

**2012-2013 Application Cycle**

**ADE**

**Evaluation and**

**Applicant**

**Responses**

**Quest Middle School of Pine Bluff**  
**Pine Bluff, Arkansas**

# Arkansas Department of Education

## Charter School Application Evaluation Instrument

*The following instrument will be used to evaluate applications submitted to the Arkansas Department of Education (“ADE”) for the establishment of new open-enrollment public charter schools. This instrument is only intended to provide clarity, transparency and consistency in the charter school application review process.*

The ADE will use the following instrument only to evaluate the quality of an open-enrollment public charter school application against the criteria stated herein. For each of the application requirements, the criteria define the characteristics and elements of a response that meet the standard for charter approval. The following definitions will guide the rating of each information requirement:

- Meets the Standard:** The response reflects a thorough understanding of key issues and demonstrates capacity to open and operate a quality charter school. It addresses the topic with specific and accurate information that shows thorough preparation and presents a clear, realistic picture of how the school expects to operate.
- Partially Meets the Standard:** The response addresses most of the criteria, but response lacks meaningful detail and requires important additional information.
- Does Not Meet the Standard:** The response lacks meaningful detail, demonstrates lack of preparation, or otherwise raises substantial concerns about the applicant’s understanding of the issue in concept and/or ability to meet the requirement in practice.

# Arkansas Department of Education

## Open-Enrollment Public Charter School Application Evaluation

### EVALUATION RUBRIC WITH RESPONSES

Name of Proposed School: **QUEST MIDDLE SCHOOL OF PINE BLUFF**

Eligible entity status:

- Public institution of higher education
- Private nonsectarian institution of higher education
- Governmental entity
- Nonsectarian organization exempt from taxes under Section 501(c)(3)

Status of 501(c) (3) Application: **Applied**

### Part 1: PRE-APPLICATION MATERIALS

The Arkansas Department of Education requires that all applicants submit a Letter of Intent, outlining a general description of the proposed charter school.

#### Evaluation Criteria:

A response that meets the standard will guarantee that:

- A Letter of Intent was filed with ADE on time and included all necessary information.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

Strengths	Reference
Concerns and Additional Questions	Reference

## Part 2: REQUIRED INFORMATION

### STANDARDS 1 and 2 OF APPLICATION: PUBLIC HEARING RESULTS

All proposed school design teams must conduct a public hearing before applying for an open-enrollment charter school, to assess support for the school's establishment. Applicants are asked both to document the logistics of the hearing and to include a narrative of the hearing results.

#### Evaluation Criteria:

A response that meets the standard will present:

- A thorough description of the results of the public hearing;
- A thorough description and evidence of public support exhibited at the hearing;
- Documentation of required notices published to garner public attention to the hearing;
- Documentation of required notices of the public hearing to superintendents and school board members in contiguous school districts; and
- Copies of any documents or presentations distributed at the public meeting.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>

## STANDARD 3 OF APPLICATION: GOVERNING STRUCTURE

The Governing Structure section should explain how the school will be governed. It should present a clear picture of the school's governance processes and composition, what responsibilities various groups and people will have and how those groups will relate to one another.

### Evaluation Criteria:

A response that meets the standard will present:

- Documentation of proper legal structure of the governing board and sponsoring entity;
- A comprehensive description of the planned relationship between the governing board of the school and governing board of the sponsoring entity;
- A clear description of the governing board's roles and responsibilities;
- Adequate policies and procedures for board operation, including board composition, member term length, and member selection;
- A clear, sensible delineation of roles and responsibilities in relation to governance and school management; and
- A reasonable plan for involving parents, staff, students and community in the decision-making of the school.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

Strengths	Reference
Concerns and Additional Questions	Reference
<b>Explain which governing board is referenced in C as B states that there will be a governing board of the school and a governing board of the sponsoring entity.</b>	<b>Pages 6-7</b>
<b>D states that the board will function according to existing ResponsiveEd bylaws. Since ResponsiveEd will be managing the operations, and bylaws were not included, describe each of the following for both the sponsoring entity board and the school board: Board composition; and Board selection process.</b>	<b>Page 7</b>
<b>State which board members are being discussed in the section titled Board Members.</b>	<b>Page 8</b>
<b>Explain if the Community Advisory Committee is the same as the school board.</b>	<b>Page 9</b>
<b>Confirm that the board referenced under the section titled Transition to Arkansas Board is the governing board of the sponsoring entity.</b>	<b>Page 10</b>

## **Concerns and Additional Questions**

**Explain which governing board is referenced in C as B states that there will be a governing board of the school and a governing board of the sponsoring entity.**

### **Response**

**For the sake of clarity, in this document all references to the sponsoring entity, Responsive Education Solutions of Arkansas, will be referred to as -ResponsiveEd. All references to the non-profit education management organization located in Lewisville, Texas, Responsive Education Solutions, will be referred to as -ResponsiveEd of Texas.**

**To clarify, the governing board of the sponsoring entity will also serve as the governing board for the school. As such, the governing board of the sponsoring entity and the governing board for the school will be one and the same. Therefore, the roles and responsibilities as outlined in section C on page 6, and the -Board Member section of page 8, will be that of the sole governing board.**

## **Concerns and Additional Questions**

**D states that the board will function according to existing ResponsiveEd bylaws. Since ResponsiveEd will be managing the operations, and bylaws were not included, describe each of the following for both the sponsoring entity board and the school board: Board composition; and Board selection process (pg. 7).**

### **Response**

**A copy of the entity bylaws has been included for your review. A minimum of five members will serve on the board which will be comprised of Arkansas residents and local school community representatives. The current Board of Directors will solicit applications from qualified candidates who are interested in promoting the interests of the organization through service on the board before the State Board of Education in November or December of 2012. Subject to Article 3.03 of the Bylaws, new board members will be selected from a pool of qualified candidates by the remaining Directors.**

### **Concerns and Additional Questions**

**State which board members are being discussed in the section titled Board Members (pg. 8).**

#### **Response**

**The board referenced on page 8 is the governing board of the sponsoring entity and the local school board as they are one and the same.**

### **Concerns and Additional Questions**

**Explain if the Community Advisory Committee is the same as the school board (pg.9).**

#### **Response**

**The Community Advisory Committee, referenced on page 9, is not the same as the school board. The Community Advisory Committee is similar to a Parent Teacher Association or Parent Teacher Organization as it will provide a medium through which parents can become more involved in the education of their children. Although the Community Advisory Committee will hold no official governing authority, it will be a source of information for school based decision making initiatives.**

### **Concerns and Additional Questions**

**Confirm that the board referenced under the section titled Transition to Arkansas Board is the governing board of the sponsoring entity (pg. 10).**

#### **Response**

**To clarify, the governing board of the sponsoring entity will also serve as the governing board for the school. As such, the governing board of the sponsoring entity and the governing board for the school will be one and the same.**

## STANDARD 4 OF APPLICATION: MISSION STATEMENT

The Mission Statement should be meaningful and indicate what the school intends to do, for whom and to what degree.

### Evaluation Criteria:

A response that meets the standard will present:

- A mission statement that is manageable and measurable.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>
<b>Clarify the measurability of the Mission Statement.</b>	<b>Page 11</b>

## STANDARD 5 OF APPLICATION: EDUCATIONAL NEED

The Educational Need section should indicate how the school intends to offer a viable educational option for students in Arkansas. Along with the mission statement, this section outlines the basic rationale for the new school.

### Evaluation Criteria:

A response that meets the standard will present:

- A description of educational need that presents a clear option for students, and
- Valid and reliable data that substantiates the educational need for the school.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>

## STANDARD 6 OF APPLICATION: EDUCATIONAL PROGRAM

The Educational Program section should describe the educational foundation of the school and the teaching and learning strategies that will be employed.

### Evaluation Criteria:

A response that meets the standard will present:

- A clear description of the proposed educational program, including but not limited to the foundational educational philosophy and curricular and instructional strategies to be employed;
- A specific rationale for how the charter school will enhance or expand the educational options currently available to the school's target student population; and
- A clear organization of the school in terms of both length of school day and year that meets minimum state requirements.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

Strengths	Reference
Concerns and Additional Questions	Reference
<p><b>Explain parent monitoring.</b></p> <p><b>For clarification, a waiver of the 38 units of study has not been requested; therefore compliance with Standard 14.03, which requires each course to meet a minimum of 120 clock hours must be followed.</b></p> <p><b>Clarify how credit determination will be made.</b></p>	

### Concerns and Additional Questions

#### Explain parent monitoring. Pg. 16

##### Response

**Parent Monitoring, as referenced on page 16 in the Interventions section, refers to actions taken by parents to monitor the academic progress of their children by activities such as reviewing report cards, progress reports and ensuring the completion of homework.**

**It's important for parents to keep up with how their children are doing in school. Talking with children about what they learned in school, their favorite subjects, and upcoming tests or projects are simple ways of monitoring. Monitoring sleep habits, organizational skills, vision and hearing to make sure students are prepared for school are beneficial for optimal student performance.**

## **Concerns and Additional Questions**

**For clarification, a waiver of the 38 units of study has not been requested; therefore compliance with Standard 14.03, which requires each course to meet a minimum of 120 clock hours must be followed.**

### **Response**

**ResponsiveEd wishes to clarify its application under this Standard to reflect that it does wish to request a waiver of Section 14.01 (Standard IX: Graduation Requirements) of the Arkansas Department of Education Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts (Standards Rules).**

**While ResponsiveEd does not wish to seek (and knows that it cannot seek) a waiver of the high school graduation requirements, it does wish to seek a waiver of the provisions of Section 14.0 of the Standards Rules which would require it to offer the full thirty-eight (38) units of course offerings to each student. Quest Middle School of Pine Bluff would ask for the flexibility to tailor our curriculum to each student's needs, and that may entail course offerings of less than 120 hours of -seat time|| for each credit unit awarded.**

## **Concerns and Additional Questions**

**Clarify how credit determination will be made.**

### **Response**

**To clarify, when grades 9 – 12 are added, Quest credit determination method, credits for all courses offered at Quest are earned on an independent semester basis with a minimum grade of 70 as the passing score. Students must pass semester A and semester B independently with a minimum passing score of 70. (The district does not average semesters for courses where a grade may have been less than the passing grade of 70 in an effort to earn a full credit.) All courses are listed in the district's AAR (Academic Achievement Record) or transcript with two semester grades that are passing and one credit earned is noted.**

**The ResponsiveEd of Texas curriculum department has developed all of our courses for the common core subject areas and electives. Each course is composed of ten units comparable to the traditional chapters in a book with the successful completion of 5 units awarding 1/2 credit (semester A) and the completion of another 5 units (semester B) with the successful completion of all 10 units awarding 1 credit.**

**Each unit has an individualized mode of operation where the student goes through the curriculum reading the text, completing quizzes, practice or formative tests and unit or summative tests. For mastery, students must score at least a 70. If the student does not score a score of 70, the student**

**goes through the unit again emphasizing the parts or concepts not understood. Lead teachers and pullout teachers are available to help the student before the student takes the unit test again until the outcome standard is met.**

## STANDARD 7 OF APPLICATION: ACADEMIC ACHIEVEMENT GOALS

The Academic Achievement Goals section should define the performance expectations for students and the school as whole.

