

# Inspire Charter Academy Annual Report 2017-18

## I. School Mission Statement

Since Inspire Charter Academy opened in fall 2010, our mission has been “...to prepare students for success in high school, college, and beyond by providing a rigorous academic environment, setting high expectations for success, implementing research based instructional strategies, and supporting students' individual learning needs.”

## II. Executive Summary

We proudly partnered with the East Baton Rouge Parish School System (EBRPSS) to open Inspire and to create educational options for the families of East Baton Rouge. We first served 426 students in grades K-5 and added one grade level a year until reaching eighth grade. In 2017-18 we served 690 students in grades K-8, of whom 88 percent qualified for free or reduced price lunch (FRL). We partner with National Heritage Academies (NHA) to manage the day-to-day operations of the school and to help us fulfill our mission. Through this partnership, we have been able to provide Inspire families with a new, state-of-the-art facility that is conducive to learning. With more than 45,000 square feet of learning space on eight acres, Inspire is a positive presence in East Baton Rouge.

Our mission has never wavered – not when Inspire was honored by Louisiana for being a top school for academic growth in 2013, and not when our Board of Directors and our management partner, National Heritage Academies, realized, during the same period, that our long-term academic performance was falling short of our expectations and, more importantly, the goals of the students, families, and community we serve. To address this shortfall, we have since made major investments in our systems and personnel, but neither our original mission nor our determination to fulfill it has ever wavered in the slightest.

**Accomplishments:** In 2017-18, Inspire outperformed its feeder schools in the percentage of students scoring mastery or above on the state test in 89 percent of grades and subjects tested.

Inspire 2017-18 State Test Proficiency vs. Closest Schools				
School Name	2017-18 FRL	% At or Above Mastery		
		ELA	Math	Social Studies
Brookstown Middle	97%	4%	0%	0%
Capitol Middle School	94%	9%	5%	4%
Claiborne Elementary School	94%	20%	14%	7%
Merrydale Elementary School	90%	27%	18%	11%
North Banks Middle School of Excellence	97%	4%	0%	4%
Winbourne Elementary School	95%	9%	8%	2%
<b>Inspire Charter Academy</b>	<b>88%</b>	<b>23%</b>	<b>11%</b>	<b>13%</b>

Additional accomplishments included:

- Inspire grew three percentage points in social studies from 2016-17 to 2017-18.
- The average daily student attendance rate at Inspire was 93 percent in 2017-18, an increase from 2016-17.
- We continue to deliver on our promise of a Moral Focus curriculum. Eighty-three percent of parents believe the school delivers on its promise of moral guidance.

**Improvement Efforts:** To continue accelerating Inspire's improvement efforts and to meet and exceed our charter performance targets, Principal Davis (with the support of NHA and our Board) define a specific plan for improvement each year. Within the 2017-2018 School Improvement Plan, she and her leadership team focused on three key objectives, each containing measurable action steps that build upon progress to date:

- Professional Development Plan – The Professional Development Plan (PDP) was designed with input from all stakeholders and supports the School Improvement Plan. The school's School Improvement Team created the PDP based on this input and a careful analysis of data included in the comprehensive needs assessment. The result is a PDP that includes strategies for differentiating instruction, activities that demonstrate research on teaching and learning, and high standards in the core areas.

The school is committed to implementing research-based, sustainable professional development chosen based on identified needs in order to improve teaching and learning. This includes district and non-district workshops and conferences on utilizing research-based instructional strategies. During the 2017-18 school year, Inspire staff participated in a number of professional development opportunities including aimswebPlus PD, Reading Mastery PD, New Teacher Training/Orientation, Curriculum Trainings, and Corrective Reading PD. During weekly team meetings, teachers utilized data to collaboratively develop activities and lesson plans that incorporate varied instructional strategies into the curriculum.

- Parental Involvement – In alignment with the School/District Board Policy on Parental Involvement, the school continuously works on developing a constructive and productive relationship with students and parents, with the purpose of increasing student achievement and improving family engagement. They constantly involve parents in the learning experiences of their children on and off campus. The school communicates via newsletters from the Principal on a monthly basis, newsletters from teachers on a weekly basis, and SchoolReach announcements in the form of telephone messages and/or text messages from the Principal, Deans, teachers, office staff and/or PTO on an as-needed basis. These practices keep parents engaged in a continuous dialogue.

The school understands the value of our parents as stakeholders. In addition to having PTO members serving on the school's committees and the SIP team, we offer all parents the opportunity to be present and provide feedback in all efforts and components connected to the school learning community. The school offers several surveys with open and closed ended questions to parents to elicit authentic feedback. Surveys are available at PTO meetings, parent learning events, the annual fall Title I parent meeting, the annual spring SIP parent meeting, and during other parent/family events as needed. Parents who provide an email address will receive notifications and reminders that way, in addition to SchoolReach phone text messages and phone calls. The Principal's monthly newsletter and the school's monthly calendar are posted in the main corridor's

bulletin board. Parents receive monthly calendars and Principal newsletters relevant to the upcoming month's activities.

During the 2017-18 school year, the school held a number of events which allowed parents to be actively involved, a few of which included:

- Title I Parent Meetings
- Parent/Teacher Conferences
- Workshops for parents, family, and the community

We believe that focusing on these objectives will accelerate learning and further improve academic performance. We are confident that, with stabilized leadership and systems in place to monitor instruction, Inspire is on an upward trajectory. We remain committed to meeting the needs of our students, to adhering to our mission, and to addressing our top priority, which is academic achievement.

### **III. Is the school's learning program a success?**

#### **A. Academic Performance-Accountability Plan**

1. On average, during each year of the charter term, the School will demonstrate improvement on the School Performance Score (SPS). The School's SPS from 2014-15 will be used as the baseline.
  - a. Unable to evaluate at this time
2. On average, during each year of the charter term, the School will demonstrate student academic growth in math and reading as measured by the Northwest Evaluation Association (NWEA) assessment from fall to spring.
  - a. Met – 39% of students met their typical growth goal from fall to spring.
3. Each year, the student attendance rate shall average at or above 93 percent.
  - a. Met – The school has an attendance rate of 93%.
4. Each year, 80 percent of parents surveyed will respond as being satisfied or highly satisfied with the school.
  - a. Not Met – 76 percent of parents surveyed are satisfied or highly satisfied with the school.

Below is an overview of how assessment data informs instructional practices and drive decision-making.

- *Teachers – Data-Driven Decision Making:* Teachers use assessment data to adjust and improve instruction to meet the identified needs of students. Assessment data helps teachers identify their students' strengths and weaknesses – and differentiate instruction accordingly.
- *Leadership – Data Driven Decision Making:* Lorna Davis and the Deans frequently observe and evaluate teachers, and use grade-level planning time and data from the NWEA MAP and other assessments to identify, understand, and address learning gaps, specific improvement goals, and professional development needs. School leadership uses this data, along with other perceptual data, to drive staffing decisions.
- *School-wide – Data Driven Decision Making:* Inspire implements a comprehensive school improvement process (SIP) to identify strengths and opportunities for improvement. Through the SIP, we gather data and informally evaluate it throughout

each year and conduct a formal needs assessment each spring. During this formal needs assessment, we collect and analyze data on student achievement, school programs and processes, student/teacher/parent perceptions, and demographics, including:

- Student achievement on criterion-referenced assessments – Louisiana Educational Assessment Program and integrated Louisiana Educational Assessment Program (LEAP and iLEAP)
- Student achievement on norm-referenced assessments – Northwest Evaluation Association Primary Grades Assessment and Measures of Academic Progress (NWEA PGA and MAP)
- Student demographics
- Discipline, tardiness, truancy, attrition, and attendance rates
- Parent/student perception surveys
- Staff surveys, including teacher quality information
- Curriculum alignment
- Program implementation
- Student engagement

The gathering and analysis of such data enables us to identify priorities and define strategies for continual improvement. It also provides meaningful feedback on the school's efforts to fulfill its mission and key design elements.

## **B. Teaching Staff Information**

### **Leadership:**

- Our fully-implemented distributed leadership model allows for greater opportunity for classroom observation, collaboration, and instructional coaching. For the 2017-18 school year, our leadership team consisted of Principal Davis and four Deans – Jermayne Bradford, Desarae Jones, Jonai Maddrick, and Adrienne Singleton. These individuals were responsible for all staff in one of four cohorts: special education/intervention, K-2, 3-5, and 6-8 as well as specials. Deans met weekly with their staff where they reviewed lesson plans and provided feedback.
- Going into the 2018-19 school year, we will have a few changes in Inspire's leadership team. Upon ending the 2017-18 school year, Ms. Davis has made the decision to retire. Kimberly Boudreaux is joining the Inspire staff as the Principal for the 2018-19 school year. We also have changes in the Dean team. The new Dean team for the 2018-19 school year consists of Aristeia Arabie, Adrienne Singleton, Chastity Pattan, and Jonai Maddrick.

