If PATH, is not adopting the DeKalb County School District's Code of Student Conduct and its discipline policy, and only using it as a guideline, please provide evidence of PATH's student code of conduct. PATH also does not report that it will report daily attendance and discipline incidents to the DeKalb County School District using the standard, approved methods of reporting and data collection.			

**25. Provide a description of how the charter school will meet the federal due process requirements for students with disabilities, or students believed to have a disability, who are suspended or removed for disciplinary reasons.**

Page(s) Located: 34	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed. PATH adheres to the DCSD Student Code of Conduct. Also see question 24 comments- inconsistent/unclear statements.			

**26. Describe the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers. The grievance policy should clearly articulate how individuals may present grievances, how those grievances will be reviewed, and who will undertake the task to review grievances, as well as the time frame for disposing of a grievance.**

Page(s) Located: 34-35	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The petitioner, DeKalb Path Academy did not inform the DeKalb County School District the process on how to resolve grievances for students and parents. The opening sentence states, "All employees..." There was no in-depth knowledge on the			

process for the following:

- Scope of complaint/exclusions
- Procedures
- Form of complaint
- Level I Hearing
- Level II – Appeal
- Reprisals
- Timeframe for appeal decision to State Board of Education
- Termination Procedures

DeKalb Path Academy current grievance policy presents lack of procedures and processes for all stakeholders.

**27. Describe a plan for organization and management of faculty, instructional staff, and other employees of the charter school. Please include a copy of the faculty handbook in the Appendix.**

Page(s) Located: 35; Appendix G	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**28. Staff Qualifications, Recruitment and Hiring Practices & Procedures, and Compensation**

- a. Describe the school’s employment policies and procedures, including the proposed staff qualifications, employee recruitment procedures, hiring practices, and compensation.
- b. Job descriptions are a required Appendix item.
- c. Describe whether the charter school will use the state salary schedule, and if another schedule will be used, provide that schedule.
- d. Indicate if substitute teachers will be utilized, for which positions, and at what rate of pay.
- e. A salary schedule for all certified employees is a required Appendix item.
- f. For Conversion Charters: How will the charter adhere to current DCSD policies, procedures and standards in all areas regarding the status of district employees to include treatment, qualifications/credentials, placement, compensation, and evaluations?

Page(s) Located: 35-38; Appendix G	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**29. If certification by the Georgia Professional Standards Commission (GAPSC) is not required, please provide a description of the training and experience that will be required, including how the school will determine**

**whether a teacher has demonstrated competency in the subject area(s) in which he/she will teach as required by No Child Left Behind (NCLB). If the teacher is required to be highly qualified under No Child Left Behind, please describe how the school will ensure the teachers meet the definition of “highly qualified.”**

Page(s) Located: 38	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**30. Describe the charter school’s procedures to ensure compliance with the requirement that all staff members and governance board members are subject to fingerprinting and background checks.**

Page(s) Located: 38	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**31. Provide the methods of employee evaluations that will be utilized.**

Page(s) Located: 38; Appendix G	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**32. State whether the charter school will elect to participate in the State Health Benefit Plan as provided pursuant to O.C.G.A.§ 20-2-880 and O.C.G.A. § 20-2-910.**

Page(s) Located: 38	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**33. Describe whether transportation services will be provided and include a statement that the transportation program will comply with applicable law. If transportation services are not provided, explain how this will not discourage eligible students from attending the school.**

Page(s) Located: 39; Appendix I	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The school chooses to provide transportation to the students, via a contract with the District. The only concern is that the transportation contract located in the appendix is not signed. Please advise.			

**34. State whether the charter school will provide food services (including participation in the National School Lunch Program).**

- a. If food services will be provided, please describe this program briefly.
- b. If food services will not be provided, please indicate your plans for providing for student lunches. This plan should include information on whether the food will be prepared on-site or off-site and the anticipated cost to students and other significant elements of the food service program should be provided.

Page(s) Located: 39	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed. A request must be submitted to DCSD to process free and reduced lunch applications.			

