

TEXAS EDUCATION AGENCY

Application for an Open-Enrollment Charter School – Fourth Generation Coversheet

Type: Open Enrollment (check one) "75% Rule"



to Southeast

Date of Submission: January 21, 2000 RFA#791-00-006

Name of Proposed School: Nova Charter School – White Rock
Maximum Grade Levels to be served: Pre- Kindergarten through K6
Estimated 1st Year Enrollment: 100 Max Enrollment 500
Name of Sponsoring Entity: Nova Charter School – West Oak Cliff

Check one: x 501(c)(3) nonprofit organization
SBOE District:
Governmental Entity
College or University Starting Date: 8/1/2000

Chairperson of Board of Sponsoring Entity: Dr. Kenneth Greene
Chief Executive Officer of Sponsoring Entity: Dr. Hillery Motsinger, CEO/Superintendent/Principal
Chief Executive Officer of School: Dr. Hillery Motsinger, Superintendent

Applicant Mailing Address: 4111 W. Illinois Avenue, Dallas, Dallas, Texas 75211
School Site: Single school site located at 9220 Ferguson Road, Dallas, Texas 75228 (if different from above)
Contact Phone # 214-333-8450 Fax # 214-333-0115
Email Address:

I certify that I have the authority as the Chief Executive Officer of the sponsoring entity designated above to make application for an open-enrollment Nova Charter School - White Rock. I further certify all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the Nova Charter School - White Rock application process or revocation after award. I authorize the agency to investigate the references included in this application.

Signature of Chief Executive Officer Of Sponsoring Entity/date

Signature of Chairperson of the Governing Board of the Sponsoring Entity/date

Signature of Application Preparer

Was this person paid? Yes x No

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Proposed School Data

(This page not provided to review committee members)

Projected Student Populations (indicate estimated percentages):

70	Students "at risk of dropping out of school"
4	Students requiring Special Education services
5	Students of Limited English Proficiency
50	Students Economically Disadvantaged Families
70	Minority Students

Will the school require all teachers to be certified? No

Will the school require that all teachers be degreed with at least a bachelor's degree? Yes

Will the school allow an individual to serve as a paid employee of the school as well as member of the governing board? No

Will the school allow members of the same family to serve on the governing board? Yes

Has any member of the governing board or any professional person to be employed by the school

No Been convicted of a felony?

No Been convicted of a misdemeanor?

No Been involved in bankruptcy?

Has the sponsoring entity been involved in

Yes (explained in the application) Litigation?

No Sanctions from any state regulatory agency?

If YES to any of the above the applicant must give full disclosure and list all instances completely as required in other portions of the application. (Applicant has made a full disclosure in the Application and listed all instances completely.)

The application preparer has viewed the training video provided at the Regional Education Service Center. X yes no

The applicant for the proposed open-enrollment charter, if approved by the state Board of Education, agrees to operate the educational program described below in accordance with the provisions described within this document and the attached assurances.

I. Evidence of eligibility of sponsoring entity

A. Statement describing sponsoring entity

The sponsoring entity Nova Charter School – West Oak Cliff, located at 4111 W. Illinois Avenue, Dallas, Texas 75211, is an organization exempt from taxation under the Internal Revenue Code of 1986 (26 U.S.C. Section 501(c)(3). As a 501(c)(3) nonprofit organization, Nova Charter School is eligible to sponsor this application. Within this application, the sponsoring entity will be referred to as Nova Charter School – West Oak Cliff in order to distinguish the sponsoring school from the proposed new charter school which will be named Nova Charter School – White Rock.

Nova Charter School – West Oak Cliff is a Texas public charter school, having received its charter in 1998. The school's West Oak Cliff location is chartered to serve 300 students in pre-Kindergarten through K-6.

The mission of Nova Charter School – West Oak Cliff is to provide, in partnership with parents and the community, a multicultural, safe and friendly environment in which children of all ethnic groups are:

- Equally respected
- Educated in basic skills and core content
- Expected to follow school behavioral guidelines
- Extended opportunities to express their special talents, and
- Encouraged to maintain and enrich their own unique cultural heritage

Several important stakeholders work with Nova Charter School - West Oak Cliff to achieve this mission. These stakeholders include students, parents, teachers, and the surrounding community.