### **Engagement:**

- Staff satisfaction was at a score of 76 on the spring 2018 employee engagement survey which is five points higher than benchmark. Engagement drivers are other factors directly tied to the engagement of the staff. For example, some other top engagement drivers for Inspire from the winter 2018 survey was purpose (92), role clarity (87), and manager (85). The overall employee engagement from the spring 2018 survey was 72.

### **Director of School Quality:**

- Shawn Leonard provided localized and immediate support from NHA in 2017-18 and will continue to in 2018-19. As the Director of School Quality, Mr. Leonard continued

to support Ms. Davis and will do the same with Ms. Boudreaux in the upcoming year. Mr. Leonard is a seasoned administrator who has worked successfully to increase academic achievement in schools like Inspire. He oversees the school monitoring process and serves as a coach and mentor to our school leaders.

### **Programs:**

- We continue our focus on improving our employee engagement plan and will invest additional resources into staff morale initiatives, including:
  - Our online, points-based recognition system, *High Five*.
    - *High Five* includes a social platform, where staff members can recognize their peers. This replaced the former peer recognition program.
    - There is now more visibility of all the great things happening across the school.
    - Similar to Facebook, all staff are able to “like” recognitions that are given.
    - Staff can recognize peers at other schools and the Service Center, too.
  - Our new employee engagement survey platform, *Glint*.
    - *Glint* is an online platform that allows leaders to have full access to their school’s employee engagement results.
    - The new platform allows for leaders to dive deeper into their results and identify key areas of opportunity and areas of improvement to celebrate.
    - There were two employee engagement surveys this year: October and April.
  - Our teacher recognition program, *Excellence in Teaching*.
    - *Excellence in Teaching* is an award that is awarded to NHA’s top performing teachers.
    - A total of 115 finalists were recognized and 13 winners were chosen for a total of 128 teachers recognized in total.
    - The engagement and retention team expanded the *Excellence in Teaching* program this year to recognize more teachers in the upcoming years along with paraprofessionals.

Please see Appendix B for more details on 2017-18 teaching staff information.

### **C. Program Success**

Inspire has established best practices and programs, which are outlined below:

Systems for monitoring instruction: The leadership team use a school-wide and classroom framework to monitor instruction, create teachers’ individual growth plans, and provide focus for the weekly observation and feedback meetings.

- *School-wide framework:* We follow a school-wide framework for excellence that includes five specific elements.
  1. *Establish a professional culture of excellence*
  2. *Systematize collaborative improvement*
  3. *Lead instructional excellence*
  4. *Implement systematic intervention*
  5. *Cultivate meaningful parent partnerships*
- *Classroom framework:* To complement the school-wide framework, we also implement a classroom framework of instructional competencies, which are structured to improve

academic results for individual students and the school as a whole. There are four key instructional competencies in this classroom framework:

1. *Classroom culture*: Teachers strive to lead self-managing classrooms by building positive relationships, maintaining physical space, sustaining classroom routines and procedures, and holding students accountable to clear behavioral expectations.
2. *Planning*: Teachers plan instruction by identifying and analyzing standards to be taught throughout the year, aligning instructional resources and activities to those standards, and preplanning differentiated opportunities to meet individual learning needs.
3. *Teaching*: Content is taught at an appropriate level of rigor that cognitively engages students, intentionally uses all time for learning, personalizes instruction, and ultimately challenges students to drive their own learning,
4. *Assessing*: Teachers implement assessment strategies to understand student-learning needs, provide actionable feedback, and guide instructional decisions.

It is also important to note that Deans observe individual teachers at least weekly and more often as needed. Teachers are observed for at least two full lessons and 20 limited lessons during the school year. During these observations, the Dean observes and tracks both the current focus skills and other relevant teacher and student behaviors. Deans meet weekly with each teacher to give coaching and feedback that is relevant, frequent, and based on evidence. In these one-on-one meetings, Deans and teachers identify areas for growth, discuss plans and options for improving, analyze progress, and celebrate goal accomplishments.

Teacher evaluation: All teachers are evaluated annually. Information from the evaluation system contributes to decisions regarding promotion, compensation and employment decisions, in addition to providing a platform for ongoing conversation between deans and teachers. The evaluation also informs professional development for all employees. Teachers are rated on indicators related to the following competencies:

- Classroom culture
- Teaching
- Professional accountabilities
- Quality of student learning
- Planning
- Assessing

Moral Focus Program: We implement a moral focus program that is an explicit and integrated component of the learning environment at Inspire. We make this educational commitment because we believe great schools should develop a student's heart as well as his/her mind. We also believe that individual responsibility, integrity, personal character, and effort are important contributors to success in school and are highly correlated with college success. Each month we have a focal virtue differentiated by grade level. Through this, students develop and practice these virtues until they become ingrained habits, building and maintaining strong moral character while developing the qualities necessary to achieve academic success and become good citizens.

Students also participate in moral focus assemblies during which staff and students speak on the monthly virtue and how they have implemented this virtue. We encourage students to

share their own experiences, and we recognize their progress in developing good moral character.

CollegeBound Scholars Program: To help parents and students transition to high school, the CollegeBound Scholars program dedicates a member of the school leadership team to work with students and families beginning in the sixth grade to help identify and select a rigorous and appropriate high school. We offer a variety of activities and events coordinated through the CollegeBound Scholars program.

#### IV. School Finance

Please see Appendix C for a statement of current revenues and expenditures as compared to the 2017-18 Budget. Also, please see Appendix D for the 2018-19 Initial Budget.

#### V. Governance

##### A. Board Composition for 2017-18

- **Board President:**
  - **Name:** Cheria Lane-Mackey
  - **Contact information:** cherialane@yahoo.com
  - **Term End:** June 2021
  - **Attendance Rate:** 100 percent
- **Vice President:**
  - **Name:** Marcus Coleman
  - **Contact information:** macoleman06@gmail.com
  - **Term End:** June 2019
  - **Attendance Rate:** 25 percent
- **Treasurer**
  - **Name:** Walter Morales
  - **Contact information:** waltermorales@mac.com
  - **Term End:** June 2020
  - **Attendance Rate:** 50 percent
- **Secretary:**
  - **Name:** Alcinda Bell
  - **Contact information:** smookiebelle@yahoo.com
  - **Term End:** June 2021
  - **Attendance Rate:** 92 percent
- **Director**
  - **Name:** Brenda Swanigan
  - **Contact information:** brendaswanigan@gmail.com
  - **Term End:** June 2021
  - **Attendance Rate:** 100 percent

We ensure that our Board members have a diverse skill set which provides the basis for a strong, competent governance structure and positions us to fulfill the school's mission for the families we serve. Our current Board members have backgrounds in finance, education, and business.

## B. Board Operations

### Accomplishments:

- **Financial soundness:** Our Board successfully governed the school over the 2017-18 school year with a record of sound financial oversight. The school received a clean audit report for the 2016-17 school year, which the Board reviewed at its October 2017 Board meeting. We maintained a balanced budget throughout the 2017-18 year. Our Board also reviewed monthly financial statements at every Board meeting.
- **Governance:** During the 2017-18 school year, our Board met 11 times throughout the year and maintained a full Board of five members. Throughout the year, our Board reviewed and discussed a number of reports pertaining to the school's academic performance on the state, interim and NWEA assessments. During a December 2017 meeting, our Board held a strategic planning session in which a vision statement was developed and revisions to the previous strategic planning document were discussed. Our Board also reviewed evaluation tools to conduct evaluations of NHA, the Board, and the Principal.

**Challenges:** The Board would like to find a time to hold a Board retreat in addition to its regularly scheduled Board meetings.

Please see Appendix E for the 2018-2019 Board Calendar.

## C. School Leader Review

principal is an employee of NHA and is evaluated using the NHA evaluation system, has seven competencies: (1) School Culture, (2) Teaching and Learning, (3) Staff Development, (4) Operations and Systems, (5) Leadership, (6) Quality of Student Learning, and (7) Professional Accountabilities. This system allows for a fluid discussion around performance and informs professional development goals and opportunities for principals. The principal is evaluated annually using a four category scale of exemplary, effective, developing, and ineffective. Information from the evaluation system contributes to decisions regarding promotion, compensation and employment decisions, in addition to providing a platform for ongoing conversation between directors of school quality and principals.

The principal is provided with comprehensive professional development throughout his/her first two years, training that is designed specifically to improve his/her instructional leadership skills and his/her development as an effective manager. Areas of focus including, but not limited to:

- Leadership styles and the role of a relational leader
- Building self-awareness through strength and constraint theory with one-on-one coaching
- Differentiating leadership from management
- New Principal 1 Day Workshop (during Leadership Summit)
- Participation in bi-monthly mentor phone calls
- Monthly Sharing Best Practices Phone Conference
- School-wide Framework and Classroom Framework Calibration Rounds
- School Culture
- ICF (Instruction Model)
- Instructional Leadership

- Curricular Tools Training
- Budgets/Grants
- School Board
- Data Driven Decision Making
- Marketing
- Teacher Recruitment and Hiring
- Community Partnerships
- Intervention
- Dean Development
- Principal Evaluation
- Change Management
- Service Center Support
- Navigating Teacher Experience/School Leadership Experience
- Common Assessments
- State Assessments
- NWEA Assessments
- Reports (Task Management)
- Special Education/504
- Student Behavior
- Management processes, including fundamentals of human resources, documenting employee performance, education regulatory compliance, and data management
- Understanding student data and developing strategies to improve student learning

In addition, the principal has the opportunity to participate in an OnCourse session. These are professional development opportunities (including some of the topics mentioned above) that are conducted as webinars and are recorded for access at any time.