**VIII. FACILITIES**

**35. Location of New or Existing Facilities and Building Modifications**

- a. Describe the school facilities to be used and their location(s). Please state whether the building is new or existing.
- b. How does this facility meet the required space needed for the proposed school?
- c. Describe the quantity and types of rooms (i.e. classrooms, administrative offices, program specific space (science labs, art workshops, etc.), media center, meeting space, and/or kitchen facility.)
- d. Describe any pending modifications necessary for utilizing the space for educational purposes. (Building plans must be approved by the DeKalb County School's Facilities department.)
- e. For any proposed facility owned, operated, or to be leased from a religious entity, include evidence of how there would be clear separation of church and state for the operation of a public school.
- f. Description of any rehabilitation work necessary.

Page(s) Located: 39-40; Appendix J & K	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**36. If applicable, schools must submit a School Site Selection Form for Site and Facility Approval for a site or facility not owned by the DeKalb Board of Education. This also includes completion of a “Phase I Environmental Site Assessment.” Place these items in the Appendix.**

Page(s) Located: 40	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> N/A.			

**37. Provide documentation of ownership or a copy of the lease of the facility. If ownership documentation or a lease is unavailable, provide a timeline for obtaining such facilities or providing such documentation (this question does not apply to conversion charter schools).**

Page(s) Located: 40; Appendix J	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**38. Attach a copy of Certificate of Occupancy. Please provide a Certificate of Occupancy, or a timeline detailing the latest possible date by which the Certificate of Occupancy will be obtained prior to students occupying the proposed facility.**

Page(s) Located: 40; Appendix J	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**39. Safety and Health Requirements**

- a. Provide a statement acknowledging that as an independent charter school, the charter school must develop and submit a school safety plan in compliance with OCGA §20-2-1185, Safe School Plan, to the Georgia Emergency Management Agency (GEMA) and the District, for approval, by a specified date.
- b. Provide the school’s emergency/safety plan in the Appendix.
- c. Describe how all local and state policies related to health and safety will be met.

Page(s) Located: 40; Appendix J	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Subsections a-c completed.			

## IX. PARENT AND COMMUNITY INVOLVEMENT

**40. Describe how parents, community members, and other interested parties contributed to the development of the petition and how they will be involved in the school.**

**41. Continuing Involvement of Parents and the Community**

- a. Community and parental involvement are keys to charter school success. Describe in detail the community support for this school and the need for this particular school in the community it will serve. Support may be evidenced through additional documentation.
- b. As part of your evidence of community engagement, you must provide a letter or a petition signed by parents/guardians of school-age children eligible to attend the charter that demonstrates that they would consider enrolling their child in the proposed school. These items may be placed in the Appendix.
- c. Describe the steps you have taken to develop any partnerships and your plans to further develop additional community partnerships.
- d. Provide a list of organizations that have committed to partner with your school and the potential nature of the partnerships. Provide evidence of support from the partners in the Appendix.

Page(s) Located: 41-42; Appendix L	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments: Q40 &amp; 41 were scored collectively.</b>          The Appendix L provided two (2) pieces of evidence that may be outdated; the parent list has a header that states "KIPP," and the community/business list has a date of "2001." The petitioner should clearly answer all of the questions in 41 &amp; 42, and provided more recent evidence of parent and community involvement with the petition development and school operations.</p>			

## X. DEMONSTRATION OF FISCAL FEASIBILITY AND CONTROLS

**42. Describe the school's plans for fiscal management; and specify how the school will manage budgets and expenditures.**

Page(s) Located: 42-46; Appendix M, N, O	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p><b>Comments: Completed.</b></p>			

**43. Please use the spreadsheets provided by GADOE, which list detailed budget information projecting revenues and expenditures for the first five years of the proposed charter term. If any sources of revenue appearing in the spreadsheets are anticipated to come from private sources, documentation of such revenues must be included along with the petition. Include a budget that complies with O.C.G.A § 20-2-171.**

Page(s) Located: 46; Appendix O	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The spreadsheet includes no budget (\$0.00) in the following areas: Art/PE/Computer Science, Special Education Teacher, FICA, Legal Services, Special Education, Health Services, Staff Recruitment, Student Recruitment, Tech Support, and the contingency fund. How is governance training budgeted for? Please explain.			