- B. 501c3 determination letter from IRS or evidence of application (The TEA will not fund approved schools until the IRS determination letter is received by the Division of Charter Schools.)

For a copy of the 501 (c) (3) IRS determination letter for Nova Charter School - West Oak Cliff, see Attachment #1.

- C. Articles of incorporation of sponsoring entity

For copy of Articles of Incorporation of Nova Charter School - West Oak Cliff, see Attachment #2.

Nova Charter School—White Rock

D. Bylaws of sponsoring entity

For copy of the Bylaws of Nova Charter School - West Oak Cliff, see Attachment #3

E. Biographical Affidavits for each member of the governing Board of the sponsoring entity (Appendix V).

For biographic affidavits for each member of the governing Board of Nova Charter School - West Oak Cliff, see Attachment #4.

F. History of sponsoring entity

1. Financial history of the entity

As a nonprofit organization, Nova Charter School—West Oak Cliff has a one year financial history that was audited by Sauls & Pechaacek, PA in Bellville, Texas during the first year of operation. The audit was conducted in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. In the summary of the auditor's results, an unqualified opinion was issued on the general purpose financial statements. The audit disclosed no noncompliance which is material to the general purpose financial statements. The quarterly Profit and Loss Statements have been attached in Attachment#5 entitled Financial History.

2. Credit report

As a new organization, a credit rating is not available at this time. However, the Bank of America has issued a letter indicating good financial standing. This letter is attached in Attachment #6.

3. Most recent IRS filing

In lieu of IRS filing, please find enclosed the report issued by the annual audit regarding the financial stability of the organization. The first IRS filing will be submitted in April, 2000 covering the school year 1998-99. See Attachment #7.

4. Disclosure of any liens

Nova Charter School - West Oak Cliff has no existing liens.

5. Litigation History

A parent of a child enrolled in Nova Charter School - West Oak Cliff has alleged the school failed to provide transportation for his/her student and, based on that allegation, has filed suit again Nova Charter School - West Oak Cliff. The child involved

in the litigation presents no any evidence of physical disability, defined as one who meets one of the following criteria:

- (1) orthopedic impairment - a student who has been determined by a licensed physician to have a severe orthopedic impairment; or
- (2) other health impairment - a student who has been determined by a licensed physician to have limited strength, vitality, or alertness, due to chronic or acute health problems.

Nor does the student have an IEP, based on evidence of eligibility for special education services and an ARD assessment, indicating that he/she requires special transportation services.

The Nova Charter School Handbook – Policies and Procedures for 1999- 2000 clearly states the general policy: "District transportation to Nova is not provided. Parents are responsible for the transportation of their children to and from school." The Texas Education Code, Chapter 34, Sec. 34.011 regarding appeals states that: "A policy decision of a board of county school trustees or board of trustees of a school district affecting transportation is final and may not be appealed." The Board of Nova Charter School – West Oak Cliff believes that, based on these facts, the litigation is without merit and has hired legal counsel to defend its policy and position.

II. Community Support

- A. Provide information on the manner in which community groups are involved in the charter school planning process.

As a fundamental strategy for ensuring diversity of perspective, the sponsoring entity Nova Charter School - West Oak Cliff, included community groups in the charter school planning process. By consulting diverse groups, Nova Charter School - West Oak Cliff has ensured that issues in planning the Nova Charter School – White Rock were considered from multiple perspectives and that questioning, challenging, constructive arguing, monitoring and authentically useful feedback were an integral part of the planning process. Some of the specific activities used to involve community in planning the charter include:

- Conducting two public meeting involving a total of 33 individuals from the community
- Sending flyers to three local churches notifying community members of planning efforts and requesting their participation
- Publicizing the planning effort before the School Improvement Committee, an existing school committee of the sponsoring entity that is responsible for organizing and creating the School Campus Improvement Plan.

- B. Provide a copy of the notice for, the registration log, and a synopsis of a public hearing held to discuss the proposed charter school plan.

For a copy of the notice for, the registration log, and a synopsis of a public hearing held to discuss the proposed charter school plan, see Attachment #8 titled Charter School Public Meeting.

- C. Discuss any business arrangements or partnerships with existing schools, educational programs, businesses, or non-profit organizations (include letters from each entity represented).