### Evaluation Criteria:

A response that meets the standard will present:

- Specific goals in:
  - Reading;
  - Reading Comprehension;
  - Mathematics; and
  - Mathematic Reasoning;
- Goals that are clear, measurable and data-driven;
- Goals on improving student achievement; and
- Valid and reliable assessment tools for measuring each of the defined goals.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>
<p><b>Explain “effective growth.”</b></p> <p><b>Explain how the achievement of Goal 5 will be documented to the State Board of Education.</b></p>	<b>Page 21</b>

### **Concerns and Additional Questions**

#### **Explain -effective growth. Pg. 21**

#### **Response**

**Quest Middle School defines effective growth, as referenced on page 21, as evidence of increasing growth of skills as documented by the completion of skill proficiencies in the unit’s by meeting the benchmarking standards established for each unit’s skill proficiency area.**

### **Concerns and Additional Questions**

#### **Explain how the achievement of Goals 5 will be documented to the State Board of Education.**

#### **Response**

**Achievement of Goal 5, as referenced on page 21, will be documented to the State Board of Education with the establishment of a summary chart of pre and post test data that indicates the percentage of students who successfully completed skill proficiencies found in each unit of study.**

**STANDARD 8 OF APPLICATION: CURRICULUM DEVELOPMENT AND ALIGNMENT**

The Curriculum Development and Alignment section should define the process by which the design team developed (or chose) the curricular program of the school, and illustrate alignment with

Arkansas Curriculum Frameworks and Common Core Standards.

**Evaluation Criteria:**

A response that meets the standard of a curricular development and alignment program will present:

- Evidence that the curriculum aligns with, or a sound and rationale plan and timeline for aligning the curriculum with, the Arkansas Department of Education’s content standards, benchmarks and performance standards.
- Evidence that the Applicant is prepared to implement the requirements and timeframe of the Common Core Standards.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

Strengths	Reference
Concerns and Additional Questions	Reference
<p><b>Clarify if there an intention to deviate from the minimum curriculum requirements of the standards for accreditation for grades K-12.</b></p> <p><b>Arkansas requires that the 38 units not only be offered but taught every year with students enrolled in each course annually. Explain the charter’s plan for providing the required 38 units mandated by law to be taught in grades 9-12.</b></p>	<p><b>Page 54</b></p>

**Concerns and Additional Questions**

**Clarify if there an intention to deviate from the minimum curriculum requirements of the standards for accreditation for grades K-12.**

**Response**

**The scope of all required courses will be taught in a self-determined environment where students will work in collaboration with teachers to progress through the**

**sequence of courses in grades 9 - 12. The scope of required social studies and sciences courses for grades 7 and 8 will be taught in a self-determined environment where students will work in collaboration with teachers to progress through the sequence of courses in preparation for self-directed instruction in high school grades. Quest will follow the routine scope and sequence for core courses in grades 5, 6, and all other middle school courses except grade 7 and 8 social studies and science courses.**

### **Concerns and Additional Questions**

**Arkansas requires that the 38 units not only be offered but taught every year with students enrolled in each course annually. Explain the charter's plan for providing the required 38 units mandated by law to be taught in grades 9-12.**

#### **Response**

**Page 22, Standard 8, proposed new, concluding paragraphs:**

**As stated in our response to Standard 6, ResponsiveEd wishes to clarify its application under this Standard to reflect that it does wish to request a waiver of Section 14.01 (Standard IX: Graduation Requirements) of the Arkansas Department of Education Rules Governing Standards for Accreditation of Arkansas Public Schools and School Districts (Standards Rules).**

**While ResponsiveEd does not wish to seek (and knows that it cannot seek) a waiver of the high school graduation requirements, it does wish to seek a waiver of the provisions of Section 14.0 of the Standards Rules which would require it to offer the full thirty-eight (38) units of course offerings to each student. Quest would ask for the flexibility to tailor our curriculum to each student's needs, and that may entail offering less than 120 hours of -seat time for each credit unit awarded.**

**As high school grades are added, it is the intent of Quest Middle School to assess every student who enters the school during the high school grades to determine how many credits they will need to earn the 22 credit units required for graduation, and then compose an individualized education plan for each student to acquire those credits. Quest Middle School would offer any of the remaining 16 credit units within the 38 upon request to its students, either through its own staff, distance learning or through agreements with other public schools as authorized by Ark. Code Ann. § 6-13-801 *et seq.***

## STANDARD 9 OF APPLICATION: GEOGRAPHICAL SERVICE AREA

The Geographical Service Area section must outline the impact of a new school opening within the current public education system.

### Evaluation Criteria:

A response that meets the standard will present:

- The specific geographical area served by the charter school; and
- Information on the school districts within the geographical area that may be affected (including data on the expected number of students to transfer to the charter school).

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

Strengths	Reference
Concerns and Additional Questions	Reference
<b>Provide information regarding districts within the geographical area.</b>	

### **Concerns and Additional Questions**

#### **Provide information regarding districts within the geographical area.**

#### **Response**

**To clarify, Quest Middle School of Pine Bluff will serve the geographical area of Pine Bluff, Arkansas, in Jefferson County, and will be located within the boundaries of the Dollarway School District. Quest's use of a classical-based curriculum will ensure students a solid foundation of content learning. It is expected that up to 220 students in grades five to eight in year one, and up to 460 students in grades five to twelve within five years will come from the Pine Bluff School District, Dollarway School District, Watson Chapel School District, and White Hall School District. According to the 2011-2012 enrollment information housed on the Department of Education Data Center's website, the Pine Bluff School District contained 4,573 students; the Dollarway School District contained 1,449 students; the Watson Chapel School District contained 3,047 students, and the White Hall School District contained 2,973 students.**

## STANDARD 10 OF APPLICATION: ANNUAL PROGRESS REPORTS

The Annual Progress Reports section should define how the academic progress of individual students and the school as a whole will be measured, analyzed and reported.

### Evaluation Criteria:

A response that meets the standard will present:

- A clear and conceptually sound plan for documenting and reporting student performance data;
- A timeline for data compilation and completion of an annual report to parents, the community and the State Board of Education that outlines the school's progress; and
- A plan for dissemination of the annual report to appropriate stakeholders.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>

## STANDARD 11 OF APPLICATION: ENROLLMENT CRITERIA AND PROCEDURES

The Enrollment Criteria and Procedures section should describe how the school will attract and enroll its student body, including any criteria for admission and enrollment. Applicants must also provide assurances for a random lottery selection process.

### Evaluation Criteria:

A response that meets the standard will present:

- A student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school;
- An enrollment and admissions process that is open, fair and in accordance with applicable law; and
- A process for, and a guarantee of, a random, anonymous lottery process should there be more student applications than can be accommodated under the terms of the charter.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>
<b>Elaborate on the student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school.</b>	

## **Concerns and Additional Questions**

**Elaborate on the student recruitment plan that will provide equal opportunity for all parents and students to learn about and apply to the school.**

### **Response**

**Quest Middle School recruiting and marketing strategies are targeted to ethnically diverse populations and are designed to generate a student enrollment that is reflective of the community surrounding the school.**

**When Quest is introduced into a new community, ResponsiveEd launches a professional, systematic, research-based, and dynamic public awareness campaign. The campaign utilizes a blend of marketing, advertising, public relations, and community engagement to generate awareness of, and interest in, the school. The responsibilities for this process are split between ResponsiveEd's central administrative marketing staff and regional and campus leadership on the ground in the community.**

**The public awareness campaign involves the use of a variety of high quality, well-designed, publicity materials. These resources include, but are not limited to:**

- **Brochures**
- **Website**
- **Newspaper advertisements**
- **Press releases**
- **Radio advertisements**
- **Flyers**
- **Postcards**
- **Direct Mail**

**In the months leading up to the first year of operation, ResponsiveEd conducts the public awareness campaign, garnering public interest and support of the school utilizing: (1) a combination of the aforementioned publicity materials, and (2) hosting multiple public -Open House| meetings. The intended—and historically realized—goals of such campaigns have been two-fold: (1) support for the school by community leaders, and (2) student enrollment.**

**The Regional Director is responsible for developing and managing relationships within the community. To that end, each school seeks to establish partnerships with local youth-serving organizations (i.e., Boys & Girls Clubs, YMCAs, etc.) to make them aware of Quest and how the school can benefit students that they may serve who may be interested or benefit from attending Quest.**

## STANDARD 12 OF APPLICATION: STAFFING PLAN

The Staffing Plan section should describe the job duties of the school director and other key personnel. This section should also describe the professional standards that all employees will be held to.

### Evaluation Criteria:

A response that meets the standard will present:

- A job description for the school director and other key personnel, including but not limited to an operations director, board members, teachers, etc.;
- An outline of the professional qualifications required for administrators, teachers, counselors, etc.; and
- A staffing plan that clearly outlines both the types and numbers of positions to be filled at the school and salary scales for such positions.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

Strengths	Reference
Concerns and Additional Questions	Reference
<b>Explain which board will be the ultimate governing body for the school.</b>	<b>Page 23</b>
<b>Provide the specific qualifications for the superintendent.</b>	<b>Page 24</b>
<b>Correct the typographical error in H so that it states Quest, rather than Premier.</b>	<b>Page 30</b>
<b>Provide the job descriptions and qualifications of the chief financial officer and chief operating officer.</b>	<b>Page 35</b>
<b>Explain the intentions regarding class size ratios.</b>	

### Concerns and Additional Questions

**Explain which board will be the ultimate governing body for the school (pg. 23).**

#### Response

**The governing board of the school and the sponsoring entity board will be one and the same as referenced on page 23.**

### **Concerns and Additional Questions**

**Provide the specific qualifications for the superintendent (pg. 24).**

#### **Response**

**Please see attached job descriptions for qualifications of the Superintendent (pg.24). In order to give us the opportunity to attract the best school superintendent to work in our unique school environments, we wish to request this waiver from the licensure requirement for our superintendent position.**

- Section 15.01 of the Standards Rules and Ark. Code Ann. § 6-13-109 (both concerning the licensure of school superintendents); and**
- Ark. Code Ann. § 6-17-427 and ADE Rules Governing the Superintendent Mentoring Program (concerning required mentoring of first-year superintendents).**

### **Concerns and Additional Questions**

**Correct the typographical error in H so that it states Quest, rather than Premier (pg. 30).**

#### **Response**

**To clarify / correct, the statement on page 30, in the section referring to Required Knowledge, Skills, and Abilities of the Administrative Assistant / Campus Secretary position should state, -H. Must be able to disseminate information according to Quest, state, and federal guidelines.¶**

### **Concerns and Additional Questions**

**Provide the job descriptions and qualifications of the chief financial officer and chief operating officer (pg.35).**

#### **Response**

**Please see attached job descriptions for qualifications of the Chief Financial Officer and Chief Operating Officer (pg. 35).**

### **Concerns and Additional Questions**

**Explain the intentions regarding class size ratios.**

#### **Response**

**Quest Middle School shall adhere to applicable class size ratio requirements.**

## STANDARD 13 OF APPLICATION: BUSINESS AND BUDGETING PLAN

The Business & Budgeting Plan section should describe how the charter school will organize its business office and manage its fiscal responsibilities.