**44. Identify the school's Chief Financial Officer and describe how that person's credentials comply with the Guidance for Georgia State Board of Education Rule 160-4-9-.04 for the purpose of developing and adhering to generally accepted accounting principles.**

Page(s) Located: 46	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**45. Student Recruitment**

- a. Provide a description of the method used to recruit the number of anticipated students at the school and a statement setting forth the school's plan for maintaining and/or increasing attendance.
- b. Describe the manner in which the school's enrollment count will be determined for the purposes of calculating charter school funding, pursuant to O.C.G.A. § 20-2-2068.1 (c) or O.C.G.A. § 20-2-2090 (d), as appropriate.

Page(s) Located: 46, 32-33	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Question 23 is not responsive to the Question 45. Please review question 45 and respond.			

**46. Provide a statement stating that the petitioner acknowledges that, if approved by both the DeKalb and State Board of Education, the charter school will begin to receive state and local funding from the DeKalb County School District on July 31<sup>st</sup> of the academic year the school begins operations.**

Page(s) Located: 46	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> This applies to charter renewal as well, therefore it is applicable.			

**47. Identify the representatives of the school who will be responsible for the financial management of the charter, and describe plans to procure and maintain during the entire length of the charter a Crime/Fidelity Bond covering all persons receiving or disbursing funds. The DCSD required bond amount is \$1 million.**

Page(s) Located: 43-46; Appendix P	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**48. Other Sources of Funding, Grants, and Fundraising**

- a. Please describe in detail the school’s plans for securing other sources of funding. This plan should demonstrate financial independence from the school district by using state and local funds and a feasible plan to supplement those funds with other funding sources on a yearly basis as required.
- b. Describe any planned fundraising efforts and who will lead and coordinate these efforts. Because there is no guarantee that these funds will be awarded, you must describe how your school would remain solvent if you do not receive these funds.
- c. Independent private funding sources that have been secured must be evidenced through a letter of intent, commitment letters, and/or loan agreements from the funder. This may be included as an Appendix item.
- d. If any, provide evidence of your organization’s federal tax-exempt status in the Appendix.

Page(s) Located: 46-47; Appendix M	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Subsection c was not answered. More detail and evidence should be provided in response to the questions.			

**XI. DESCRIPTION OF GOVERNANCE STRUCTURE**

**49. Please disclose how the school will be governed by stating whether the school will utilize a governing board or a local school council as provided for in O.C.G.A. § 20-2-85.**

Page(s) Located: 47; Appendix H	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			



**50. Please state that the governing board shall be subject to the control and management of the local board and subject to the provisions of O.C.G.A. §§ 50-14-1 et seq. and 50-18-70 et seq.**

Page(s) Located: 47-48	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**51. Governing Board Roles, Functions and Composition**

Describe in detail the following:

- The governing board’s function, duties, and composition (the minimum number of board members required by DCSD is five).
- How will the governing board’s role uphold the school’s mission and vision? Please provide specific examples.
- How will the governing board evaluate the principal’s performance? This should include the assessment tool that will be used to determine effectiveness.
- How will the governing board ensure effective organizational planning and financial stability? Please provide specific examples.
- How and when will governing board members be selected?
- How long will each governing board member serve?
- How will the governing board ensure that current and future members avoid conflicts of interests?
- How will governing board members be trained? How often?
- How will governing board members be removed from office, if necessary?
- Provide a brief plan for continuous governance training, recruitment and retention of high quality governing board members.
- Briefly explain the recruitment plan of new members if vacancies occur.

Page(s) Located: 48-51; Appendix H	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**52. Parent and Community Involvement on the Governing Board**

- a. How will parents, community members, or other interested parties be involved in the charter school’s governing board?
- b. How will the school promote parental and staff involvement in school governance?
- c. How will the school communicate with students’ families?