Nova Charter School – West Oak Cliff has the following business arrangements and partnerships with existing schools, educational programs, businesses, or non-profit organizations:

- Pegasus Charter School – Pegasus Charter School recently received a federal grant from the U. S. Department of Education. Nova Charter School - West Oak Cliff is a partner in the grant and, as such, will receive extensive services related to after-school programs during the next three years. Pegasus Charter School is the fiscal agent under the grant and Nova Charter School - West Oak Cliff has no responsibility for fiscal management.
- Nova Charter School – West Oak Cliff's Parent-Teacher Association (PTA) – The PTA donates library books to the school.

For letters from each entity represented, see Attachment # 9 titled Partnership Letters.

- D. List five persons who are not directly involved with the school as employees or as Board members, who will serve as references for the sponsoring entity. Provide phone numbers, addresses, and nature of experience with the sponsoring entity.

- Dr. Rosie Sorrells, 5506 Glen Forest Lane, Dallas, Texas 75241 (214)374-1521; Dr. Sorrells serves on the school's Steering Committee; speaks before parent groups; and acts as a general advisor.
- Dr. Kenneth Thomas, 3000 Mountain Creek Parkway, Dallas, Texas 75211 (214)333-6801; Dr. Thomas has done staff development for faculty, teacher evaluation, and advised on school improvements
- Don Hicks, Executive Director, Dallas Southwest Osteopathic Physicians, 2909 South Hampton Road, Dallas, Texas; Mr. Hicks heads the foundation that has donated playground equipment and education equipment to the school. He has been a frequent visitor to the school's West Oak Cliff campus.
- Edna Pemberton; (address) 400 S Zang Boulevard, Dallas, TX 75208; (214)339-9656; Ms. Pemberton is a political leader in the community and an employee of Senator Royce West's district. She has served on the existing Nova school's Steering Committee and in public relations and fund development for the school's West Oak Cliff location.
- Mr. Beau Lucas, Address: 5000 Quorem Drive, Dallas, TX 75240-7509; 972-991-4567; Co-owner of Harry B. Lucas Company (commercial and real estate). Mr. Lucas has donated computers and other office technology equipment to the school's West Oak Cliff location.

- E. Each applicant must publish the following statement in a newspaper of general distribution in the geographic area proposed for the school. The statement must also be mailed to the city council and commissioner's court with jurisdiction over the geographic area. Attach evidence of publication.

For evidence of newspaper publication, see Attachment # 10 titled Newspaper Publication. For evidence of mailing to the city council and commissioner's court with jurisdiction over the geographic area, see Attachment #11 titled Notification to City Council and Commissioner's Court.

III. Governance of the Sponsoring Entity

- A. Profile of the Founding Board and/or Initial Incorporators of the sponsoring entity

The Nova Charter School – West Oak Cliff is governed by a single Board comprised of nine members that reflect the ethnic composition of the community served by the school: Four non-parent community members; four school parents/guardians; and one school employee who is not an administrator of the school nor the principal serve as the Board of directors for the non-profit organization. The following officers have now served on the Board for two years:

1. Dr. Kenneth Greene, President
President of STAAF, Strengthening the African American Family
2. Mr. Al Golston, V. President
Assistant Vice President, NationsBank - Internal Control Reporting
3. Mrs. Delores Chappell, Secretary
Professional Speaker and Community Volunteer
4. Mr. Raul Elizondo, Treasurer
Tax Attorney and CPA in Private Practice

The Board governs the fiscal, educational, and staffing leadership for Nova Charter School – West Oak Cliff. The Board has established an Advisory Committee to provide input needed to guide the decisions of Nova Charter School – West Oak Cliff. The Advisory Committee reflects the needs and concerns of the community served. This Board is directly involved in the hiring of the Chief Executive Officer (CEO) and in evaluating the CEO's performance based on criteria established by the Board. In addition, this Board reviews hiring and discharging recommendations for faculty that may be made by the CEO. The Mission Statement presented in this application was developed, reviewed and approved by the executive members of the Board of Directors and the Board's Advisory Committee.

Nova Charter School - West Oak Cliff maintains liability insurance for the Board and its administrators and follows the Texas Education Code Chapters 551 and 552, the Open Meetings Act and the Open Records Act. Dr. Gene Davenport of Teamship

Associates has provided required Board training. The district is a member of Texas Association of School Boards (TASB) that reviews and adopts policies relevant to charter schools.