#### **D. Parent Involvement and Satisfaction**

Inspire parents are not visitors in the school; instead, they are part of the school's fabric. They are interwoven into all aspects of school life because we know that Inspire is not viable without the active support of our parents. We also know that our students grow faster and learn more when their education is backed by a strong school-parent partnership.

To keep families connected to the latest happenings of the school, the Principal shares a monthly newsletter and holds regular parent meetings. Teachers frequently send home communications for parents so that they know about everything from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school's MyNHA<sup>1</sup> gradebook system, phone calls, and/or in-person meetings. We also conduct parent-teacher conferences twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his/her child. We will also conduct home visits as needed. Each year, the school conducts a family orientation at the end of the summer so new and enrolled families can meet the Principal, their child's teacher and classmates, and other school staff. During the months before school opens, school staff and parents initiate the relationships that we strive to foster in our school community. We believe these early contacts help establish and sustain a healthy rapport with parents.

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<sup>1</sup> MyNHA is the school's student information database.

In order to help parents feel at home, we provide a dedicated parent room in the school. This room gives parents a place to gather and build relationships with one another, discuss matters of mutual interest, grow more comfortable with the school, and take some ownership of the school.

At each Board meeting, parents and community members have the opportunity to share their suggestions, ask questions, and voice concerns. As the governing body of the school, we welcome these comments and always consider them in our decisions. If a parent has a concern or suggestion for the school, we also encourage them to communicate with school leaders or with a parent-relations representative at NHA.

Consistent with our commitment to building quality relationships, we proactively seek direct feedback from parents. Parents are encouraged to voice specific questions or concerns to their child's teacher, school leaders, or a parent-relations representative from NHA. More formally, parents have the opportunity to complete a survey called "Voice of the Parent" during the school year to ensure that their expectations and students' needs are understood and consistently met. Our Board monitors this feedback and assesses parental satisfaction through these surveys. We make adjustments as needed to ensure that we maintain the desired climate.

Inspire has continued to demonstrate high levels of parent satisfaction, as illustrated in the chart below from the most recent Parent Satisfaction Survey. However, Inspire saw a thirteen percent decline in highly satisfied and satisfied in overall satisfaction from spring 2017. Parent participation also dramatically decreased during the 2017-18 school year from 411 responses in spring 2017.

Year	Spring 2018
Satisfaction	76%
Response Count	181

**E. Student Enrollment, Attendance and Retention**

Please see the chart below for class size data by grade level for the 2017-18 school year:

Grade	Number of Students	Number of Classrooms
Full Day K	88	4
First	84	3
Second	84	3
Third	78	3
Fourth	78	3
Fifth	78	3
Sixth	78	3
Seventh	78	3
Eighth	78	3

Please see the chart below for Inspire’s enrollment numbers for the 2017-18 school year:

Grade	Enrollment
K	84
1	82
2	75
3	79
4	75
5	78
6	75
7	72
8	70
<b>Total</b>	<b>690</b>

During the 2017-18 school year Inspire had 29 students on its waitlist, which was the same as in 2016-17. In 2017-18 the student attrition rate was 40.11 percent, which increased from 30.96 percent in 2016-17.

Please see the chart below for Inspire’s student ethnicity subgroups compared to the local district:

Subgroup	Inspire (2017-18)	Local District (2017-18)
American Indian	0%	0%
Asian or Pacific Islander	0%	4%
Black or African American	97%	75%
Hispanic	2%	9%
Multiracial	0%	1%
Native Hawaiian or Pacific Islander	0%	0%
White	1%	11%

Please see the chart below for the socio-economic status of Inspire students in comparison to the local district for the 2017-18 school year. Inspire’s special education population percentage decreased by eight percent from 2016-17.

2017-18 Free/Reduced Lunch Status	
Inspire 2017-18	Local District 2017-18
88%	76%

Please see the chart below for Inspire’s special education population for the 2017-18 school year. Inspire’s special education population percentage decreased by one percent from 2016-17.

2017-18 Special Education Population	
Inspire 2017-18	Local District 2017-18
7%	Not available*

\*Special Ed comparison data for the local district is not available

Please see the chart below for Inspire’s English language learner student percentages in comparison to the local district for the 2017-18 school year:

2017-18 English Language Learners	
Inspire 2017-18	Local District 2017-18
1%	8%

**F. Admissions and Policy Procedures**

Please see Appendix F for Inspire’s admission and policy procedures.

**G. Authorizer Information**

**Inspire’s authorizer:** East Baton Rouge Parish School System

**Authorizer liaison:** Amy Norsworthy – [anorsworthy@ebrschools.org](mailto:anorsworthy@ebrschools.org)

**First year of contract with authorizer:** 2010

**Years contract has been renewed:** The first contract expired in 2015 and was renewed for a three-year term. The second contract expired in 2018 and was renewed for an additional three-year term.

**Authorizer compliance requirements:** Please see Appendix G for authorizer and state compliance requirements during the 2017-18 school year.

# Appendix A



## GOALS

- 1** On average, during each year of the charter term, the School will demonstrate improvement on the School Performance Score (SPS). The School's SPS from 2014-15 will be used as the baseline.
- 2** On average, during each year of the charter term, the School will demonstrate student academic growth in math and reading as measured by the Northwest Evaluation Association (NWEA) assessment from fall to spring.
- 3** Each year, the student attendance rate shall average at or above 93 percent.
- 4** Each year, 80% of parents surveyed will respond as being satisfied or highly satisfied with the School.



**INSPIRE  
CHARTER ACADEMY**

**Inspire Charter Academy 2017-18 Annual Report  
Appendix B - Teaching Staff Information**

<b>INSPIRE STAFF ROSTER</b>		
<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>STATUS</b>
DAVIS, LORNA M.	Principal Inspire	Did not return
LEJEUNE, BRANDI T.	2nd Grade Teacher Inspire	Returned
MARTIN, DARRIA	Regional Registrar Inspire	Returned
MOORE, LADESHA R.	7/8 Math Teacher Inspire	Returned
MITCHELL, TREMAINE C.	7/8 Soc Stud Tchr Inspire	Returned
SINGLETON, ADRIENNE D.	Dean Middle School Inspire	Returned
MCKENZIE, NSA A.	Instructional Cch Inspire	Returned
WEDDINGTON, CHARO	Spec Ed Teacher Inspire	Returned
MCGEHEE, AMANDA M.	Admc Intvntn Cch Inspire SI	Transferred to Service Center
WILLOUGHBY, MELANIE E.	Lbry Tech Spec Inspire Tech	Returned
JONES, DESARAE M.	Dean Lower Elem Inspire	Did not return
PRICE, DANA L.	2nd Grade Teacher Inspire	Returned
MOORE, DAVID J.	K-8 Music Teacher Inspire	Returned
GRAY, JACQUELINE C.	K-8 Art Teacher Inspire	Returned
ARABIE, ARISTEA E.	3rd Grade Teacher Inspire	Returned
WEST, SARA L.	1st Grade Teacher Inspire	Returned
DAVIS, RASHAWN A.	6/7 Lang Arts Tchr Inspire	Returned
RICHARDSON, YAKIERA	Para Inspire Title 1A	Returned
RICHARDSON, YAKIERA	Substitute Inspire	Returned
WARNER, CIERRA	7/8 Science Tchr Inspire	Returned
DELAINE, ANTONIO S.	4th Grade Teacher Inspire	Returned
SHEPARD, BRITTANY	Kindergarten Tchr Inspire	Returned
TURNER, PEDRONIA B.	Acad Spc- Read Inspire	Returned
WASHINGTON, ARMISHA	Social Worker Inspire Inst EX	Returned
WASHINGTON, ARMISHA	Social Wrkr Inspire Spec Ed EX	Returned
SHERMAN, ASHLEY	Kindergarten Tchr Inspire	Returned
WILLIAMS, JESSYCA J.	Spec Ed Teacher Inspire	Returned
DICKERSON, MYTOSHA M.	Substitute Inspire	Transferred to NHA school
MADDRICK, JONAI D.	Dean Upper Elem Inspire	Returned
BEATHLEY, BERNADETTE R.	Para Spec Ed Inspire	Returned
JOHNSON, GRACE K.	Achv/Bhvr Spc Inspire SI EX	Returned
JOHNSON, GRACE K.	Sat Tutor Inspire	Returned
HULBERT, EVANGELINE	Acad Spc- Read Inspire Title 1	Returned
COMBS, MARILYN D.	Acad Spc- Math Inspire	Returned
WEATHERSBY, ALFRED	K-8 PE Teacher Inspire	Returned
SCOTT, SAVITRI	7/8 Lang Arts Tchr Inspire	Returned
HARRIS, ANGEL	6/7 Science Tchr Inspire	Did not return
SHORT, YALONDA	3rd Grade Teacher Inspire	Returned
ST. JUNIOUS, ERNESTINE	Spec Ed Teacher Inspire	Returned
PATTAN, CHASTITY L.	Acad Spc- Read Inspire SI	Returned
PATTAN, CHASTITY L.	Acad Spc- Math Inspire SI	Returned
RODRIGUE, MARGARET	Acad Spc- Math Inspire Title 1	Did not return
RODRIGUE, MARGARET	Acad Spc- Math Inspire	Did not return
PARKER, GABBRIA M.	6/7 Math Teacher Inspire	Did not return
TUCKER, WILLIAM J.	1st Grade Teacher Inspire	Returned
JORDAN, JANICE	1st Grade Teacher Inspire	Returned
BOQUET, KELSEY N.	4th Grade Teacher Inspire	Returned