### Evaluation Criteria:

A response that meets the standard will present:

- An appropriate plan for how the school will manage procurement activities;
- A description of the personnel required to carry out business duties, including the requisite qualifications of any proposed personnel;
- A realistic timeline and process by which the governance structure will review and adopt an annual budget; and
- A balanced two-year budget estimate that accurately reflects the revenue currently available to the school and expenditures for program implementation, and does not rely on one-time grants or other funds that are not presently guaranteed.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

Strengths	Reference
<p><b>Applicant states that a budget will be prepared annually by July 1 and presented to the Advisory Board for approval no later than July 15. The approved budget will be submitted on or before September 1. This meets the required deadline of September 30.</b></p> <p><b>The applicant states they will comply with all Arkansas procurement laws.</b></p>	<b>Pg. 34</b>
Concerns and Additional Questions	Reference
<p><b>The Business Manager (CFO) even if contracted must meet the qualifications set forth in the ADE Rules Governing Minimum Qualifications for General Business Managers of Public School Districts, unless those Rules and Ark. Code Ann. 6-15-2302 are waived by the State Board.</b></p> <p><b>The applicant provided salary schedules, but one cannot determine how a salary would be calculated because only ranges are listed. Please clarify.</b></p> <p><b>The applicant has included revenue that is not guaranteed under other sources.</b></p> <p><b>Applicant should clarify amounts budgeted for purchased services under administration as well as which positions</b></p>	<p><b>Pg. 64</b></p> <p><b>Pgs. 56 &amp; 60</b></p>

<p><b>are included in the 3.5 that make up the salary amount.</b></p> <p><b>Applicant should clarify what makes up \$10,450 year 1 and \$8,500 year 2 budgeted under other administrative</b></p> <p><b>Applicant should clarify what positions are included under Special Education.</b></p> <p><b>Applicant should clarify why positions were not budgeted for ALE and if a position is budgeted for providing ELL services to students according to information submitted.</b></p> <p><b>Applicant has budgeted food services cost possibly low, and at same amount as the federal CNP revenue budgeted amount. Please clarify.</b></p> <p><b>Amounts budgeted under purchased services appear low to provide financial services. Please clarify fiscal services budgeted expenditures.</b></p> <p><b>Fringe benefit rate budgeted 27.16% year one and 26.36% year 2, is this correct?</b></p> <p><b>Applicant should provide information regarding budgeted restoration amount of \$100,000 year 1. Does a bid exist for this budgeted amount?</b></p> <p><b>Applicant should clarify purchased services amount for Guidance services since a waiver is requested</b></p>	<p><b>Pgs. 56 &amp; 60</b></p> <p><b>Pgs. 57 &amp; 61</b></p> <p><b>Pgs. 58 &amp; 62</b></p> <p><b>Pgs. 58 &amp; 62</b></p> <p><b>Pgs. 56 &amp; 60</b></p>
<p><b>Explain which board will approve the budget</b></p> <p><b>NSLA funding is understated.</b></p>	<p><b>Page 34</b></p>

**Concerns and Additional Questions**

**Explain which board will approve the budget (pg. 34).**

**Response**

**In reference to which board will approve the budget referred to on page 34, the ResponsiveEd of Arkansas board will approve the budget. The board of the sponsoring entity and the board of the school are one and the same**

**Concerns and Additional Questions**

**NSLA funding is understated.**

**Response**

**To clarify NSLA funding, NSLA Funding should be  $220 \text{ enrollment} \times 83\% \text{ poverty} \times \$1,033 \text{ per student} = \$188,057$ . The adjustment has been made in the attached, revised budget. This adjustment impacted classroom teacher salaries and benefits in the budget.**

**Concerns and Additional Questions**

**The Business Manager (CFO) even if contracted must meet the qualifications set forth in the ADE Rules Governing Minimum Qualifications for General Business Managers of Public School Districts, unless those Rules and Ark. Code Ann. 6-15-2302 are waived by the State Board.**

**Response**

**A waiver is requested for the ADE Rules Governing Minimum Qualifications for General Business Managers. ResponsiveEd of Texas employs three Certified Public Accountants (CPAs) in their administrative offices, and one will be fully trained in APSCN reporting, rules and procedures. The duties of the Business Manager will be performed by one of ResponsiveEd of Texas's CPAs. Quest Middle School will contract with ResponsiveEd of Texas to provide these services.**

**While we are seeking a waiver for flexibility, the individual assigned the duties of the Business Manager will receive all the training and support in Arkansas law and procedures necessary to perform the functions. The individual assigned will complete the minimum 5 Certified Arkansas School Business Official (CASBO) courses per year and the 10 required courses and 5 elective courses within 3 years plus any other mandated or necessary training to ensure compliance with Arkansas laws and standards.**

#### **Concerns and Additional Questions**

**The applicant provided salary schedules, but one cannot determine how a salary would be calculated because only ranges are listed. Please clarify (pg. 64).**

#### **Response**

**Please see attached, proposed salary schedule example for clarification on how salaries are calculated. Salaries will be calculated based on experience and qualifications.**

#### **Concerns and Additional Questions**

**The applicant has included revenue that is not guaranteed under other sources (pgs.56& 60).**

#### **Response**

**Please see attached, revised budget to clarify the issue regarding included revenue that is not guaranteed as referenced on pages 56 and 60. All federal revenues have been removed.**

#### **Concerns and Additional Questions**

**Applicant should clarify amounts budgeted for purchased services under administration as well as which positions are included in the 3.5 that make up the salary amount.**

#### **Response**

**Purchased services under administration includes an administrative fee of 15% of state revenues to cover the cost of central office services for finance, business manager functions, marketing, information technology, curriculum development, human resources, facilities, special education oversight, training, and any other administrative needs of the school. An additional \$5,000 is included for legal and board related costs. Positions**

**for the 3.5 that make up the salary amounts include 1/3 of Regional Director \$30,000, Director/Principal \$50,000, Secretary \$30,000, 1/2 Curriculum Specialist \$20,617.**

**Concerns and Additional Questions**

**Applicant should clarify what makes up \$10,450 year 1 and \$8,500 year 2 budgeted under other administrative (pgs. 56 & 60).**

**Response**

**To clarify, \$10,450 year 1 and \$8,500 year 2 budgeted under other administrative is for the following: R1/YR2: Employee travel subsistence \$750/\$750, staff development \$2,450/\$2,450, marketing \$5,000/\$3,050, miscellaneous \$2,250/\$2,250. Most notable travel would be for the purposes of business manager training.**

**Concerns and Additional Questions**

**Applicant should clarify what positions are included under Special Education (pgs. 57 & 61).**

**Response**

**As referenced on pages 57 and 61, 2 positions are included under Special Education. Those positions are one Special Ed Teacher - \$46,087 and one Special Ed Aide \$20,988.**

**Concerns and Additional Questions**

**Applicant should clarify why positions were not budgeted for ALE and if a position is budgeted for providing ELL services to students according to information submitted.**

**Response**

**To clarify why positions were not budgeted for ALE, ResponsiveEd's approach to student education is made possible by a small-school environment and our innovative, non-typical approaches to the instruction, which leads students to become lifelong learners, and allows us to provide an inclusive, focused and quality education environment for all students within our usual educational program, thus obviating the need to provide a separate non-inclusive learning environment. Quest Middle School will seek a waiver of the requirements of Ark. Code Ann. §§ 6-15-1005(b)(5), 6-18-503(a)(1)(C)(i), and 6-48-101 et seq.; Standard 19.03 of the ADE Rules Governing the Standards for Accreditation for Arkansas School Districts and Public School Districts; and Section 4.00 of the ADE Rules Governing the**

**Distribution of Student Special Needs Funding (all concerning the provision of Alternative Learning Environments). Additionally, a position is budgeted for providing ELL services.**

**Concerns and Additional Questions**

**Applicant has budgeted food services cost possibly low, and at same amount as the federal CNP revenue budgeted amount. Please clarify (pgs. 58 & 62).**

**Response**

**In reference to food service cost, CNP is budgeted at \$105 per student. All CNP revenues were removed from the budget. Please see attached, revised budgets.**

**Concerns and Additional Questions**

**Amounts budgeted under purchased services appear low to provide financial services. Please clarify fiscal services budgeted expenditures (pgs. 58 & 62).**

**Response**

**In reference to budgeted amounts under purchased services on pages 58 and 62, the costs included in the section Fiscal Services only include items not specifically covered under the 15% administrative fee included under Administrative Services.**

**Concerns and Additional Questions**

**Fringe benefit rate budgeted 27.16% year one and 26.36% year 2, is this correct (pgs.56 &60)?**

**Response**

**Regarding fringe benefit rate budgeted on pages 56 and 60, Group Health is budgeted at \$1,572 per employee, not a percent; thus when the total payroll budget shifts, the total benefit percentage is slightly affected as well.**

**Concerns and Additional Questions**

**Applicant should provide information regarding budgeted restoration amount of \$100,000 year 1. Does a bid exist for this budgeted amount?**

**Response**

**ResponsiveEd Director of Facilities estimated the budgeted restoration amount based on his assessment of the needs of the identified site, and his wealth of experience, certifications, and qualifications. No bid exist for this budgeted amount at this time.**

**Concerns and Additional Questions**

**Applicant should clarify purchased services amount for Guidance services since a waiver is requested.**

**Response**

**While we are requesting a waiver for Guidance Services, Budget includes \$1,000 for Professional Social services in the event one is deemed needed in light of the circumstances.**

## STANDARD 14 OF APPLICATION: FINANCIAL AND PROGRAMMATIC AUDIT PLAN

The Financial and Programmatic Audit Plan section should provide the procedure and timeline by which an annual audit should be conducted. This section should also include an outline for the information that will need to be reported to ADE and the community.