1. Describe the organizing group of initial incorporators who are working together to apply for a charter, including the names of the organizers, their backgrounds and experiences and 3 references for each.

During the formation of the Nova Charter School—West Oak Cliff organization, a group of interested individuals led by Dr. H. M. Motsinger focused their efforts on developing a open enrollment charter school. Their first application was successful and upon completion of the first year of school, baselines have been established that will determine the level of academic success. The following individuals joined Dr. Motsinger in his endeavors to create a model public school that actively involves children in their learning. Letters are attached that describe their backgrounds and experiences and provides 3 references for each. See Attachment #12—Letters from Original Incorporators.

- Alvin Golston
- Kenneth R. Green
- Raul Elizondo
- Sandra Hogg
- Vonda Lacy
- Valerie Thomas
- Carla Sanders
- Ms. Morales Calado

2. Describe what role each person will play and why he/she has chosen to support the application.

Each member of the organizing group of initial incorporators who are working together to apply for a new charter for Nova Charter School – White Rock has performed essential roles and duties in planning and organizing the new charter school. They have performed roles and duties related to visionary leadership, guidance and direction in the early stages of planning the new charter school, and advocacy for the success of the new school. Some of their more important roles and duties include:

A VISIONARY ROLE that includes a duty to:

- promote the educational welfare of all children
- ensure creation and maintenance of a shared vision that promotes enhanced student achievement
- adopt a shared vision based on community beliefs to guide local education
- ensure that the vision of Nova Charter School – West Oak Cliff and the Nova Charter School – White Rock expresses the present and future needs of the children and communities served by these schools

A GUIDANCE AND DIRECTION role that includes a duty to:

- provide guidance and direction for accomplishing the organizational vision to all schools operated by Nova Charter School – West Oak Cliff, including the proposed new school located in the White Rock area
- recognize and understand the respective roles of the legislature, the State Board of Education, the Texas Education Agency, and the local Boards in the governance of Nova Charter School – West Oak Cliff and the proposed new Nova Charter School – White Rock
- adopt a planning and decision making process consistent with state statute that uses participation, information, research, and evaluation to help achieve vision of the proposed new Nova Charter School – White Rock
- ensure the planning and decision making process engaged in by Nova Charter School - West Oak Cliff enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the mission of the proposed Nova Charter School – White Rock

An ADVOCACY ROLE that includes a duty to:

- generally promote the Nova organizational mission within communities served by charter schools operated by Nova Charter School - West Oak Cliff
- help build partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students
- support children by establishing partnerships between charter schools operated by Nova Charter School – West Oak Cliff, parents, business leaders, and other community members as an integral part of each Nova-sponsored school's educational program
- promote School Board service as a meaningful way to make long-term contributions to the local community and society

3. Describe the following:

a. The officer positions designated

The following organizational chart shows the officer positions designated by the new Nova Charter School – White Rock. Descriptions of each officer position is listed below.

President of the Board of Directors--The responsibilities of the president of the school board are all inclusive. The president is responsible to the parents and to the state for the safety and well being of all children and employees of the school. The president leads the other board members in selecting, evaluating and rehiring or replacing the chief operation officer, superintendent, of the school. The President, with the assistance of the superintendent and board committee members sets the monthly board meeting agenda items. The president conducts the board meetings so that all parties involved in the school are given a fair opportunity to present their concerns.

Vice President—shall have such powers and perform such duties as from time to time may be prescribed by these Bylaws, the Board of Directors, or the President. In the absence or disability of the President, the senior Vice President shall perform all the duties of the President, pending action by the Board. While so acting, the senior Vice President shall have the powers of, and be subject to all the restrictions on, the President.

Secretary—The Secretary shall see that all notices are duly given as required by law, the Articles of Incorporation, or these bylaws. Be custodian of the minutes of the Corporation's meetings, its Corporate Record Book, its other records, and any seal which it may adopt. Maintain a record of all Members of the Corporation together with their current mailing addresses. And In general, perform all duties incident tot the office of Secretary, and such other duties as from time to time may be required by Article Six of these Bylaws.

Treasurer---The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation in those banks, trust companies, or other depositories as the Board of Directors select. (S)he shall receive and give receipt for monies due and payable to the Corporation, disburse or cause to be disbursed funds as may be directed by the Board of Directors, taking proper vouchers for those disbursements.