BROUSSARD, CRYSTAL	Kindergarten Tchr Inspire	Returned
GRADNEY, JANICE D.	At Risk Tchr Inspire SI	Returned
NORRIS, ANTHONY	5th Math Teacher Inspire	Returned
NORRIS, ANTHONY	Tutor Inspire Supplmntl	Returned
KEY, TAMMY B.	Para Inspire Title 1A	Returned
KEY, TAMMY B.	Substitute Inspire	Returned
BELL, JOYCIA	Para Spec Ed Inspire	Returned
BELL, JOYCIA	Sat Tutor Inspire	Returned
BRYANT, NIJA	Para Inspire Title 1A	Returned
WILLIAMS, SARENIA	4th Grade Teacher Inspire	Returned
WILLIS, KANESHA S.	5th Science Teachr Inspire	Returned
WILLIS, KANESHA S.	5th Grade Soc Studies Inspire	Returned
FRAZIER, DAVID T.	3rd Math Teacher Inspire	Returned
CHARLES, DESTINEE N.	Substitute Inspire	Returned
JOHNSON, TIFFANY A.	At Risk Tchr Inspire	Returned
SIDER, COURTNEY D.	Kindergarten Tchr Inspire	Returned
MEALEY, LASHONE T.	2nd Grade Teacher Inspire	Returned
HOLLAND, HANSONI	6/7 Elect Teacher Inspire	Returned
BROOKS, CHARLIE	6/7 Soc Stud Tchr Inspire	Did not return
LUNDY, AMBER	Tchr in Residence Inspire	Returned
FOREST SR, TERMAINE	Para Inspire Title 1A	Returned
AMBEAU, BREELYN B.	Substitute Inspire	Transferred to NHA school
PARKER, MARIAH T.	Substitute Inspire	Returned
GOSA, TAMMIE R.	Substitute Inspire	Returned
MATTHEWS, KIERA L.	Substitute Inspire	Returned
CHESTER, COREY A.	Substitute Inspire	Returned
BIENEMY, LAURA	Substitute Inspire	Did not return
HARRISON, MARIAM R.	Substitute Inspire	Returned
WHEELER, TIFFANY A.	Substitute Inspire	Did not return
BRACKEN, TASHIA	Substitute Inspire	Returned
JOHNSON, TABBATHA T.	Substitute Inspire	Returned
WAKER, DARRYL A.	Substitute Inspire	Did not return

# Appendix C

## Inspire Charter Academy

2018-19 Initial Budget Comparison to 2017-18 Amended Budget

	<b>2017-18 Amended Budget</b>	<b>2018-19 Initial Budget Proposal</b>	<b>Change</b>
<b>REVENUE</b>			
State Aid	7,894,482	8,061,714	167,232
Federal Grants	633,399	610,003	(23,396)
Private Sources	35,600	20,300	(15,300)
Total Revenues and Transfers	8,563,481	8,692,017	128,536
<b>EXPENDITURES - CONTRACTED SERVICE FEE:</b>			
Instruction			
Basic Instruction	2,837,353	2,779,734	(57,619)
Added Needs	294,597	402,642	108,045
Special Education	297,028	295,450	(1,578)
Support Services			
Pupil Services	228,731	173,531	(55,200)
Instructional Staff Support	905,757	946,517	40,760
Board of Education	110,433	117,355	6,922
Executive Administration	224,672	223,372	(1,300)
Grant Procurement	68,373	67,559	(814)
School Admin - Office of the Principal	311,510	342,234	30,724
Other School Administration	300,258	298,960	(1,298)
Business & Internal Services	225,987	223,338	(2,649)
Central Services	858,945	888,976	30,031
Operations & Maintenance	1,429,932	1,454,145	24,213
Pupil Transportation Services	4,620	1,500	(3,120)
Food Services	465,285	476,704	11,419
Total Expenditures	8,563,481	8,692,017	128,536
EXCESS OF REVENUES OVER EXPENDITURES	-	-	-
Transfer Between Funds	-	-	-
FUND BALANCE, BEGINNING OF YEAR	28,538	28,538	-
CURRENT FUND BALANCE	28,538	28,538	-

## Appendix D

### Inspire Charter Academy A Resolution of the Board of Directors 2018-2019 Initial Budget

**Fiscal Year 2018-2019.**

	General	School Services	Total (Memorandum Only)
<b>REVENUE</b>			
State Aid	8,061,714	-	8,061,714
Other State Sources	-	-	-
Local Sources	-	-	-
Federal Grants	178,458	431,545	610,003
Private Sources	20,300	-	20,300
<b>Total Revenues and Transfers</b>	<b>8,260,472</b>	<b>431,545</b>	<b>8,692,017</b>
 <b>EXPENDITURES - CONTRACTED SERVICE FEE:</b>			
<b>Instruction</b>			
Basic Instruction	2,779,734	-	2,779,734
Added Needs	402,642	-	402,642
Special Education	295,450	-	295,450
 <b>Support Services</b>			
Pupil Services	173,531	-	173,531
Instructional Staff Support	946,517	-	946,517
Board of Education	117,355	-	117,355
Executive Administration	223,372	-	223,372
Grant Procurement	67,559	-	67,559
School Admin - Office of the Principal	342,234	-	342,234
Other School Administration	298,960	-	298,960
Business & Internal Services	223,338	-	223,338
Central Services	888,976	-	888,976
Operations & Maintenance	1,454,145	-	1,454,145
Pupil Transportation Services	1,500	-	1,500
Food Services	-	476,704	476,704
<b>Total Expenditures</b>	<b>8,215,313</b>	<b>476,704</b>	<b>8,692,017</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>45,159</b>	<b>(45,159)</b>	<b>-</b>
Transfer Between Funds	(45,159)	45,159	-
<b>FUND BALANCE, BEGINNING OF YEAR</b>	<b>28,538</b>	<b>-</b>	<b>28,538</b>
<b>CURRENT FUND BALANCE</b>	<b>28,538</b>	<b>-</b>	<b>28,538</b>

**Secretary's Certification:**

I certify that the foregoing resolution was duly adopted by the Board of Directors at a properly noticed meeting, held on July 16, 2018 where a quorum of the board was present.

Signed By: Brenda J. Swanson  
 Dated: July 16, 2018

**Inspire Charter Academy**  
2018-2019 Initial Budget Detail

**2018-2019**  
**Initial Budget**

**General Fund**

**REVENUE**

State Aid	8,061,714
Revenue from State Sources	-
Restricted-Federal 'Pass thru' Grants - Title I	178,458
Revenue from Private Sources	20,300
<b>Total Revenue &amp; Other Transactions</b>	<b>8,260,472</b>

**EXPENDITURES**

**Basic Instruction**

Salaries, Taxes, & Benefits	2,437,431
Local Meetings	6,355
Printing and Binding	20,770
Teaching Supplies	98,055
Textbooks	32,556
Software & Equipment	-
Equipment Lease	90,990
Dues/Memberships	3,980
Field trips	12,525
Contracted Services	37,312
Employment Expenses	1,680
Finger Printing & Background Checks	3,080
Board Funds	35,000
<b>Total - Basic Instruction</b>	<b>2,779,734</b>

**Added Needs**

Salaries, Taxes, & Benefits	349,253
Teaching Supplies	53,389
<b>Total - Added Needs</b>	<b>402,642</b>

**Special Education**

Salaries, Taxes, & Benefits	286,219
Instructional Services	3,570
Local Meetings	375
Workshops and Conferences	1,576
Teaching Supplies	3,710
<b>Total - Special Education</b>	<b>295,450</b>

**Pupil Services**

Occupational Therapist Services	1,100
Psychological Services	-
Speech Pathology	110,160
Social Work Services	62,271
<b>Total - Pupil Services</b>	<b>173,531</b>