### Evaluation Criteria:

A response that meets the standard will present:

- A sound plan for annually auditing school's financial and programmatic operations.

If the Application names an accountant other than the Division of Legislative Audit to perform the first-year audit, the named accountant meets the requirements of Act 993 of 2011 and is not listed on any ineligibility list maintained by ADE or the Division of Legislative Audit

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>

**STANDARD 15 OF APPLICATION: ARKANSAS PUBLIC SCHOOL  
COMPUTER NETWORK ASSURANCES**

The Arkansas Public School Computer Network (APSCN) Assurances section should provide documentation of the applicant’s understanding of and participation in the required state finance and educational data reporting system.

**Evaluation Criteria:**

A response that meets the standard will present:

- Assurance that the charter school will participate in APSCN and will comply with all state statutory requirements regarding the APSCN finance and educational data reporting system.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>

## STANDARD 16 OF APPLICATION: FACILITIES

The Facilities section should provide an understanding of the school's anticipated facilities needs and how the school plans to meet those needs.

### Evaluation Criteria:

A response that meets the standard will present:

- An informed understanding of the facility needs of the school over the term of its charter.
- A realistic plan for securing a facility that is appropriate and adequate for the school's program and targeted population.
- Evidence that the school understands the costs of securing and improving a facility and has access to the necessary resources to fund the facility plan.
- A sound plan for continued operation, maintenance and repair of the facility.

For schools that will be using district-owned facilities, a response that meets the standard will present:

- Documentation that the school district and school are in agreement over the use of the facility and its equipment.

For schools that will NOT be using district-owned facilities, a response that meets the standard will present:

- Documentation that the property owner and school are in agreement over the use of the facility and its equipment;
- A statement of the facilities' compliance with applicable codes; and
- A detailed outline of any relationships between the property owner and:
  - members of the local board of the public school district where the charter school will be located;
  - the employees of the public school district where the charter school will be located;
  - the sponsor of the charter school; and
  - employees, directors and/or administrators of the charter school.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

<b>Strengths</b>	<b>Reference</b>
<b>Concerns and Additional Questions</b>	<b>Reference</b>
<b>Facilities Review Report</b>	

## STANDARD 17 OF APPLICATION: CONFLICTS OF INTEREST

The Conflicts of Interest section should identify any potential conflicts of interest among the individuals involved with the proposed charter school and detail how conflicts will be addressed.

### Evaluation Criteria:

A response that meets the standard will present full disclosure of any potential conflicts of interest and detail how conflicts will be addressed.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

Strengths	Reference
Concerns and Additional Questions	Reference

## STANDARD 18 OF APPLICATION: STUDENT SERVICES

The Student Services section should describe how the school will address services for its student body.

### Evaluation Criteria:

A response that meets the standard will present, unless a waiver is being sought:

- A guidance program that will serve all students;
- A health services program that will serve all students;
- A plan for a media center for use by all students;
- A transportation plan that will serve all eligible students;
- Sound plans for educating special education students that reflect the full range of programs and services required to provide such students with a high quality education;
- An alternative education plan for eligible students, including those determined to be at-risk, or those that are bilingual or have limited English proficiency;
- Plans for offering access to one or more approved Alternative Learning Environments; and
- Plans for a gifted and talented program for eligible students.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	
Strengths	Reference	
Concerns and Additional Questions	Reference	
<p><b>Address how the charter will make plans for offering access to one or more approved Alternative Learning Environments.</b></p> <p><b>Explain how the needs of middle school students will be met without a guidance counselor.</b></p> <p><b>Explain the statement, “For both At-Risk and Limited English Proficient students the learning gap is being closed.”</b></p> <p><b>Clarify that all state and federal special education requirements will be met.</b></p>	<p><b>Page 42</b></p>	

### **Concerns and Additional Questions**

**Address how the charter will make plans for offering access to one or more approved Alternative Learning Environments.**

#### **Response**

**ResponsiveEd wishes to clarify its application under this Standard to request a waiver of the requirements of Ark. Code Ann. §§ 6-15-1005(b)(5), 6-18-503(a)(1)(C)(i), and 6-48-101 et seq.; Standard 19.03 of the ADE Rules Governing the Standards for Accreditation for Arkansas School Districts and Public School Districts; and Section 4.00 of the ADE Rules Governing the Distribution of Student Special Needs Funding (all concerning the provision of Alternative Learning Environments).**

**As currently stated in our application, ResponsiveEd's approach to student education is made possible by a small-school environment and our innovative, non-typical approaches to the instruction, which leads students to become lifelong learners, and allows us to provide an inclusive, focused and quality education environment for all students within our usual educational program, thus obviating the need to provide a separate non-inclusive learning environment.**

### **Concerns and Additional Questions**

**Explain how the needs of middle school students will be met without a guidance counselor.**

#### **Response**

**Due to small nature of the campus, the Campus Director will assume the duties of the guidance counselor and ensure the needs of middle school students are met. Partnerships with social service agencies will be developed as deemed necessary. Should the need for a separate guidance counselor become necessary, Quest will seek a contractual arrangement for services. Quest has budgeted funds under Professional Social Services for guidance services should they be necessary.**

### **Concerns and Additional Questions**

**Explain the statement, -For both At-Risk and Limited English Proficient students the learning gap is being closed (pg. 42).||**

#### **Response**

**The unique instructional program design of the Quest Middle School will address the learning needs of both At-Risk and Limited English Proficient students as evidenced by narrowing of the learning gap over the duration of the school year as referenced on page 42.**

**Concerns and Additional Questions**

**Clarify that all state and federal special education requirements will be met.**

**Response**

**All federal and state Special Education requirements will be met.**

## STANDARD 19 OF APPLICATION: FOOD SERVICES

This section should describe how the school will address food services for its student body.

### Evaluation Criteria:

A response that meets the standard will present:

- A food service plan that will serve all eligible students.
- A management plan that reflects a clear understanding of federal law and requirements if the proposed charter school intends to participate in the National School Lunch program.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
	<b>X</b>	

Strengths	Reference
Concerns and Additional Questions	Reference
<p><b>Clarify the method of procurement as to assure open and free competition.</b></p> <p><b>Clarify that USDA meal patterns will be followed.</b></p> <p><b>Address the concern of Child Nutrition staff regarding the ratio of potential students to staff.</b></p> <p><b>Clarify the anticipated % of Free and Reduced Meal students.</b></p>	

### **Concerns and Additional Questions**

**Clarify the method of procurement as to assure open and free competition.**

#### **Response**

**Quest Middle School assures that in any agreement that requires bidding, either by state or federal law, Quest Middle School will use open and free competition. Quest Middle School will contract with a food service vendor to provide child nutrition services for the charter. In selecting that vendor, there will be a request for proposal process. A vendor will be selected from the eligible proposals received by the charter.**

### **Concerns and Additional Questions**

**Clarify that USDA meal patterns will be followed.**

#### **Response**

**Quest Middle School will utilize a food service contracted vendor to provide nutritious meals for all charter students. Quest will fully comply**

**with all state and federal regulations regarding meal patterns and meal services. With regard to the contract for vendor services for food services, Quest shall comply with all applicable state and federal regulations.**

**Concerns and Additional Questions**

**Address the concern of Child Nutrition staff regarding the ratio of potential students to staff.**

**Response**

**Quest will comply with the recommended staff to pupil ratio for child nutrition programs (1 staff member to serve 100 students).**

**Concerns and Additional Questions**

**Clarify the anticipated % of Free and Reduced Meal students.**

**Response**

**The percentage for free and reduced meals, 81%, was based on the local school district poverty rate.**

## STANDARD 20 OF APPLICATION: PARENTAL INVOLVEMENT

The Parental Involvement section should describe how parents or guardians of enrolled students will make a positive impact on the school and its educational program.

### Evaluation Criteria:

A response that meets the standard will present:

- A plan for involving parents and guardians in the school's education programs; and
- A proposal that involves the parents of students, employees and the broader community in carrying out the terms of the charter.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

Strengths	Reference
Concerns and Additional Questions	Reference
<b>Explain the function of the Community Advisory Committee.</b>	

### **Concerns and Additional Questions**

#### **Explain the function of the Community Advisory Committee.**

##### **Response**

**The Community Advisory Committee's primary function is to build strong working relationships among parents, teachers and schools, in support of students. This may include recruiting and coordinating volunteers, providing special recognition in awards ceremonies or through other activities, organizing parent education events, and other activities that help foster a positive relationship between the school and the community.**

**The Community Action Committee will be involved in the campus level planning and decision making process that will involve the staff, parents, and community members in reviewing plans, goals, and objectives for the school. As part of this team, the Community Action Committee will have a voice in making recommendations to the board.**

## STANDARD 21 OF APPLICATION: WAIVERS

The Waivers section should describe any waiver from local or state law which the charter is seeking.

### Evaluation Criteria:

A response that meets the standard will present:

- A rationale for each and every waiver request; and
- A justification of how the waiver requests relate to the school's educational program.

Does Not Meet the Standard	Partially Meets the Standard	Meets the Standard
		<b>X</b>

### Legal Comments

#### 1. Requested Waivers

- a. **Ark. Code Ann. § 6-10-106 (“Uniform dates for beginning and end of school year”). This waiver is not necessary to accommodate the Applicant’s planned adherence to the Pine Bluff School District school calendar. The Applicant should clarify why waiver is necessary.**
- b. **Ark. Code Ann. §§ 6-15-1004 (“Qualified teachers in every public school classroom”), 6-17-309 (“Certification to teach grade or subject matter – Exceptions – Waiver”), 6-17-401 et seq. (“Teacher license requirement”), 6-17-902 (“Definitions”), & 6-17-919 (“Warrants void without valid certificate and contract”):**
  - i. **To effectuate this waiver, the Applicant must also request waiver of Standard 15.03 of the Standards for Accreditation, ADE Rules Governing Waivers for Substitute Teachers, and ADE Rules Governing Parental Notification of an Assignment of a Non-Licensed Teacher. If no waiver is sought of these rules, the applicant’s teachers may be required to be licensed.**
  - ii. **The ADE Rules Governing the Arkansas Comprehensive Testing Assessment and Accountability Program, Sections 5.02.4 and 5.03.2, requires that standardized assessments be administered according to procedures established by the ADE. The ADE’s procedures require that certified teachers administer the standardized assessments. Violations of such procedures are subject to sanctions by the State Board pursuant to Ark. Code Ann. § 6-15-438.**
  - iii. **All teachers and school personnel must submit to the criminal background and central registry checks required by law.**
  - iv. **Waiver of Ark. Code Ann. § 6-17-401 et seq. shall not be construed as a waiver of the Code of Ethics for Arkansas Educators.**