- b. The manner in which officers are selected and removed from office

According to the Corporate Bylaws, all officers shall be elected by and hold office at the pleasure of the Board of Directors, which shall fix the compensation and tenure, not to exceed three (3) years of all officers. The Board of Directors may delegate this power to appoint officers to any officer or committee, and such officer or committee shall have full authority over the officers they appoint.

Any officer may be removed, with or without cause, by vote of a majority of the Directors at any meeting of the Board, or , except in case of an officer chosen by the Board of Directors, by any committee or officer upon whom that power of removal my be conferred by the Board. Such removal shall be without prejudice to the contract rights, if any, of the person removed. Any officer may resign at any time by giving written notice to the Board and its officers. Any resignation shall take effect upon receipt or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

- c. the manner in which members of the governing body are selected and removed from office

Members of the governing board presently serve for a period of two years and will be re-elected or replaced by a majority vote of the Board after the two years from

the existing membership. After two years, the community members will be nominated and selected by the full nine-member Board on a rotating one-year or two-year basis. Selection criteria requires that a parent be nominated by the nominating committee or that their name is submitted to the committee for consideration. The Board will establish a nominating committee that will function as the advisory committee established for the purposes of election. Parent members will be elected by the parent population during the first six weeks of school from the student population. The school representative must have a majority vote from the entire staff or will be appointed by the Board. Vacancies will be filled by a majority vote of the Board to either conduct a new election or appoint from the nomination list submitted by the nominating committee.

The entire Board of Directors or any individual Director may be removed from office by a vote of a majority of Members entitled to vote at an election of Directors. However, if less than the entire Board is to be removed, and the Members are given the right to cumulate votes in the Articles of Incorporation, no one of the Directors may be removed if the votes cast against his removal would be sufficient to elect him if then voted at an election of the entire Board of Directors. If any or all Directors are so removed, their replacements may be elected at the same meeting.

- d. the manner in which vacancies on the governing Board are filled

Vacancies on the governing board will be filled by a majority vote of the Board to either conduct a new election or appoint from the nomination list submitted by the nominating committee.

- e. the term for which members of the governing body serve

The following positions will be available for Board membership during the first year. After the first year, the term in office for each position will be reviewed by the Board and a determination made for the terms to be served by each member.

Parent 1	1 year	Parent 3	2 years	School Staff	1 year
Parent 2	1 year	Parent 4	2 years		

In addition to parent representatives, a member from the faculty will serve on the Board of Directors. The selection process will include staff nomination and a majority vote. The staff member will represent the instructional staff on the Board and provide insight into staffing and educational needs.

- f. whether the terms are to be staggered

Terms are staggered and described in the preceding question (e).

4. Include any plans for further recruitment of founders or organizers of the school.

The sponsoring entity has no plans for further recruitment of founders or organizers of the proposed new school.

B. School Management Board

1. Biographical Affidavit for each member of the school management Board if different from Board of sponsoring entity listed in Section 1 above.

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity listed in Section 1 above.

2. Describe the following:
 - a. The officer positions designated

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity. The officer positions are the same as shown for the sponsoring entity.

- b. the manner in which officers are selected and removed from office

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity. The manner in which officers are selected and removed from office are the same as shown for the sponsoring entity.

- c. the manner in which members of the governing body are selected and removed from office

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity. The officer positions are the same as shown for the sponsoring entity.

- d. the manner in which vacancies on the governing Board are filled

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity. The officer positions are the same as shown for the sponsoring entity.

- e. the term for which members of the governing body serve

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity. The officer positions are the same as shown for the sponsoring entity.

- f. whether the terms are to be staggered.

The School Management Board of Nova Charter School – White Rock is the same as the Board of the sponsoring entity. The officer positions are the same as shown for the sponsoring entity.

3. Specify the extent to which any private entity will be involved in the operation of your charter school. Identify any members of the governing Board or officers of the charter school who are affiliated with that entity.

No private entity will be involved in the operation of the proposed Nova Charter School – White Rock.