**Instructional Staff Support**

Salaries, Taxes, & Benefits	422,277
Workshops and Conferences	6,851
Improvement of Instruction	300,621
Professional Development	44,723
Library Books	4,000

Library	915
Technology	129,613
Special Education	37,517
<b>Total - Instructional Staff Support</b>	<b>946,517</b>

<b>Board of Education</b>	
Board of Education Administration	86,055
Legal Fees	4,250
Audit	14,910
Travel & Expense Staff	475
Insurance	11,665
Contracted Services	-
Miscellaneous	-
<b>Total - Board of Education</b>	<b>117,355</b>

<b>Executive Administration</b>	
Executive Administration	62,138
Oversight Fee	161,234
<b>Total - Executive Administration</b>	<b>223,372</b>

<b>Grant Procurement</b>	
Grant Procurement	67,559
<b>Total - Grant Procurement</b>	<b>67,559</b>

<b>Office of the Principal</b>	
Salaries, Taxes, & Benefits	227,159
Local Meetings	10,200
Workshops and Conferences	5,877
Mailing	5,425
Printing & Binding	3,080
Office Supplies	9,300
Dues/Memberships	3,000
Equipment Purchases	-
Advertising	50,232
Contracted Services	27,386
Finger Printing & Background Checks	-
Bank Charges	575
Indirect Costs	-
Accrued Unallocated Expenses	-
<b>Total - Office of the Principal</b>	<b>342,234</b>

<b>Other School Administration</b>	
Admissions & Other Administrative Support	267,755
Salaries, Taxes, & Benefits	26,621
Local Meetings	250
Workshops and Conferences	612
Mailing	1,722
Printing & Binding	2,000
Office Supplies	-
Dues/Memberships	-
Equipment Purchases	-
<b>Total - Other School Administration</b>	<b>298,960</b>

<b>Business &amp; Internal Services</b>	
Fiscal Services	214,662
Internal Distribution Services	8,676
Interest Expense	-
Bad Debt Expense	-
<b>Total - Business &amp; Internal Services</b>	<b>223,338</b>

**Operations & Maintenance**

Internal Building Services	37,383
Other Purchased Service (Janitorial)	-
Telephone	6,019
Heat	361
Electric	45,576
Sewer	8,825
Waste & Trash Disposal	6,900
Building Maintenance & Repair	188,155
Equipment Maintenance & Repair	1,960
Lease of Building	1,000,476
Lease of Equipment	11,650
Supplies	-
Equipment Purchases	11,700
Liability Insurance	633
Miscellaneous	-
Interest Expense	-
Miscellaneous (Property Taxes)	102,850
Property Insurance	27,420
Safety & Security	4,237
<b>Total - Operations &amp; Maintenance</b>	<b>1,454,145</b>
<b>Pupil Transportation Services</b>	
Contracted Transportation	1,500
<b>Total - Pupil Transportation Services</b>	<b>1,500</b>
<b>Central Services</b>	
Planning, Research, Development	-
Information Services	90,291
Staff/Personnel Services	375,434
Data Processing Services	247,530
Other Central Services	175,721
<b>Total - Central Services</b>	<b>888,976</b>
Outgoing Transfer to Special Service Fund	45,159
Total Expenditures & Other Transactions	8,260,472
<b>Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses</b>	<b>-</b>
Beginning Fund Balance (7/1)	28,538
Ending Fund Balance	28,538

**Food Service Fund**

**REVENUE**

Food Sales to Pupils	-
State Revenue	-
Department of Agriculture	312,689
Department of Agriculture - Breakfast	118,856
Department of Agriculture - Fruit/Veg	-
Commodities	-
Other Federal Grants	-
<b>Total Food Service Revenue</b>	<b>431,545</b>

Transfer In from General Fund 45,159

**Total Revenue and Incoming Transfers 476,704**

**EXPENDITURES**

**Food Services**

Supplies, Materials including Commodities expense	476,704
Salaries & Wages	-
Management Services	-
<b>Total Food Service Expenditures</b>	<b>476,704</b>

Beginning Fund Balance (7/1) -

Ending Food Service Fund Balance -

**Appendix E**

**INSPIRE CHARTER ACADEMY  
BOARD OF DIRECTORS**

**2018-2019 BOARD CALENDAR**

*The Board shall meet at **3:30 p.m.** at  
Inspire Charter Academy  
5454 N. Foster Drive  
Baton Rouge, LA 70805  
225-356-3936*

*on the following dates:*

**Monday, August 27, 2018**

**Monday, September 24, 2018**

**Monday, October 22, 2018**

**Monday, December 3, 2018**

**Monday, January 21, 2019**

**Monday, February 25, 2019**

**\*Monday, March 25, 2019**

**Monday, April 22, 2019**

**\*\*Monday, May 27, 2019**

**\*\*Monday, June 24, 2019**

**\*NOTE: WELLNESS POLICY REVIEW AND DISCUSSION**

**\*\*NOTE: INITIAL BUDGET HEARING FOR DISCUSSION OF PROPOSED BUDGET AND ANNUAL MEETING**

**\*\*\*NOTE: BUDGET HEARING AND APPROVAL OF BUDGET**

Created by Sarah Ermatinger on April 2, 2018 at 2:46 p.m.

Posted at Inspire Charter Academy by \_\_\_\_\_ on  
\_\_\_\_\_ at \_\_\_\_\_.

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Official Minutes of the Inspire Charter Academy Board are available at the following locations:

3850 Broadmoor SE, Suite 201, Grand Rapids, MI 49512  
5454 N. Foster Drive, Baton Rouge, LA 70805

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Any person with a disability who needs accommodation to participate in a meeting should contact the Principal at Inspire Charter Academy at 225-356-3936 at least 5 days in advance of the meeting to request assistance.

## Appendix F

### **INSPIRE CHARTER ACADEMY Admission and Enrollment Policy**

Admission to the school shall be open to all age-appropriate children for grade levels offered in accordance with the school's charter contract without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student.

The school will remove barriers to the enrollment and retention in school of children and youth experiencing homelessness by developing and implementing practices and procedures consistent with the McKinney-Vento Homeless Education Assistance Act and applicable state law. The school will ensure that all identified homeless children and unaccompanied youth receive a free and appropriate education and are given meaningful opportunities to succeed in the school.

It is the policy of the Board that its educational service provider develop and implement practices and procedures that control the admission and enrollment of students, including public notice and random selection to be used when the number of applicants exceed the number of available spaces for grades offered. Detailed application, random selection and admission practices and procedures shall be available to parents and the general public at the school office. The Board will annually approve offered seats and maximum class size of the school.

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#### References:

US Constitution, Fourteenth Amendment

Title IX of Education Amendments Act (20 USC 1681 et. seq.)

The Civil Rights Act of 1964

The McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2])

Rehabilitation Act of 1973 (29 USC 791 et. seq.)

Equal Educational Opportunity Act of 1974 (20 USC 1703 et. seq.)

The Americans with Disabilities Act of 1990 (42 USC 12101 et. seq.)

Louisiana Charter School Demonstration Programs Law (R.S. §42:3971 et. Seq.)

National Heritage Academies Admissions and Enrollment Practices & Procedures

National Heritage Academies Homeless Child Practices & Procedures

Effective Date: \_\_\_\_\_, 20\_\_

## **NHA PRACTICES AND PROCEDURES: ADMISSIONS AND ENROLLMENT (LA-EBR)**

The school will comply with all applicable federal and state laws related to admissions and enrollment.

### **Non-Discrimination**

The school will not discriminate on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing public school.

### **Open Enrollment Period and Notice**

The “**Open Enrollment Period**” for the first year of operation will be determined prior to June 30 by the NHA Admissions Department and included in the notice of Open Enrollment. In all subsequent years, the Open Enrollment Period is for a period beginning January 1 and ending March 31 until 5:00 p.m. of the current school year. Notice of the Open Enrollment Period and application process will be designed to inform the persons most likely to be interested in the school.

National Heritage Academies (NHA) and/or the school will provide notice of open enrollment on its website and by (a) printing a legal notice of the enrollment period in a local newspaper of general circulation; (b) mailing a written notice of the Open Enrollment Period and an application to all families who inquire about school enrollment; and (c) posting a written notice of the Open Enrollment Period at the school. In addition, notice may also be provided by airing a public service announcement on local television.

As part of the enrollment process, the school staff will communicate or meet with families, parents/guardians and students prior to the first day of school.

### **Application Procedures**

Interested parties may obtain applications at:

- The school’s website
- The offices of the school
- The service center of NHA at 3850 Broadmoor SE, Suite 201, Grand Rapids, MI 49512 or by calling 866-NHA-ENROLL from 8:00 a.m. to 5:00 p.m. EST.

Applications will be mailed, emailed or faxed to anyone requesting an application by telephone.