## **2. Waivers Not Requested**

- a. The Applicant should evaluate whether the blended nature of its delivery system may require waiver of Standard 10.02 (regarding class size ratios and teaching loads) or Standard 14.03 (regarding seat-time hours required for a unit of credit) of the Standards for Accreditation.**

Concerns and Additional Questions

## **Concerns and Additional Questions**

### **1. Requested Waivers**

- a. Ark. Code Ann. § 6-10-106 (-Uniform dates for beginning and end of school year). This waiver is not necessary to accommodate the Applicant's planned adherence to the Pine Bluff School District school calendar. The Applicant should clarify why waiver is necessary.**
- b. Ark. Code Ann. §§ 6-15-1004 (-Qualified teachers in every public school classroom), 6-17-309 (-Certification to teach grade or subject matter – Exceptions – Waiver), 6-17-401 *et seq.* (-Teacher license requirement), 6-17-902 (-Definitions), & 6-17-919 (-Warrants void without valid certificate and contract):**
  - i. To effectuate this waiver, the Applicant must also request waiver of Standard 15.03 of the Standards for Accreditation, ADE Rules Governing Waivers for Substitute Teachers, and ADE Rules Governing Parental Notification of an Assignment of a Non-Licensed Teacher. If no waiver is sought of these rules, the applicant's teachers may be required to be licensed.**
  - ii. The ADE Rules Governing the Arkansas Comprehensive Testing Assessment and Accountability Program, Sections 5.02.4 and 5.03.2, requires that standardized assessments be administered according to procedures established by the ADE. The ADE's procedures require that certified teachers administer the standardized assessments. Violations of such procedures are subject to sanctions by the State Board pursuant to Ark. Code Ann. § 6-15-438.**
  - iii. All teachers and school personnel must submit to the criminal background and central registry checks required by law.**
  - iv. Waiver of Ark. Code Ann. § 6-17-401 *et seq.* shall not be construed as a waiver of the Code of Ethics for Arkansas Educators.**

## **2. Waivers Not Requested**

- a. The Applicant should evaluate whether the blended nature of its delivery system may require waiver of Standard 10.02 (regarding class size ratios and teaching loads) or Standard 14.03 (regarding seat-time hours required for a unit of credit) of the Standards for Accreditation.**

### **Response**

**Quest Middle School would like to add the following clarifying points to the current application:**

- 1. a. Ark. Code Ann. § 6-10-106 (School Year Dates) – ResponsiveEd wishes to maintain this waiver request so that it will have maximum flexibility in accommodating its educational program in future years, when it may not always choose to follow the Pine Bluff School District calendar.**
- b. ResponsiveEd wishes to clarify and fully effectuate its waiver request in this area and waive (1) Section 15.03 of the ADE Rules Governing the Standards for Accreditation; (2) the ADE Rules Governing Waivers of Substitute Teachers; and (3) the ADE Rules Governing Parental Notification of an Assignment of a Non-Licensed Teacher.**
- 2. a. In order to accommodate our unique educational delivery system, ResponsiveEd wishes to clarify its application by requesting a waiver of Sections 10.02 (regarding class size ratios and teaching loads) of the ADE Rules Governing the Standards for Accreditation (will need to add further educational justification here) and 14.03 (regarding seat-time hours required for a unit of credit) (will need to add further educational justification here).**
- b. In order to give it the maximum flexibility possible in attracting the best school superintendent to work in our unique school environment, we wish to request this waiver from the licensure requirement for our superintendent position:  
Ark. Code Ann. § 6-13-109 and Section 15.01 of the ADE Rules Governing the Standards for Accreditation (both concerning the licensure of school superintendents) and Ark. Code Ann. § 6-17-427 and ADE Rules Governing the Superintendent Mentoring Program (concerning required mentoring of first-year superintendents).**

- c. In order to give it the maximum flexibility possible in attracting the best school superintendent to work in our unique school environment, we wish to request this waiver from the licensure requirement for our superintendent position:**

**Ark. Code Ann. § 6-13-109 and Section 15.01 of the ADE Rules Governing the Standards for Accreditation (both concerning the licensure of school superintendents) and Ark. Code Ann. § 6-17-427 and ADE Rules Governing the Superintendent Mentoring Program (concerning required mentoring of first-year superintendents).**

- d. As Quest will contract with ResponsiveEd of Texas to provide the services of Business Manager, ResponsiveEd wishes to clarify its application under this Standard by requesting a waiver of Ark. Code Ann. § 6-15-2302 and the ADE Rules Governing Minimum Qualifications for General Business Managers.**

**ResponsiveEd wishes to clarify its application under this Standard to request a waiver of the requirements of Ark. Code Ann. §§ 6-15-1005(b)(5), 6-18-503(a)(1)(C)(i), and 6-48-101 *et seq.*; Standard 19.03 of the ADE Rules Governing the Standards for Accreditation for Arkansas School Districts and Public School Districts; and Section 4.00 of the ADE Rules Governing the Distribution of Student Special Needs Funding (all concerning the provision of Alternative Learning Environments).**

**As currently stated in our application, ResponsiveEd's individualized approach to student education is made possible by a small-school environment; our innovative, non-typical approaches to the instruction of this population, which leads these students to become lifelong learners allows us to provide an inclusive, focused and quality education environment for all students within our usual educational program, thus obviating the need to provide a separate non-inclusive learning environment.**

## STANDARD 22 OF APPLICATION: DESEGREGATION ASSURANCES

The Desegregation Assurances section should describe the applicant's understanding of applicable statutory and regulatory obligations to create and maintain a unitary system of desegregated public schools.

### Evaluation Criteria:

A response that meets the standard will present:

- Assurance that the charter school will comply with all applicable federal and state statutory and regulatory requirements regarding the creation and maintenance of desegregated public schools; and
- An outline of the potential impact of the proposed charter school on those desegregation efforts already in place in affected public school districts.

Legal Comments	Reference
<b>Applicant responded within the context of this standard. A complete desegregation analysis will be presented to the State Board of Education.</b>	
Concerns and Additional Questions	Reference

### ADDITIONAL COMMENTS:

#### Attachments:

**Additional and/or clarifying information is needed as follows:**

**Include the superintendent, the chief financial officer, the chief operating officer, and the regional director on the proposed salary schedule.**

**Correct the number of instructional minutes on Page 54.**

**Confirm that it is the intent of the proposed school to mirror the calendar of the Pine Bluff School District as stated on the calendar on Page 54 and not the Little Rock District as stated in the first waiver request on Page 43.**

**Concerns and Additional Questions**

**Include the superintendent, the chief financial officer, the chief operating officer, and the regional director on the proposed salary schedule.**

**Response**

**Please see revised, proposed salary schedule.**

**Concerns and Additional Questions**

**Correct the number of instructional minutes on Page 54.**

**Response**

**Please see attached revised schedule.**

**Concerns and Additional Questions**

**Confirm that it is the intent of the proposed school to mirror the calendar of the Pine Bluff School District as stated on the calendar on Page 54 and not the Little Rock District as stated in the first waiver request on Page 43.**

**Response**

**It is the intention of Quest Middle School of Pine Bluff to follow mirror the calendar of the Pine Bluff School District as stated on the calendar on Page 54.**

BY-LAWS OF  
RESPONSIVE EDUCATION SOLUTIONS OF ARKANSAS

THE FOLLOWING BY-LAWS WERE ADOPTED BY THE BOARD OF DIRECTORS OF  
RESPONSIVE EDUCATION SOLUTIONS OF ARKANSAS AT THE BOARD OF DIRECTORS  
MEETING HELD ON AUGUST 30, 2011.

ARTICLE I  
OFFICE(S) OF THE CORPORATION

- 1.01. NAME. The name of the Corporation is: Responsive Education Solutions of Arkansas.
- 1.02. PRINCIPAL OFFICE. The principal office shall be \_\_\_\_\_
- 1.03. OTHER OFFICES. The Corporation may have offices at such other places as the Board of Directors may designate or as the needs of the Corporation may require from time to time.
- 1.04. OBJECTIVES AND NON-DISCRIMINATION POLICY. The objective of the Corporation is educational, namely to operate a charter school or charter schools in the State of Arkansas. The charter school(s) operated by the Corporation will admit students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school(s). The school(s) do not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its (their) educational policies, scholarship and loan programs, and athletic and other school-administered programs.

ARTICLE II  
MEMBERS

- 2.01. CLASS OF MEMBERS. The Corporation shall have no members. The Corporation shall be managed by its Board of Directors as provided in Article III.

ARTICLE III  
BOARD OF DIRECTORS

- 3.01. GENERAL POWERS; DUTIES. The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have the duty to see that the purposes of the Corporation, as set forth in the Articles of Incorporation and Mission Statement of the Corporation, as amended from time to time, are fully carried and accomplished, to the best of its ability.
- 3.02. QUALIFICATIONS, NUMBER AND ELECTION. The Board of Directors shall be comprised of individuals with an interest in promoting the Corporation's objectives. The number of

Directors shall not be less than five (5) and shall otherwise be the number determined by the Board from time to time. Subject to Article 3.08 hereof, Directors shall be elected at an annual meeting of the directors to be held in \_\_\_\_\_ of each year to fill those vacancies on the Board of Directors occasioned by the expiration of terms of former Directors. Only Directors may vote.

3.03. VACANCIES. Any vacancy occurring on the Board of Directors for a reason other than expiration of term may be filled by the remaining Directors. A Director selected to fill a vacancy shall be selected for the unexpired term of his predecessor in office. Any position to be filled by reason of an increase in the number of Directors shall be filled by selection at an annual meeting or at a special meeting of the Board of Directors.

3.04. PLACE OF MEETING. Meeting of the Board of Directors, regular or special, may be held either within or without the State of Arkansas.

3.05. MEETINGS. The first meeting of the newly elected Board of Directors shall be held as soon as practical after the Articles of Incorporation are filed. If the first Annual Meeting of the Directors is not held at that time, then the first meeting of the newly elected Directors shall be held at such time and place as shall be specified in a notice given as herein provided for special meetings of the Board of Directors. The Board may schedule regular meetings as determined by the Board of Directors. Notices shall be sent electronically or by U.S. mail at least ten (10) days prior to each such regular meeting.

3.06. NOTICE OF SPECIAL MEETINGS. Special meetings of the Board of Directors may be called by any member of the Board of Directors. Written, facsimile, e-mail, personal or telephone notice of special meetings of the Board of Directors shall be given to each Director at least one day before the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

3.07. QUORUM AND MAJORITY. A majority of the number of Directors in place shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless otherwise provided by law. If a quorum shall not be present at any meeting of the Board of Directors, the Directors may adjourn the meeting from time to time, without notice except by an announcement at the meeting, until a quorum shall be present. If unable to attend, a Board member may vote electronically or via telephone or video conferencing if approved by a majority of members present at a meeting at which a quorum exists.