4. The manner in which the charter school will conduct textbook selection

The proposed Nova Charter School – White Rock will adhere to the Texas Education Code (TEC) §28.002, Required Curriculum, for conducting textbook selection. The proposed school will offer textbooks related to both foundation and enrichment curricula. Foundation curriculum includes: English language arts, mathematics, science, and social studies, consisting of Texas, United States, and world history, government and geography. Enrichment curriculum includes languages other than English, health, physical education, fine arts, economics, with emphasis on the free enterprise system and its benefits, career and technology education, and technology applications.

Nova Charter School – White Rock will incorporate teaching of the Texas Essential Knowledge and Skills (TEKS) for the foundation curriculum, as required of school districts and open-enrollment charter schools. As permitted by the Texas Education Code, the proposed school will incorporate the Texas Essential Knowledge and Skills only as a guideline for teaching the enrichment curriculum.

IV. School Demographics (Reviewed by Agency)

- A. What are the school's enrollment projections for the first five years? What is the school's maximum enrollment goal? What grades will be served? How many students are expected to be in each grade or grouping? What will be the maximum class size allowed: any increase in the grade levels served and maximum enrollment as specified on the cover sheet of this application, and any increase in maximum class size must be approved by the SBOE.

Nova Charter School – White Rock projects that for the first five years enrollments will be: Year 1 – 100-150 students; Year 2 – 175-225 students; Year 3 – 250-300 students; Year 4 – 400-450 students, and Year 5 – 500 students. Grades preKindergarten through K-6 will be served. During the first year, it is anticipated that approximately 15 students will be enrolled in the elementary grade levels and a minimum of 15 in the PK class. By the fifth year, 60-65 students are expected to be in each grade or grouping. The maximum class size allowed is 20. However, Nova Charter School retains the right to enroll the maximum of 500 students when there is a waiting list of students to be served and building capacity to serve them.

B. Describe the community or region where the schools will be located

The proposed Nova Charter School - White Rock will be located at 9220 Ferguson Road, Dallas, Texas 75228, approximately 7 miles east from downtown Dallas. The area is known as the White Rock lake area and generally includes the zip codes shown below. The proposed new school's service area, however, includes all of Dallas County and the school will accept students from schools located within the boundaries of Dallas County.

A substantial number of students enrolled in the new school are expected to come from the zip code in which the school is located (75228). Census data for 1990 show the 75228 zip code as having 55,051 residents. The surrounding zip codes (shown below) add more than 300,000 residents for a total of more than 350,000 residents in the area from which the proposed school will most likely draw students. These surrounding zip codes include:

- 75228 PO Name: Dallas (TX) - Median household income - \$27,962
- 75218 PO Name: Dallas (TX) - Median household income - \$33,153
- 75214 PO Name: Dallas (TX) - Median household income - \$33,530
- 75150 PO Name: Mesquite (TX) - Median household income - \$36,239
- 75149 PO Name: Mesquite (TX) - Median household income - \$34,542
- 75215 PO Name: Dallas (TX) - Median household income - \$8,695
- 75210 PO Name: Dallas (TX) - Median household income - \$8,444
- 75223 PO Name: Dallas (TX) - Median household income - \$19,301
- 75217 PO Name: Dallas (TX) - Median household income - \$24,967

Note: median household incomes are based on 1990 Census data

The White Rock area is a racially complex community. The white, non-Hispanic population in these nine zip codes (including the zip code of the school's location) located in or nearby to the White Rock area constitutes about 51% of the area's total population. Hispanics represent 15% while blacks represent 23%. Some 11% of residents fall into "other" ethnic groups.

Educational attainment in these zip codes is mixed, with one zip code showing 60% of residents 25 years or older not having earned a high school diploma or GED. Two of the zip codes show 55% and 56% of residents 25 years or older not having

earned a high school diploma or GED. However, another zip code indicates that only 13% of its residents aged 25 years or older have not earned at least a high school diploma or GED. These educational attainment statistics compare to a Dallas countywide rate of 23% of residents age 25 years or older who have not earned at least a high school diploma or GED.

Median household incomes (as shown above) varied from a low of \$8,444 to a high of \$36,239. This compares to a median income of \$31,605 for Dallas County (1990 Census data). Five of the nine White Rock area zip codes show household incomes below the Dallas County median. As expected, median income for persons not possessing a high school diploma or GED was substantially lower for all zip codes.