Applications for the current school year will be accepted until the end of the current school year and available seats will be filled. Applications for the subsequent school year are received during and after the Open Enrollment Period. If applications received during the Open Enrollment Period exceed offered seats in any grade level (“over-subscribed grades”), a random selection process will take place for all affected grade levels. If applications received are fewer than offered seats in each and every grade level (“under-subscribed grades”), all eligible applicants will be accepted and a random selection process will not be conducted.

All applications received after the Open Enrollment Period will not be eligible to participate in the random selection process, and will be added to the end of the accepted list if offered seats are still available after the random selection process, or to the resulting waiting list created at the time of the random selection process.

Prior to the start of school, accepted applicants must confirm their intent to attend the school within four weeks of acceptance by returning certain initial forms, including an Admissions Form, Official Release of Records Form, and Proof of Residency documentation. The school will send letters to parents/guardians reminding them of this obligation in order to enroll their child. The school will send all applicants a postcard to inform parents/guardians that if the student does not attend the first day of school or call in to

## **NHA PRACTICES AND PROCEDURES: ADMISSIONS AND ENROLLMENT (LA-EBR)**

request an excused absence by the date and time indicated, the student will forfeit his/her registered status in the school and will not be enrolled. The school may attempt to call all applicants who have not responded to inquire whether the applicant is still planning to attend. A grace period of one week will be provided to students and will include multiple contact points.

Once students are enrolled and remain enrolled, they will remain eligible to be re-enrolled at the school for successive years without having to re-enter the random selection process. However, they will be requested to complete a re-enrollment form by the end of the Open Enrollment Period showing intent to re-enroll for the subsequent school year. All applicants on a waiting list must re-submit an application for the following school year during the next Open Enrollment Period.

### **Random Selection Process**

The random selection process shall be open to the public, and the school will notify all applicants of the time and place. A neutral third party person will be present during the random selection process. This person will not be related to any student, staff member, board member, anyone applying to the school, or an NHA employee. Names will be randomly selected until all offered seats have been filled. Any remaining names will be randomly selected to establish waiting list priority used to fill available offered seats prior to and during the school year for which the student applied. After all eligible names have been randomly selected, the school will add the names of applicants who submitted applications after the Open Enrollment Period in the order in which they were received. The random selection process is open to the public and will be video recorded. In the event of any discrepancy, the video recording will be the official record of placement of students.

### **Class Size and Offered Seats**

Class size and offered seats will be recommended by NHA and submitted to the school board of directors for approval. In order to make provision for student attrition (reenrolling students who indicate that they are coming back but do not return on the first day of school) and erosion (new students who have been accepted for offered seats but are absent without excuse on the first day of school), the school may over-subscribe grades. The number of students to be over-subscribed will be determined based on historical and forecasted attrition and erosion. In addition, the number of classrooms may fluctuate in the event the number of students enrolled warrants the increase or decrease in number of classrooms. In no event will over-subscription, or fluctuations in the number of classrooms result in a violation of any provision or limit contained within the school's charter contract or applicable law.

### **Enrollment Preferences**

Only those applicants eligible to attend a public school operated by East Baton Rouge Parish are eligible to apply. Enrollment preference is first given to currently enrolled students. Next preference is given to the following ordered categories of applicants:

- Siblings of currently enrolled students
- Siblings of students selected in the random selection process
- All remaining applicants

If permitted by law, other enrollment preferences may be granted. If a student is selected for a grade level that still has offered seats available and the student has a sibling applying for a grade that no longer has offered seats available, the student will be accepted for his/her grade level and the student's sibling will be placed on the waiting list for his/her grade level with sibling preference. Therefore, while sibling preference applies, siblings are not guaranteed a seat.

## **NHA PRACTICES AND PROCEDURES: ADMISSIONS AND ENROLLMENT (LA-EBR)**

### **Procedural Steps**

#### **Step 1: Setup**

A list with the name of each student who submitted an application during the Open Enrollment Period will be created. The list will include, but not be limited to, the student's name, birth date, grade level to which the student is applying, street address, and names and grade levels of any siblings who are also applying for admission to the school.

#### **Step 2: Admission of Applicants Applying for Under and Over-Subscribed Grades**

A neutral third-party person (as previously described) will perform a random selection of the names of each applicant. Any under-subscribed grades will be considered before the over-subscribed grades in descending order. After all under-subscribed grades have been identified, the order of the over-subscribed grades will be randomly selected. Once the grade order has been established, randomly selected students will be placed in available seats or on the waiting list in the applying grade if an offered seat is not available. If the selected student is accepted and has siblings who are also applying for admission, the siblings will be accepted if there are offered seats available or placed on the waiting list with sibling preference if offered seats are not available. If the selected student is placed on the waiting list and has siblings who are also applying, the siblings' names will not be selected at this time or granted sibling preference, but will wait until their grade level is selected.

#### **Step 3: Waiting List Priority**

Students will continue to be randomly selected until all names are selected. After a grade level's seats are full, all remaining names will be placed on the waiting list in the order in which they are selected. Applications received after the Open Enrollment Period will be added to the end of the waiting list for the appropriate grade in the order in which they were received.

When a seat becomes available in a particular grade due to attrition, erosion, or other event, if that particular grade has a waiting list, that available seat will be filled by the first student on the waiting list for that particular grade. If a waiting list does not exist for that particular grade, but exists for another grade, the school may (subject to applicable enrollment limits and board approved offered seats) fill the available seat using the first student on the waiting list in a different grade, the grade deemed most beneficial to student and school considering class size, teacher capacity, and other school operational factors.

### **Appeals**

Any parent or guardian may contest or appeal the random selection process, in writing, to the school's board of directors. Following receipt of the parent's/guardian's written appeal, a school board designee will contact the parent/guardian to discuss the nature of the concern or objection. Final decisions will be made by the school board or its designee.

**Homeless Child**

**1. PURPOSE**

To remove barriers to the enrollment and retention in school of children and youth experiencing homelessness in compliance with the McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2]) ("McKinney-Vento Act").

**2. PRACTICE**

The school will adhere to the provisions of the McKinney-Vento Act and applicable state requirements to ensure that all identified Homeless Children and Unaccompanied Youth receive a free and appropriate education and meaningful opportunities to succeed in the school.

*Definitions*

“Homeless Child” - a child who does not have a fixed, regular, and adequate nighttime residence or whose primary nighttime location is in a public or private shelter designated to provide temporary living accommodations, or a place not designed for, or ordinarily used as regular sleeping accommodations for human beings. This definition includes a child who is:

- sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as double-up);
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar settings;
- abandoned in hospitals;
- awaiting foster care placement (eligibility for services for children already placed in foster care should be discussed between the Liaison and the social service provider);
- a migratory child who qualifies as homeless because he or she is living in circumstances described above; or
- an Unaccompanied Youth.

“School of Origin” - the school the child attended when permanently housed or the school in which the child was last enrolled.

“Unaccompanied Youth” - a youth not in the physical custody of a parent or guardian.

**3. APPLICABILITY**

This document applies to all National Heritage Academies (NHA) schools.

**4. RESPONSIBILITY**

4.1 The school principal will designate a local homeless Liaison (“Liaison”).

4.2 The Liaison will serve as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, state coordinators for Homeless Children, public and

## **Homeless Child**

private service providers in the community, housing and placement agencies, and other service providers.

### 4.3 The Liaison will:

- Identify and enroll Homeless Children;
- Ensure that Homeless Children and their families receive eligible educational services;
- Make referrals to health, mental health, dental, and other services;
- Inform parents/guardians of educational and related opportunities available to their children;
- Provide parents/guardians with meaningful opportunities to participate in their child's education;
- Inform parents/ guardians and Homeless Children of all transportation services, and assist them in accessing these services;
- Clearly communicate all required information in a form, manner, and language that is understandable;
- Ensure proper mediation of enrollment disputes according to the McKinney-Vento Act and complaint procedures;
- Disseminate public notice of the educational rights of Homeless Children;
- Conduct annual training for school personnel on possible indicators of homelessness, sensitivity in identifying Homeless Children, and procedures for reporting to the Liaison; and.
- Record *AtSchool* information (See Exhibit 6.1);

## **5. PROCEDURES**

### **5.1 Identification**

The burden is on the school to show that the child is not a Homeless Child. The Liaison, in collaboration with school personnel and community organizations, will identify Homeless Children, both in and out of school. Community organizations may include family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services.

The Liaison must use the Student Residency Questionnaire (“SRQ”) (Exhibit 6.2; for Louisiana, see Exhibit 6.3) upon enrollment and clearly describe current living arrangements of the child to determine whether the child meets the definition of a Homeless Child. Upon the receipt of an SRQ indicating potential homelessness, the Liaison will implement these practices and procedures document and ensure adherence with federal, state and NHA requirements.

NOTE: For New York schools only: Upon determination of appropriate school selection, the parent (or Liaison if no parent is available) will complete the New York STAC-202 form (Exhibit 6.4), following the instructions contained therein. Upon receipt of the STAC-202 form, the Liaison will forward the form to the New York Commissioner, Intervention Services at the NHA Service Center, and keep a copy in the school's records.