3.08. TERM OF DIRECTORS. Directors' terms shall be for three (3) years, with said terms staggered so that each year one-third (1/3) of the Director positions are up for election. All Directors elected to the initial Board of Directors shall serve until the initial meeting to be held in \_\_\_\_\_ 2012. At the annual meeting in \_\_\_\_\_ 2012, the Directors, to be selected first by volunteer, then by random drawing (if necessary), shall be assigned terms of one (1), two (2) and three (3) years. At the initial meeting to be held in 2013, and at every annual meeting thereafter, the Board of Directors shall fill the vacancies on the Board of



Directors, whether caused by expiration, vacancy, resignation, or otherwise, with members of the Board of Directors being elected to three (3) year terms.

3.09 ELECTION OF CHAIRMAN. At any meeting of the Board of Directors, a Chairman of the Board may be elected, who, upon election, will have the duty to chair and preside over all meetings of the Board of Directors, in addition to any other duties voted upon by the Board of Directors from time to time, or as otherwise provided within the By-laws of the Corporation, as may be modified from time to time, by resolution or restatement.

3.10 REMOVAL. Any Officer or Director may be removed of his/her responsibilities and/or excluded from participation in activities of the Corporation for any of the following reasons:

- a. A Director missing three consecutive Board meetings or the majority of Board meetings held within a twelve-month period;
- b. An Officer failing to carry out the duties specified for the Office within the bylaws;
- c. The commission of a felony or misdemeanor; or
- d. Any other action not otherwise specifically defined within these bylaws but which the Board determines is detrimental and/or harmful to the well being of and/or reputation of the Corporation.

The power to remove or exclude any person from the Corporation and/or its activities for any reason set forth in these bylaws shall lie exclusively with the Board. Decisions for removal or exclusion shall be made upon a majority vote of the Board members other than the person in issue.

3.11 COMPENSATION. Directors as such shall not receive any stated salaries for their services; but by resolution of the Board, any director may be reimbursed for reasonable expenses incurred in attending any regular or special meeting of the Board, and may be indemnified for expenses incurred by a director in connection with any claim asserted against a director, by action in court or otherwise, by reason of the director having been a director, except in relation to matters as to which he shall have been guilty of negligence or misconduct in respect of the matter of which indemnity is sought.

3.12 OTHER. The Board may form Committees as needed utilizing the expertise of other Board Members or officers and, if necessary and approved by a majority of the Board, outside volunteer or contracted personnel provided that at least one Board member is the Chairperson of any such committee.

#### ARTICLE IV WAIVER OF NOTICE

4.01. WAIVER. Whenever any notice is required to be given to any Director of the Corporation as provided by law or by these By-laws, a waiver thereof in writing signed by the person



or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

## ARTICLE V OFFICERS

5.01. ENUMERATION. The officers shall consist of a President, a Vice-President, a Secretary, a Treasurer, and such other officers as the Board of Directors shall, in its discretion, deem necessary. Each of the officers shall be elected by the Board of Directors at its Annual Meeting, following the nomination of candidates by an Officer Nominating Committee to be selected by the Chairman of the Board. Two or more offices may be held by the same person, except the offices of President and Secretary may not be held by the same person. If the appointment of officers is not made at the Annual Meeting of the Board of Directors, appointment shall be made as soon after the regularly-scheduled Annual Meeting as is conveniently possible. New offices may be created and filled at any meeting, annual or special, of the Board of Trustees. The Board of Directors may elect or appoint a Superintendent and such other administrators as it shall deem desirable, such administrators to have the authority and perform the duties prescribed, from time to time, by the Board of Directors.

5.02. TERM. Officers shall hold offices for the times and periods ruled solely at the desire of the Board of Directors. Such officers shall have the authority and exercise the powers and perform the duties as prescribed from time to time by the Board of Directors and prescribed by these By-laws.

5.03. REMOVAL. The officers shall hold office until the Board of Directors advised such officers that they have been removed by the Board of Directors, which can occur at any time, with or without cause. Any vacancy occurring in any office shall be filled by the Board of Directors.

5.04. PRESIDENT - DUTIES. The President shall:

(a) Be the chief executive officer of the Corporation, have general and active management of the business of the Corporation and see that all orders and resolutions of the Board of Directors are carried into effect.

(b) Preside at all meetings of the Board of Directors, unless the Board of Directors shall have elected a Chairman of the Board.

(c) Have the authority to sign, with the Secretary of the Corporation and when so authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which he has been authorized by the Board of Directors to execute on behalf of the Corporation except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation.



5.05. VICE PRESIDENT DUTIES. At the request of the President or in the event of his inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

5.06. TREASURER - DUTIES. If expressly required by resolution of the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors may require. He shall:

(a) Have custody and be responsible for all funds of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors;

(b) In general, perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the Chairman of the Board of Directors, or the President; and

(c) Comply with all requirements for recordkeeping and accounting which are set forth by the auditors of the Corporation. A copy of these requirements, as amended from time to time, will be attached to the By-laws.

5.07. SECRETARY - DUTIES. The Secretary shall:

(a) Attend all meetings of the Board of Directors;

(b) Record the minutes of the Board of Directors' meetings in one or more books provided for that purpose;

(c) See that all notices are given in accordance with the provisions of these By-laws or as required by law;

(d) Be custodian of the Corporation records; and

(e) In general, perform all duties incidental to the office of secretary and such other duties as from time to time may be assigned to him by the Chairman or by the Board of Directors.

5.08. ASSISTANT SECRETARIES AND ASSISTANT TREASURERS - DUTIES. Assistant Treasurers shall, if required by the Board of Directors, give bond for the faithful discharge of their duties in such sums and with such sureties as the Board of Directors shall require. The Assistant Secretaries and Assistant Treasurers, in general, shall perform duties as shall be assigned to them by the Secretary or the Treasurer, respectively, or by the President, the Board of Directors, or the Chairman of the Board of Directors.



ARTICLE VI  
CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

6.01. CONTRACTS. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to officers so authorized by these By-laws to enter into any contract or to execute and to deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or be confined to specific business.

6.02. CHECKS AND DRAFTS. All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Corporation may be signed by such officer, employee or employer, or agent or agents of the Corporation, as specified by the Board of Directors, and except in that in all events any such instrument or obligation of the Corporation in excess of \$1000.00 shall be signed by two officers of the Corporation.

6.03. DEPOSITS. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

6.04. GRANTS. The Board of Directors may accept on behalf of the Corporation any contribution, gift or bequest or devise for the general purpose or for any special purpose of the Corporation.

ARTICLE VII  
MISCELLANEOUS

7.01. BOOKS AND RECORDS. The Corporation shall keep correct and complete books and records of account and shall also keep minutes of meetings of the Board of Directors, annual and special.

7.02. FISCAL YEAR. The fiscal year of the Corporation shall be fixed by resolution of the Board of Directors. If no resolution is entered, then the fiscal year of the Corporation shall be on a calendar year basis.

ARTICLE VIII  
AMENDMENTS

8.01. BY BOARD OF DIRECTORS. The power to alter, amend or repeal these By-laws or to adopt new By-laws is invested in the Board of Directors.

ARTICLE IX  
SECTION HEADINGS; MISCELLANEOUS

9.01. The section headings are for convenience and are not a part of these By-laws. Any conflict between the section headings and any part of these By-laws shall be resolved in favor of the By-laws.



9.02. The use of "his" or "her" shall have no specific meaning, and is included herein merely for convenience. "His" can also apply to a female, and vice-versa, in that is the intention and purpose of the Corporation to be gender neutral.

ARTICLE  
LIABILITY AND INDEMNIFICATION

10.01 LIABILITY. No Director, Officer, Employee, or Agent of the Corporation shall be liable to any third party for any loss or damage suffered by any third party on account of any action taken or omitted to be taken by him as a Director, Officer, Employee, and/or Agent, if such person (a.) exercised and used the same degree of care and skill as a prudent person would have exercised and used under the circumstances and in the conduct of his own affairs, or (b) took or omitted to take such action in reliance upon advice of counsel for the Corporation or upon statements made or confirmation furnished by officers or employees of the Corporation which the person(s) had reasonable grounds to believe. The foregoing shall not be exclusive of other rights and defenses to which any Director, Officer, Employee, or Agent of the Corporation may be entitled by law. The Corporation intends to and pursuant to these By-laws does provide indemnification to the officers and directors of the Corporation to the maximum extent possible under the Arkansas Nonprofit Corporation Act of 1993 (Ark. Code Ann. §§ 4-33-100 et seq.)

10.02 INDEMNIFICATION. Each officer and director, whether or not then in office, shall be held harmless and indemnified by the Corporation against all claims and liabilities and all expenses reasonably incurred or imposed upon him in connection with or resulting from any action, suit or proceeding, civil or criminal, or the settlement or compromise thereof, to which he may be made party by reason of any action taken or omitted to be taken by him as a director of the Corporation, in good faith, if such person, in the opinion of a court or the Board of Directors a) exercised and used the same degree of care and skill as a prudent person would have exercised and used under the circumstances and in the conduct of his own affairs, or (b) took or omitted to take such action in reliance upon advice of counsel for the Corporation or upon statements made or confirmation furnished by officers or employees of the Corporation which he had reasonable grounds to believe.

CERTIFICATION

I, \_\_\_\_\_ Secretary of Responsive Education Solutions of Arkansas, hereby certify that the foregoing instrument is a true and correct copy of the Bylaws of the Corporation as adopted August 30, 2011.

\_\_\_\_\_  
Secretary

## ATTACHMENT – JOB DESCRIPTIONS

**Job Title:** Chief Operations Officer (COO)  
**Wage/Hour Status:** Exempt  
**Reports to:** Superintendent/CEO  
**Dept./School:** Corporate Office

### **Position Summary:**

Responsible for managing the day-to-day operations of the district according to established plans, standard operating procedures, and legal and regulatory requirements. Member of the Superintendent's/CEO Management Team with a central role in developing, implementing, and monitoring of operating plans, budgets, goals, objectives and strategic initiatives.

### **Preferred Qualifications:**

Four year degree.