The White Rock area is educationally, economically, and culturally diverse and citizens living within many of its neighborhoods lag behind both educationally and in income compared to the rest of Dallas County and compared to some neighborhoods within the White Rock area itself (See TAAS % Passing rates below for Dallas ISD who serves the majority of students expected to enroll in the White Rock charter school). Within those neighborhoods lagging behind, parents who have little educational experience and low incomes may, without extra assistance and resources from the community, find it difficult to fully support their children in obtaining at least a high school diploma. The proposed charter school will provide the extra assistance and resources that all children living in the White Rock area need.

TAAS % Passing				
Grade		State	Region	District
Grade 3 All Tests	1999	78.9%	78.3%	59.0%
	1998	73.3%	72.6%	55.2%
Grade 4 All Tests	1999	78.4%	77.8%	60.8%
	1998	74.1%	73.0%	56.7%
Grade 5 All Tests	1999	82.5%	81.5%	63.2%
	1998	79.4%	77.7%	62.8%
Grade 6 All Tests	1999	79.8%	81.9%	70.6%
	1998	75.5%	77.6	66.6%

C. Why was this location selected? Are there other alternative locations suitable to the needs and focus of the school?

The Advisory committee conducted a needs assessment for the Board of Directors of Nova Charter School - West Oak Cliff. The needs assessment, identified several important citizen and community characteristics that could be effectively addressed by the new Nova Charter School - White Rock. The new school's location was selected based in these characteristics that include:

- the area where the campus is located is rich with cultures and languages
- area elementary schools are crowded with high student/teacher ratios
- parents desire safe and nurturing schools for their children and to be to be involved in their education
- English language development is highly desirable
- the community will support a school that promotes literacy and demonstrates results

There may be other alternative physical locations suitable to the needs and focus of Nova's proposed new school. Based on a reasonable exploration for physical locations for the proposed school to be located in White Rock, the school's location is wholly satisfactory to meet the needs and focus of the proposed charter school.

V. Human Resource Information (Reviewed by Agency)

- A. Describe your human resources policies governing salaries, contracts, hiring, and dismissal, sick and other leave, and benefits. (Provide salary schedules, sample contracts and copies of policies on other issues in Attachments).

Policy governing salaries –Nova Charter School –White Rock will hire and maintain high quality staff and teacher/educators by providing salary levels comparable with other school programs with the same type of job responsibility. All new-hire positions, including contractors, will be advertised in the local newspaper and other appropriate media. Job descriptions for each position will be in writing.

Policy governing contracts - All employees of the proposed new school will maintain "at will" contracts and will be subject to evaluation based on criteria established by the Board of Directors. All educational staff will be awarded 10 month (207 days) "at will" contracts. The Board will design an appeals process to be followed in case of conflicts concerning employees based on Texas Workforce criteria and the Office of Civil Rights.

Policy governing hiring – To provide uniform employment practices throughout the organization and to conform with Equal Employment Opportunity and Affirmative Action Policies, Nova Charter School – White Rock will adopt the pre-employment process used by Nova Charter School - West Oak Cliff and will implement this process in searching for job applicants. Application forms, job descriptions, and contracts will be jointly developed for each staff position by the CEO, the Board, and any advisory committees established by the Board prior to advertising available positions. Nova Charter School – White Rock will use both internal and external search mechanisms in the employment process.

Nova Charter School – White Rock will strongly encourage job applications from members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age or disability. It will make concerted efforts to hire qualified minorities at all levels. Members of underrepresented groups will be encouraged to

apply and will receive strong consideration in the selection process if their skills and qualifications are equal to other candidates. The new school will also encourage applications from persons who have succeeded in overcoming the disadvantages like those of the population to be served.

The new Nova Charter School – White Rock will hire and maintain the appropriate number of employees to insure that students attending the new school receive maximum educational and social benefits. Each teacher or educator must be skilled and experienced in working with school-age children on learning and enrichment activities. All program personnel, including teachers/educators, must pass a criminal background check prior to beginning work. A criminal check will be run through the Region 10 ESC on each applicant that will be hired by the proposed new school. Region 10 ESC will also conduct criminal background checks for all school volunteers.

The Board will be directly involved in the hiring of the Chief Executive Officer (CEO) and will evaluate performance based on criteria established by the Board. In addition, the Board will review hiring and discharging recommendations for faculty that may be made by the CEO.