**Homeless Child**

**5.2 School Selection**

Homeless Children have the right to remain at their School of Origin or to attend any school that houses students who live in the attendance area in which they are actually living.

If the parent/guardian agrees, Homeless Children will remain at their School of Origin to the extent feasible. Homeless Children may remain at their School of Origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if they lose their housing between academic years.

*Feasibility* is a child-centered determination, based on the needs and interests of the particular child and the parent/guardian or child's wishes. Services that are required to be provided, including transportation and services under federal and other programs, shall not be considered in determining feasibility. Feasibility considerations may include:

- Safety of the child;
- Continuity of instruction;
- Likely area of family or child's future housing;
- Time remaining in the academic year;
- Anticipated length of stay in temporary living situation;
- School placement of siblings; or
- Whether the child has special needs that would render the commute harmful.

**5.3 Enrollment**

The school selected for enrollment must immediately enroll any Homeless Child. Unaccompanied Youth may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the Liaison. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, any unpaid school fees, lack of uniforms or clothing that conforms to the school's dress code or any factor related to the child's living situation.

The school will coordinate the transfer of school records with other schools and contact the child's previous school to obtain school records. Initial placement of a child whose records are not immediately available will be made based on the child's age and information gathered from the child, parent, and previous schools or teachers. If no immunization records are available, the school office will refer students to the Liaison to assist with obtaining these records from state registries and/or community based clinics.

The school will excuse any tardiness or absence related to a Homeless Child's living situation when applying any school policy regarding tardiness or absences.

**5.4 Services**

The school must provide Homeless Children services comparable to services offered to other students in the school, including:

- Transportation;
- Title I;
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners;

**Homeless Child**

- School nutrition programs (the school will provide free meals to the Homeless Child as all Homeless Children are automatically eligible for free meals);
- Vocational and technical education programs;
- Gifted and talented programs; and
- Before- and after-school programs

Transportation

At a parent/guardian's request, the school will provide transportation to and from the School of Origin. The Liaison will coordinate these arrangements, which may include arrangements with the social service district. The school must provide the transportation for the entire time the child has a right to attend that school, as defined above, including during pending disputes. The length of the commute will only be considered in determining the *feasibility* of placement in the School of Origin based on potential harm to the child. Prior to selection of a school, the Liaison will inform the parent/guardian or Unaccompanied Youth of this right to transportation. Transportation disputes will not result in a Homeless Child missing school. If such a dispute arises, the school will arrange transportation and immediately bring the matter to the attention of the state authorities following the appropriate complaint procedures as detailed in this document.

Title I

Homeless Children are automatically eligible for Title I services. The school will reserve the necessary funds to provide services comparable to those provided to Title I students attending non-participating schools, including education related support services and removing barriers that prevent attendance. The Liaison and the Title I director at the NHA Service Center will develop the formula (based upon the per-pupil Title I expenditures) to use for determining the necessary funds to reserve.

The Title I director and the Liaison will ensure coordination between the Title I plan and the McKinney-Vento Act, including the academic assessment, reporting and accountability systems required by federal law and the U.S. Department of Education.

Educational Services

The school shall give evaluations of Homeless Children suspected of having a disability priority and coordinate the evaluation with the student's prior and subsequent schools, as necessary, to ensure timely completion of a full evaluation. When necessary, the school will expeditiously designate a surrogate parent for Homeless Children suspected of having a disability. The school will immediately implement the child's Individualized Education Program (IEP), if available, and promptly conduct any necessary IEP meetings or re-evaluations. If complete records are not available, IEP teams will use good judgment in choosing the best course of action, balancing procedural requirements and the provision of services in an attempt to avoid any disruption in services.

**5.5 Complaint and Dispute Resolution**

The following steps and procedures should take place in resolving disputes regarding enrollment, school placement, or services.

**Homeless Child**

Complaint

- A complaint is an oral or written and signed statement alleging the violation of a federal or state law, rule, or, regulation. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.
- Parents, teachers, administrators, or other concerned individuals or organizations may file a complaint (“Complainant”). Faculty and staff with knowledge of a complaint must refer the Complainant to the Liaison.
- The Complainant may submit the complaint in writing to the Liaison, using the attached Complaint Resolution Initiation Form (Exhibit 6.5). The Complainant may choose to initiate the complaint orally.

Role of School

- Immediately enroll the child in the school preferred by the person(s) bringing the complaint.
- Provide all educational services for which the child is eligible, pending resolution of the dispute.

Role of Liaison

- After receipt of the complaint, the Liaison must provide a written explanation of the school placement decision and/or provided services to the Complainant and discuss the complaint with the Complainant. The Liaison must provide a written proposed resolution or a plan of action to the Complainant within five (5) days of receipt of the complaint, or within seven (7) business days of notification of dispute (Georgia only).
- If the Liaison does not resolve the dispute, the Complainant may forward it to the school principal. The Liaison must provide a written resolution to the parties within five (5) days of the discussion with the principal, or within ten (10) business days of the second dispute (Georgia only). The Complainant has a right to obtain assistance from advocates or attorneys in addressing a complaint.
- The Liaison will carry out the dispute resolution in an expeditious manner and will provide the Complainant these written procedures, including the appeal procedures outlined below.
- In the event the school is unable to resolve the complaint, the Complainant may pursue the applicable appeal procedure(s).

Appeal Procedures – Colorado

If the dispute is not resolved at the school level, the Liaison will assist the Complainant in contacting a mediator from the Colorado Mediator Resource Network (services at no charge to the Complainant) or may direct the Complainant to the Colorado Department of Education (CDE).

Address the complaint to the following address:

**Homeless Child**

- State Coordinator for the Education of Homeless Children and Youth, Colorado Department of Education, State Office Building, 201 East Colfax Avenue, Denver, Colorado 80203-1799.

Use the Colorado Dispute Report Form (Exhibit 6.6) during the appeal process.

The complaint should include:

- the name, address, and telephone number of the person filing the appeal;
- the relationship or connection of the person to the child in question;
- the name and age of the child involved;
- the name of the school and school personnel involved in the complaint;
- the federal requirement alleged to have been violated;
- a description of the situation that prompted the complaint;
- a description of the attempts that were made to solve the issue; and
- the relief the person is seeking.

If the State Coordinator is unable to resolve the complaint within 15 business days, the Complainant may file a written complaint to the State Coordinator who, with a team, will review the complaint with the mandates of the Title X law. Within 15 days of receipt of the complaint, the Coordinator will issue a written decision to the parties via mail.

*Appeal Procedures – Georgia*

If the dispute is not resolved at the school level, the Complainant may direct the complaint to the Georgia Department of Education state homeless coordinator. The Liaison may assist the Complainant in contacting the Department.

Address the complaint to the following address:

- Program Consultant, Homeless Education Program, Georgia Department of Education, 1866 Twin Towers East, 205 Jesse Hill, Jr. Drive, SE, Atlanta, Georgia 30334.

*Appeal Procedures – Indiana*

If the dispute is not resolved at the school level, the Complainant may direct the complaint to the Indiana Department of Education (IDOE). Complaints made under this process must be in writing and signed by the Complainant.

If the complaint involves enrollment or school placement of homeless children, address the complaint to the following address:

- State Board Liaison; Indiana Department of Education; Room 299, State House; Indianapolis, Indiana 46204.

If the complaint involves comparable services offered to homeless children, address the complaint to the following address:

- Director of the Division of Educational Options; Indiana Department of Education; Room 299, State House; Indianapolis, Indiana 46204.

The complaint should include:

**Homeless Child**

- the name, address, and telephone number of the person filing the appeal;
- the relationship or connection of the person to the child in question;
- the name and age of the child involved;
- the name of the school and school personnel involved in the complaint;
- the federal requirement alleged to have been violated;
- a description of the situation that prompted the complaint;
- a description of the attempts that were made to solve the issue; and
- the relief the person is seeking.

The IDOE will issue a letter of acknowledgement to the Complainant and the Liaison containing the IDOE's commitment to issue a resolution in the form of a *Letter of Findings*.

An IDOE complaint investigator will review all relevant information and issue the *Letter of Findings* to the Complainant.

If the complaint involves enrollment or school placement, a hearing shall be held with each interested party given at least 10 days notice of the hearing. Any interested party may appear at the hearing in person or by counsel, present evidence, cross-examine witnesses, and present in writing or orally summary statements of position. The Indiana State Board of Education or a hearing examiner may conduct the hearing at any place in Indiana.

The determination of the IDOE or Indiana State Board of Education as a result of the proceedings described above is final and binding on the parties to the proceedings.

*Appeal Procedures – Louisiana*

If the dispute is not resolved at the school level, the Liaison will assist the Complainant in contacting the local (EBR) Liaison for assistance with the appeal process. In the event the dispute is not resolved at the (EBR) Liaison level, the Complainant may contact the State Coordinator to hear an appeal of the Local (EBR) Liaison's decision.