Major or minor in Business Administration or related field

A minimum of three years experience working in a business related field

### **Required Knowledge, skills, and abilities:**

- Excellent leadership skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities effectively
- Knowledge of school facility construction programs, codes, rules and regulations, requirements, and restrictions
- Ability to organize maintenance program

### **Duties and Responsibilities:**

- Oversees and evaluates administration of assigned departments for the purpose of ensuring effective delivery of services to the schools
- Administers and interprets statutes, regulations and policies concerned with the responsibilities of facilities, operations and maintenance
- Responsible for cost effectiveness of the district's Facilities and Maintenance Department
- Assists the Superintendent/CEO in long-range facilities, operations planning, and policy development on district matters related to projected needs
- Prepares accurate and timely financial reports of facilities projects
- Coordinates the analysis of sites, the lease of properties, the acquisition of property and the development of designs and plans for the purpose of carrying out the district's facilities plan.
- Plans, organizes, and directs district maintenance services
- Develops and organizes long-range, on-going, and preventive maintenance plans
- Develops and prepares applicable budgets; analyzes and reviews budgetary and financial data with Superintendent/CEO; monitors and authorizes expenditures in accordance with established guidelines

- Prepares reports for the Board of Trustees

**Working Conditions:**

- Maintains emotional control under stress
- Prolonged and irregular hours
- Frequent travel

**Salary:** Based upon qualifications and experience.

The job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

<b>Job Title:</b>	<b>Chief Financial Officer (CFO)</b>
<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Superintendent/CEO
<b>Dept./School:</b>	Finance Department

**Position Summary:**

Responsible for the administration of the overall financial and fiscal management of the district. Member of the Superintendent’s Management Team with a central role in the coordination of administrative, business planning, accounting and budgeting efforts of the District.

**Qualification Requirements:**

Four-year degree, Masters in Business Administration preferred  
 A minimum of three years experience working in a business related field

**Required Knowledge, skills, and abilities:**

- Excellent leadership skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities effectively
- Possess ability to implement business systems
- Knowledge in the Texas Public Education Information Management System (PEIMS)

**Duties and Responsibilities:**

- Responsible for budget development, administration and long range financial planning for the District
- Assists the Superintendent/CEO to analyze financial and educational issues and develop solutions to improve daily operations

- Advises the Superintendent/CEO on all fiscal matters
- Identifies all revenue sources (Federal and State) to ensure the district will receive all available revenues
- Supervises and monitors the accounting, payroll, expenditure, and internal audits systems for all funds
- Oversees the PEIMS reporting process
- Prepares financial reports as required by State and Federal guidelines
- Prepares reports for Board of Trustees
- Provides leadership and support to all business support activities including the Business Office, Maintenance, Operations and Facilities

**Working Conditions:**

- Maintains emotional control under stress
- Prolonged and irregular hours
- Occasional travel

**Salary:** Based upon qualifications and experience.

The job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

<b>Job Title:</b>	<b>District Superintendent/CEO</b>
<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Board of Trustees
<b>Dept./School:</b>	Human Resources

**Position Summary:**

The Superintendent/CEO shall be the chief administrative officer for Responsive Education Solutions. He is responsible for the effective operation of the District; for the general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities. He will ensure compliance of all regulations established by the State Board of Education. He will promote the District in a positive manner throughout the community.

**Preferred Qualifications:**

Four-year degree, Masters preferred  
 A minimum of five years experience working in an education field

**Required Knowledge, skills, and abilities:**

- Excellent leadership skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities effectively
- Possess knowledge of curriculum development and instructional techniques, and have the ability to implement program accountability
- Is knowledgeable of special programs and their compliance issues
- Is knowledgeable of school finance at all levels
- Has experience in short and long range planning
- Is sensitive and responsive to the educational needs and concerns of diverse ethnic and socioeconomic groups

**Duties and Responsibilities:**

- Acts as the agent of the Board of Trustees
- Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board
- Manages a staff of administrators including Chief Officers, Regional Directors, Directors, and Campus Directors
- Provides goal setting to staff
- Recommends hiring to Board and evaluates performance
- Responds to staff and community regarding questions or problems about school operations
- Recommends policy and program decisions to the Board
- Attends all board meetings
- Oversees the preparation of the annual budget
- Ensures compliance with appropriate State and Federal Statutory Rules and Regulations
- Complete special assignments as specified by the Board of Trustees

**Working Conditions:**

- Maintains emotional control under stress
- Prolonged and irregular hours
- Extensive travel

**Salary:** Based upon qualifications and experience.

The job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

**ATTACHMENT – REVISED BUDGETS**

**Public Charter School Application  
Estimated Budget Worksheet, Year One (2013-2014)**

<u>Line#</u>	<u>Revenues</u>	<u>Amount</u>	<u>Total</u>
1	State Public Charter School Aid:		
2	No. of Students (220) x \$6,267.00 State Foundation Funding		
3			<u>1,378,740</u>
4	No. of Students (220) x \$42.38 Professional Development		<u>9,324</u>
5	No. of Students (182) x \$1,033 eligible rate NSLA Funding		<u>188,057</u>
6	Total State Charter School Aid		<u>\$1,576,121</u>
7			
8	Other Sources of Revenues:		
9	Private Donations or Gifts	_____	
10	Federal Grants (List the amount)	_____	
11	Special Grants (List the amount)	_____	
12	Other ( <i>Specifically Describe</i> )		
13			
14	Total Other Sources of Revenues		
15			
16	<b>TOTAL REVENUES</b>		<b>\$1,576,121</b>
17			
18	<u>Expenditures</u>	<u>Amount</u>	<u>Total</u>
19	Administration:		
20	Salaries: ( <i>No. of Positions 3.5</i> )	<u>130,617</u>	
21	Fringe Benefits	<u>35,454</u>	
22	Purchased Services	<u>211,811</u>	
23	Supplies and Materials	<u>9,800</u>	
24	Equipment	<u>6,210</u>	
25	Other ( <i>Describe</i> )	<u>10,450</u>	<u>\$404,342</u>
26			
27	Regular Classroom Instruction:		
28	Salaries: ( <i>No. of Positions 13</i> )	<u>485,658</u>	
29	Fringe Benefits	<u>131,824</u>	
30	Purchased Services	<u>2,000</u>	
31	Supplies and Materials	<u>45,471</u>	
32	Equipment		
33	Other ( <i>Describe</i> )	<u>4,520</u>	<u>\$669,473</u>

*\*NSLA Funding eligibility rate: the amount of funding is based on the percentage of students eligible for free or reduced price meals. Below seventy percent (70%): \$517.00 per student; between seventy and ninety percent (70-90%): \$1,033.00 per student; and ninety percent and above (90%): \$1,549.00 per student. Please note that a charter school that does not participate in the National School Lunch program is **not** eligible to receive NSLA funding.*

(Budget Continued)

34			
35	Special Education:		
36	Salaries: (No. of Positions 2)	<u>67,075</u>	
37	Fringe Benefits	<u>18,206</u>	
38	Purchased Services	_____	
39	Supplies and Materials	_____	
40	Equipment	_____	
41	Other (Describe)	_____	<u>\$85,281</u>
42			
43	Gifted and Talented Program:		
44	Salaries: (No. of Positions___)	_____	
45	Fringe Benefits	_____	
46	Purchased Services	_____	
47	Supplies and Materials	_____	
48	Equipment	_____	
49	Other (Describe)	_____	<u>\$0.00</u>
50			
	Alternative Education Program/ Alternative Learning Environments:		
51	Salaries: (No. of Positions___)	_____	
52	Fringe Benefits	_____	
53	Purchased Services	_____	
54	Supplies and Materials	_____	
55	Equipment	_____	
56	Other (Describe)	_____	<u>\$0.00</u>
57			
58			
59	Guidance Services:		
60	Salaries: (No. of Positions___)	_____	
61	Fringe Benefits	_____	
62	Purchased Services	<u>\$1,000</u>	
63	Supplies and Materials	_____	
64	Equipment	_____	
65	Other (Describe)	_____	<u>\$1,000</u>
66			
67	Health Services:		
68	Salaries: (No. of Positions 0.5)	<u>20,617</u>	
69	Fringe Benefits	<u>5,596</u>	
70	Purchased Services	<u>9,900</u>	
71	Supplies and Materials	_____	
72	Equipment	_____	
73	Other (Describe)	_____	<u>\$36,113</u>

(Budget Continued)

74			
75	Media Services:		
76	Salaries: (No. of Positions 0.5)	<u>20,617</u>	
77	Fringe Benefits	<u>5,596</u>	
78	Purchased Services		
79	Supplies and Materials		
80	Equipment		
81	Other (Describe)		<u>\$26,213</u>
82			
83	Fiscal Services:		
84	Salaries: (No. of Positions___)		
85	Fringe Benefits		
86	Purchased Services	<u>5,000</u>	
87	Supplies and Materials	<u>5,000</u>	
88	Equipment	<u>5,000</u>	
89	Other (Describe)		<u>\$15,000</u>
90			
91	Maintenance and Operation:		
92	Salaries: (No. of Positions___)		
93	Fringe Benefits		
94	Purchased Services		
95	(include utilities)	<u>40,800</u>	
96	Supplies and Materials	<u>6,500</u>	
97	Equipment		
98	Other (Describe)		<u>\$47,300</u>
99			
100	Pupil Transportation:		
101	Salaries: (No. of Positions___)		
102	Fringe Benefits		
103	Purchased Services		
104	Supplies and Materials		
105	Equipment		
106	Other (Describe)		<u>\$0.00</u>
107			
108	Food Services:		
109	Salaries: (No. of Positions___)		
110	Fringe Benefits		
111	Purchased Services	<u>23,100</u>	
112	Supplies and Materials		
113	Equipment		
114	Other (Describe)		<u>\$23,100</u>

(Budget Continued)