Page(s) Located: 52	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**53. In the appendix, attach an official copy of the certificate of incorporation for the required Georgia nonprofit corporation from the Georgia Secretary of State, pursuant to O.C.G.A. § 20-2-2065(b)(4).**

Page(s) Located: 52; Appendix M	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**54. In the appendix, please provide the proposed charter school's bylaws, pursuant to O.C.G.A. § 20-2-2065(b)(4). (All petitions must provide a copy of the by-laws in final form; no drafts.)**

Page(s) Located: 52; Appendix H	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**55. Provide the complete and signed conflict of interest form for each proposed founding board member, located on the following page. This form must be included in the petition appendices and completed by each founding and/or governing board member.**

Page(s) Located: 53	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> The conflict of interest forms are all complete, however, please ensure that the board members check or <b>initial</b> where appropriate.			

**56. Provide a brief description for each governing board member that explains what role they will play on the board and why they were chosen to participate. Attach the member résumés or curriculum vitas in the appendix.**

Page(s) Located: 53; Appendix H	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed. Please ensure that the submitted 20 binders all have resumes enclosed. At least one of the binders was missing copies.			

**57. Grievances and Conflict Resolution Between Parties**

- a. What will the governing board's role be in resolving teacher, parent, and student grievances and other conflicts? This should include specific procedures and protocols for grievance resolution for each group.
- b. Describe the plan or method that the charter school's governing board will utilize for resolving conflicts with the DeKalb County School District and/or Board of Education. Explain how conflicts will be addressed and resolved.
- c. Describe the method that the governing board plans to utilize for resolving internal conflicts.

Page(s) Located: 53; Appendix G	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> In subsection (a) additional improvement may be needed regarding the timeline for resolving the complaint, and how the resolution will be presented to the parties involved, i.e. written. The response stated “A complainant dissatisfied with the decision of the Board may appeal that decision to the SBOE. Such appeals shall be governed by the applicable State Board policy and O.C.G.A 20-2-1160.” The Petitioner may want to Also, the response did not address parent and/or student grievances.			

**58. Business Arrangements or Partnerships with Existing Schools, Educational Programs, or Non-Profit Entities**

- a. List any proposed business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations.
- b. Contact information for a representative of each business and/or partnership listed should be provided.
- c. Disclose any potential conflicts of interest within each arrangement or partnership.
- d. Include a copy of any actual or intended contract with each arrangement or partnership in the Appendix.

Page(s) Located: 54; Appendix L	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Partners like Oglethorpe University, OLA, LAA, were listed earlier in the petition. Why were they not listed here?			

**59. Is the school utilizing the services of a charter management organization or educational management organization? If yes, please answer subquestions a-n.**

Page(s) Located: N/A	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> N/A.			

**XII. OTHER ADDITIONAL DCSD REQUIREMENTS AND REQUIRED APPENDICES/ATTACHMENTS**

**60. Legal Counsel**

- a. Provide information on the school’s legal representation or counsel.
- b. How will the proposed school ensure compliance with the requirements of law with respect to legal issues?
- c. Please confirm whether this organization or individual has reviewed the DCSD charter petitioner guidelines and petition document to be submitted.

Page(s) Located: 54	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Not responsive to subsection a-c. Provide information on the school's legal representation or counsel. How will the proposed school ensure compliance with the requirements of law with respect to legal issues? Please confirm whether this organization or individual has reviewed the DCSD charter petitioner guidelines and petition document to be submitted.			

**61. Describe the charter school's insurance coverage, including the terms and conditions and coverage amounts thereof.**

Page(s) Located: 54; Appendix P	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**62. Required Appendices and Statements in the Appendices and Any Other Relevant Materials; Additional information that may support the information presented in the narrative section of the petition and helps the reviewer to better assess the proposed charter school may be included in the appendices. Pages in the appendices should be numbered, labeled, and included in the Table of Contents. Labeled tabs/ dividers should separate the appendices.**

Page(s) Located: 54; Appendix	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed.			

**63. DCSD Assurances and Required Statements; Charter School Petitioners are required to copy the assurance statements, as written, and insert into the charter petition as the last pages of the main section of the charter petition.**

Page(s) Located:	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<b>Comments:</b> Completed. Needs to be initialed, not checked.			