Address the complaint to the following address:

- State Coordinator – Homeless Education, Louisiana Department of Education, Office of School & Community Support, P.O. Box 94064, Baton Rouge, Louisiana 70804.

The DOE will acknowledge receipt of the complaint in writing to the Complainant and provide written resolution of the complaint within 60 days of the date the DOE receives the complaint. The decision will include the Complainant's right to request the Secretary of the U.S. Department of Education to review the final decision of the DOE, at the Secretary's discretion.

*Appeal Procedures – Michigan*

If the dispute is not resolved at the school level, the Complainant may direct the complaint to the Michigan Department of Education. Complaints made under this process must be in writing and signed by the Complainant.

Address the complaint to the following address:

**Homeless Child**

- State Homeless Coordinator, Office of Field Services, Michigan Department of Education, P.O. Box 30008, Lansing, MI 48909.

The complaint should include:

- the name, address, and telephone number of the person filing the appeal;
- the relationship or connection of the person to the child in question;
- the name and age of the child involved;
- the name of the school and school personnel involved in the complaint;
- the federal requirement alleged to have been violated;
- a description of the situation that prompted the complaint;
- a description of the attempts that were made to solve the issue; and
- the relief the person is seeking.

The State Homeless Coordinator will gather needed information from statements of the parties involved and will forward the information to the Director of the Office of Field Services along with a recommendation of resolution or for further investigation.

Within 30 days after receiving a complaint, the Director of the Office of Field Services will recommend a resolution and will inform interested parties in writing of the decision.

If a Complainant or one of the parties involved in the complaint disagrees with the decision, that party may, within 10 working days, appeal to the Deputy Superintendent. This appeal must be in writing and state why the party disagrees with the decision of the Director of the Office of Field Services.

Within 30 days after receiving an appeal, the Deputy Superintendent will render a final administrative decision and notify the Complainant and the school in writing.

If the party disagrees with the decision of the Deputy Superintendent, the party may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 299.11.

*Appeal Procedures – North Carolina*

If the dispute is not resolved at the school level, the Complainant may direct the complaint, orally or written, to the North Carolina Department of Public Instruction.

Address the complaint to the following address:

- State Homeless Coordinator, Homeless Education & Rural Education Achievement Program Consultant, Compensatory Education, NC Department of Public Instruction, 6351 Mail Service Center, Raleigh, NC 27699-6351.

The complaint should include:

- the name, address, and telephone number of the person filing the appeal;
- the relationship or connection of the person to the child in question;
- the name and age of the child involved;
- the name of the school and school personnel involved in the complaint;
- the federal requirement alleged to have been violated;
- a description of the situation that prompted the complaint;

**Homeless Child**

- a description of the attempts that were made to solve the issue; and
- the relief the person is seeking.

The Liaison will provide the State Homeless Coordinator with any information that the State Homeless Coordinator requests regarding the issues presented in the appeal.

The State Homeless Coordinator will provide the school and the Complainant the opportunity to respond to any decision made and to provide any additional evidence the Complainant deems relevant.

Within 10 schools days following receipt of the appeal, the State Coordinator shall issue a final written decision to the school and the Complainant .

*Appeal Procedures – New York*

If the dispute is not resolved at the school level, the Liaison will assist the Complainant in contacting the Commissioner, completing the New York Form Petition (Exhibit 6.7), and providing copies of the form and supporting documentation at no cost to the Complainant.

The Liaison will provide the Complainant an acknowledgement of receipt of the Form Petition and will transmit the Form Petition and related documents on behalf of the Complainant to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234 within five days of receipt.

If a stay request is made on the Form Petition and the Commissioner grants a stay order, the Homeless Child may continue attending the school until the Commissioner issues an appeal decision. If the Commissioner denies the stay request, the Homeless Child can be asked by the principal to leave the school immediately.

If the Commissioner sustains the appeal of the Complainant, the Homeless Child can continue attending the school. However, if the Commissioner dismisses the appeal, the Homeless Child can be asked by the principal to leave the school immediately.

*Appeal Procedures – Ohio*

If the dispute is not resolved at the school level, the Complainant may direct the complaint to the Ohio Department of Education. Complaints made under this process must be in writing and signed by the Complainant.

Address the complaint to the following address:

- Homeless Education Coordinator, Ohio Department of Education, 25 S. Front Street, Mail Stop 404, Columbus, Ohio 43215.

The complaint should include:

- the name, address, and telephone number of the person filing the appeal;
- the relationship or connection of the person to the child in question;
- the name and age of the child involved;
- the name of the school and school personnel involved in the complaint;
- the federal requirement alleged to have been violated;

**Homeless Child**

- a description of the situation that prompted the complaint;
- a description of the attempts that were made to solve the issue; and
- the relief the person is seeking.

The Homeless Education Coordinator will recommend a decision to the Complainant and the Liaison. If unresolved, the Complainant may file a final appeal to the State Superintendent of Public Instruction for review and disposition.

**6. EXHIBITS**

- 6.1 [AtSchool Homeless Procedures](#)
- 6.2 [Student Residency Questionnaire](#)
- 6.3 [Louisiana Residency Questionnaire](#)
- 6.4 [New York STAC-202 Form](#)
- 6.5 [Complaint Resolution Initiation Form](#)
- 6.6 [Colorado Dispute Report Form](#)
- 6.7 [New York Form Petition](#)

**Inspire Charter Academy 2017-18 Annual Report**  
**Appendix G - Authorizer and State Compliance Requirements**

<b>Compliance Requirement</b>	<b>Entity</b>	<b>Due Date</b>
School Improvement Plan	EBR	7/1/2017
PEP Data - Profile of Educational Personnel	EBR	7/14/2017
Claim Reimbursement	LDOE	7/14/2017
Claim Reimbursement	LDOE	8/10/2017
Financial Statements - 4th Quarter	EBR	8/14/2017
Breakfast Notification	State	8/31/2017
School Board Disclosure Statement	LA Board of Ethics	9/5/2017
Board Minutes - Approved	EBR	9/7/2017
Board Minutes - Approved	EBR	9/7/2017
Claim Reimbursement	LDOE	9/11/2017
Budget - Approved	EBR	9/15/2017
Annual Form A Budget	EBR	9/16/2017
Health and Safety Training Completed	Other	9/30/2017
Audited Financial Statements	EBR	9/30/2017
Safety Plan Updated	Other	9/30/2017
Board Minutes - Approved	EBR	10/5/2017
Board Minutes - Approved	EBR	10/5/2017
Homeless Letters to Local Districts	USDOE	10/6/2017
PEP Data - Profile of Educational Personnel	EBR	10/6/2017
Developing Skills Checklist	EBR	10/15/2017
Instructional Employee Information	EBR	10/30/2017
Board Minutes - Approved	EBR	11/2/2017
Claim Reimbursement	LDOE	11/3/2017
Claim Reimbursement	LDOE	11/10/2017
Financial Statements - 1st Quarter	EBR	11/14/2017
Breakfast Notification	State	11/30/2017
Board Minutes - Approved	EBR	12/14/2017
Principal Attestation	EBR	12/15/2017
Claim Reimbursement	LDOE	12/22/2017
Board Minutes - Approved	EBR	12/28/2017
Audited Financial Statements	LLA	12/31/2017
Conflict of Interest Annual Statement	EBR	12/31/2017
Audited Financial Statements	LDOE	12/31/2017
Claim Reimbursement	LDOE	1/10/2018
Verification Summary Report	LDOE	1/10/2018
Safety Plan Update - Reminder	Other	1/15/2018
Pupil Progression Plan	LDOE	2/1/2018
Board Minutes - Approved	EBR	2/1/2018
Claim Reimbursement	LDOE	2/12/2018
Financial Statements - 2nd Quarter	EBR	2/13/2018
Board Minutes - Approved	EBR	3/8/2018
Claim Reimbursement	LDOE	3/12/2018
Board Minutes - Approved	EBR	4/5/2018
Claim Reimbursement	LDOE	4/27/2018
Board Minutes - Approved	EBR	5/3/2018
Claim Reimbursement	LDOE	5/10/2018

**Inspire Charter Academy 2017-18 Annual Report**  
**Appendix G - Authorizer and State Compliance Requirements**

<b>Compliance Requirement</b>	<b>Entity</b>	<b>Due Date</b>
Financial Statements - 3rd Quarter	EBR	5/14/2018
Financial Disclosure Annual Statement	LA Board of Ethics	5/15/2018
CVR	LDOE	5/16/2018
Board Meeting - Approved	EBR	5/31/2018
Budget - Modifications	EBR	6/8/2018
Claim Reimbursement	LDOE	6/10/2018
Breakfast Notification	State	6/15/2018
Annual Report - Board	State	6/19/2018
Board Calendar	EBR	6/30/2018
SFSP Notification	State	6/30/2018
Wellness Policy Evaluation	State	6/30/2018
Board Minutes - Approved	EBR	6/30/2018