115

116 Data Processing:

117 Salaries: (No. of Positions\_\_\_) \_\_\_\_\_

118 Fringe Benefits \_\_\_\_\_

119 Purchased Services 4,800

120 Supplies and Materials \_\_\_\_\_

121 Equipment 10,000

122 Other (Describe) \_\_\_\_\_ \$14,800

123

124 Substitute Personnel:

125 Salaries: (No. of Positions\_\_\_) \_\_\_\_\_

126 Fringe Benefits \_\_\_\_\_ \$0.00

127

128 Facilities:

129 Lease/Purchase (contract for one total  
year including facility upgrades) 75,000

130 (Restroom renovation, lighting, walls,  
flooring, interior) 100,000

131 \_\_\_\_\_ 28,800

132 Utilities (contract for one total year  
including facility upgrades) \_\_\_\_\_

133 Insurance (contract for one total year  
including facility upgrades):

134 Property Insurance 4,000

135 Content Insurance \_\_\_\_\_ \$207,800

136

137 Debt Expenditures: \_\_\_\_\_ \$0.00

138 Other Expenditures:

139 (Security) \_\_\_\_\_ \$2,000

140

141 **TOTAL EXPENDITURES** \$1,532,422

**Public Charter School Application**  
**Estimated Budget Worksheet, Year Two (2014-2015)**

<u>Line#</u>	<u>Revenues</u>	<u>Amount</u>	<u>Total</u>
1	State Public Charter School Aid:		
2	No. of Students (275) x \$6,267.00 State Foundation Funding		
3			1,723,425
4	No. of Students (275) x \$42.38 Professional Development		11,655
5	No. of Students (228) x \$1,033 eligible rate NSLA Funding		235,072
6	Total State Charter School Aid		\$1,970,152
7			
8	Other Sources of Revenues:		
9	Private Donations or Gifts		
10	Federal Grants (List the amount)		
11	Special Grants (List the amount)		
12	Other ( <i>Specifically Describe</i> )		
13			
14	Total Other Sources of Revenues		
15			
16	<b>TOTAL REVENUES</b>		\$1,970,152
17			
18		<u>Amount</u>	<u>Total</u>
19	Administration:		
20	Salaries: ( <i>No. of Positions 3.5</i> )	130,617	
21	Fringe Benefits	34,435	
22	Purchased Services	263,514	
23	Supplies and Materials	12,000	
24	Equipment	6,210	
25	Other ( <i>Describe</i> )	8,500	\$455,276
26			
27	Regular Classroom Instruction:		
28	Salaries: ( <i>No. of Positions 27.5</i> )	555,704	
29	Fringe Benefits	146,502	
30	Purchased Services	2,000	
31	Supplies and Materials	58,025	
32	Equipment		
33	Other ( <i>Describe</i> )	5,400	\$767,631

\*NSLA Funding eligibility rate: the amount of funding is based on the percentage of students eligible for free or reduced price meals. Below seventy percent (70%): \$517.00 per student; between seventy and ninety percent (70-90%): \$1,033.00 per student; and ninety percent and above (90%): \$1,549.00 per student. Please note that a charter school that does not participate in the National School Lunch program is **not** eligible to receive NSLA funding.

(Budget Continued)

34			
35	Special Education:		
36	Salaries: (No. of Positions 2.5)	<u>78,665</u>	
37	Fringe Benefits	<u>20,739</u>	
38	Purchased Services		
39	Supplies and Materials		
40	Equipment		
41	Other (Describe)		<u>\$99,404</u>
42			
43	Gifted and Talented Program:		
44	Salaries: (No. of Positions___)		
45	Fringe Benefits		
46	Purchased Services		
47	Supplies and Materials		
48	Equipment		
49	Other (Describe)		<u>\$0.00</u>
50			
	Alternative Education Program/ Alternative Learning Environments:		
51	Salaries: (No. of Positions___)		
52	Fringe Benefits		
53	Purchased Services		
54	Supplies and Materials		
55	Equipment		
56	Other (Describe)		<u>\$0.00</u>
57			
58			
59	Guidance Services:		
60	Salaries: (No. of Positions___)		
61	Fringe Benefits		
62	Purchased Services	<u>\$1,000</u>	
63	Supplies and Materials		
64	Equipment		
65	Other (Describe)		<u>\$1,000</u>
66			
67	Health Services:		
68	Salaries: (No. of Positions 0.5)	<u>20,617</u>	
69	Fringe Benefits	<u>5,435</u>	
70	Purchased Services	<u>12,375</u>	
71	Supplies and Materials		
72	Equipment		
73	Other (Describe)		<u>\$38,427</u>

(Budget Continued)

74			
75	Media Services:		
76	Salaries: (No. of Positions 0.5)	<u>20,617</u>	
77	Fringe Benefits	<u>5,435</u>	
78	Purchased Services		
79	Supplies and Materials		
80	Equipment		
81	Other (Describe)		<u>\$26,052</u>
82			
83	Fiscal Services:		
84	Salaries: (No. of Positions___)		
85	Fringe Benefits		
86	Purchased Services	<u>5,000</u>	
87	Supplies and Materials		
88	Equipment		
89	Other (Describe)		<u>\$5,000</u>
90			
91	Maintenance and Operation:		
92	Salaries: (No. of Positions___)		
93	Fringe Benefits		
94	Purchased Services		
95	(include utilities)	<u>40,800</u>	
96	Supplies and Materials	<u>6,500</u>	
97	Equipment		
98	Other (Describe)		<u>\$47,300</u>
99			
100	Pupil Transportation:		
101	Salaries: (No. of Positions___)		
102	Fringe Benefits		
103	Purchased Services		
104	Supplies and Materials		
105	Equipment		
106	Other (Describe)		<u>\$0.00</u>
107			
108	Food Services:		
109	Salaries: (No. of Positions___)		
110	Fringe Benefits		
111	Purchased Services	<u>28,875</u>	
112	Supplies and Materials		
113	Equipment		
114	Other (Describe)		<u>\$28,875</u>

(Budget Continued)

115

116 Data Processing:

117 Salaries: (No. of Positions\_\_\_) \_\_\_\_\_

118 Fringe Benefits \_\_\_\_\_

119 Purchased Services 4,800

120 Supplies and Materials \_\_\_\_\_

121 Equipment 10,000

122 Other (Describe) \_\_\_\_\_ \$14,800

123

124 Substitute Personnel:

125 Salaries: (No. of Positions\_\_\_) \_\_\_\_\_

126 Fringe Benefits \_\_\_\_\_ \$0.00

127

128 Facilities:

129 Lease/Purchase (contract for one total year including facility upgrades) 75,000

130 Please list upgrades: \_\_\_\_\_

131 \_\_\_\_\_

132 Utilities (contract for one total year including facility upgrades) 28,800

133 Insurance (contract for one total year including facility upgrades):

134 Property Insurance 4,000

135 Content Insurance \_\_\_\_\_ \$107,800

136

137 Debt Expenditures: \_\_\_\_\_ \$0.00

138 Other Expenditures:

139 (Security) \_\_\_\_\_ \$2,000

140

141 **TOTAL EXPENDITURES** \$1,593,565

**ATTACHMENT – REVISED SALARY SCHEDULE (Ranges)**

*As mentioned in Standard 21 - Waivers, Quest Middle School of Pine Bluff does not intend to compensate campus personnel based on salary schedules, but based on pre-determined salary ranges competitive with similar positions in the local district. Below is a proposed list of initial salary ranges for positions at Quest Middle School of Pine Bluff.*

<b>Position</b>	<b>Salary Range</b>
Campus Director/Principal	\$63,656 – 101,486 / median 81,926
Teachers	\$28,808 – 63,683 / median 47,753
Teachers (Teaching Specialist)	Undetermined Stipend w/ salary
Special Education Teacher	\$28,808 – 63,683 / median 47,753
Administrative Assistant/Campus Secretary	\$10.60/hr. - \$17.50 hr.
School Nurse (Part-time)	\$15,000 - \$20,742
Media Specialist (Part-time)	\$15,000 - \$20,742
Instructional Aide	\$11.00/hr. - \$18.51 hr.
Curriculum Alignment Specialist (Part-time)	\$15,000 - \$25,000
Regional Director – partial salary	Included in 15% of state revenues administrative overhead
Superintendent – contracted position, partial salary	Included in 15% of state revenues administrative overhead
Chief Financial Officer – contracted position, partial salary	Included in 15% of state revenues administrative overhead
Chief Operating Officer – contracted position, partial salary	Included in 15% of state revenues administrative overhead

**ATTACHMENT – SALARY SCHEDULE EXAMPLE**

**QUEST MIDDLE SCHOOL OF PINE BLUFF**

**PROPOSED TEACHER SALARY SCHEDULE EXAMPLE**

Years Of Experience	Non-Certified		Certified				DOCTORATE
	Bachelors	Masters	Bachelors	Bachelors +15	Masters	Masters +15	
0	28,100	33,025	36,950	37,250	37,550	38,850	39,150
1	29,250	34,175	38,100	38,400	38,700	40,000	40,300
2	30,400	35,325	39,250	39,550	39,850	41,150	41,450
3	31,550	36,475	40,400	40,700	41,000	42,300	42,600
4	32,700	37,625	41,550	41,850	42,150	43,450	43,750
5	33,850	38,775	42,700	43,000	43,300	44,600	44,900
6	35,000	39,925	43,850	44,150	44,450	45,750	46,050
7	36,150	41,075	45,000	45,300	45,600	46,900	47,200
8	37,300	42,225	46,150	46,450	46,750	48,050	48,350
9	38,450	43,375	47,300	47,600	47,900	49,200	49,500
10	39,600	44,525	48,450	48,750	49,050	50,350	50,650
11	40,750	45,675	49,600	49,900	50,200	51,500	51,800
12	41,900	46,825	50,750	51,050	51,350	52,650	52,950
13	43,050	47,975	51,900	52,200	52,500	53,800	54,100
14	44,200	49,125	53,050	53,350	53,650	54,950	55,250
15	45,350	50,275	54,200	54,500	54,800	56,100	56,400
16	46,500	51,425	55,350	55,650	55,950	57,250	57,550
17	47,650	52,575	56,500	56,800	57,100	58,400	58,700
18	48,800	53,725	57,650	57,950	58,250	59,550	59,850
19	49,950	54,875	58,800	59,100	59,400	60,700	61,000
20	51,100	56,025	60,950	61,250	61,550	61,850	62,150

## ATTACHMENT – REVISED SCHEDULE

### Class Schedule

Period	Time	Instructional Minutes
Journal Writing or Grammar warm-ups/ Announcements	8:00am – 8:10am	10 minutes
1 <sup>st</sup> Period	8:55am-9:05am	50 minutes
2 <sup>nd</sup> Period	9:10am - 10:00am	50 minutes
3 <sup>rd</sup> Period	10:05am-10:55am	50 minutes
Lunch A	10:55am – 11:25am	30 minutes
4 <sup>th</sup> Period (B Lunch students)	11:00am – 11:50am	50 minutes
4 <sup>th</sup> Period (A Lunch students)	11:30am – 12:20pm	50 minutes
Lunch B	11:50am -12:20pm	30 minutes
5 <sup>th</sup> Period	12:25pm -1:15pm	50 minutes
6 <sup>th</sup> Period	1:20pm -2:10pm	50 minutes
7 <sup>th</sup> Period	2:15pm -3:05pm	50 minutes
Total Instructional Minutes = 360		

### Subject Area Concentration for Middle (5 - 8) Grades

- English Language Arts and Grammar/Tools for Learning
- Math
- Science
- S.S./Core Knowledge/Character/Career Exploration/Arkansas History
- Art / Music
- Physical Education
- Study Hall (homework & tutoring)

**As subsequent grades are added Subject Area Concentration for High School (9 - 12) Grades will conform to the required 38 units required by Arkansas state standards at a minimum.**