Policy governing dismissal – To create and maintain equity in employment, application forms, job descriptions, and contracts will be jointly developed for each staff position by the CEO, the Board, and any advisory committees established by the Board prior to advertising available positions.

Employment decisions, including but not limited to employee dismissal, will be evaluated by the CEO, Lead Teacher, and peer review based on criteria to be determined by the Board before the hiring process. After the first year, the principal will lead the evaluation process for educator staff.

Policy governing sick and other leave –Educators and other staff members will receive the same benefits (i.e. sick days, professional day, etc.) as teachers employed by the state in a public school.

Policy governing benefits - Educational staff will participate in decision-making processes with respect insurance and other benefits. All staff members will have a choice about participating in the Teacher Retirement System or an alternative retirement system.

See Attachment #13 for salary schedules, sample contracts and copies of policies other than related to human resources.

B. Administrators (Reviewed by Agency)

1. Biographical Affidavit for each administrator of the school.

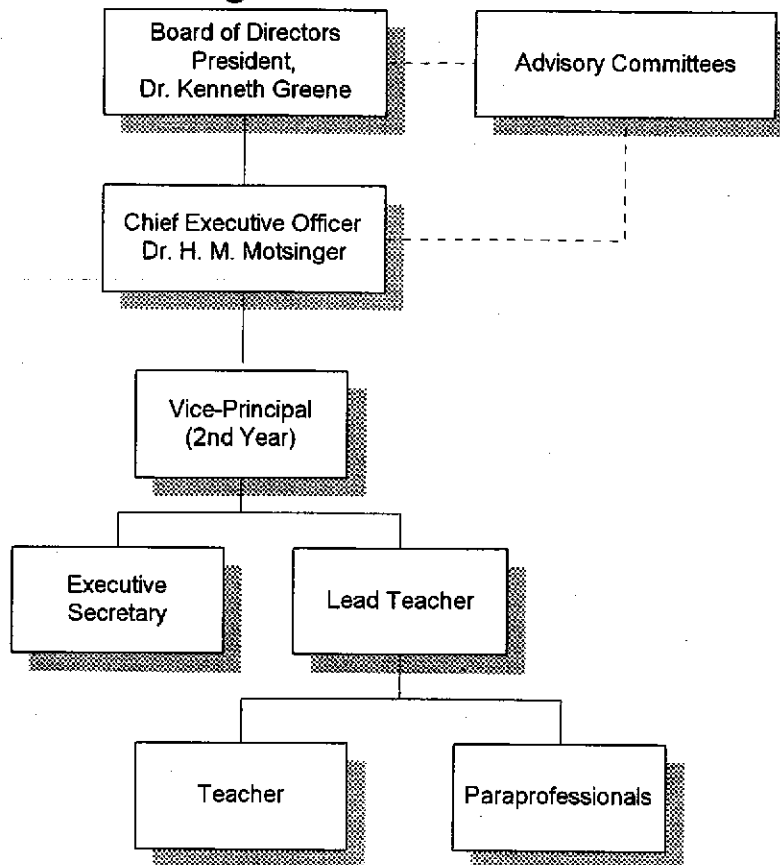
For a biographic affidavit for the present administrator of the proposed new school, see Attachment #14.

2. Powers and duties

- a. Who will be the school's Chief Executive officers? Describe the chain of command (attach an organizational chart).

Dr. Hillery Motsinger will act as CEO/Superintendent of the proposed new school. A Vice Principal will be hired the second year and will meet all criteria set forth in this application. The chain of command is shown in the chart below.

Nova Charter School- White Rock Organizational Chart



- b. what experience has the proposed CEO had in managing a school and/or business?

Dr. Hillery M. Motsinger has 18 years experience as an educator at the elementary and secondary levels. Dr. Motsinger founded Nova Charter School –West Oak Cliff in August, 1998. See Attachment #15 entitled CEO's Biography.

- c. What criteria will the founders use to choose the school's academic and financial leaders?

The founders of the proposed new school will choose the school's academic and financial leaders based on the following criteria:

Education: All academic staff (excluding paraprofessionals) will possess a minimum of a bachelor's degree (with exceptions as specified elsewhere in this document). Teachers must be qualified to execute instructional strategies, strategies for student growth and development, strategies for classroom management and organization, strategies for policy implementation, and possess good communication skills. Financial leaders will possess a bachelor's degree or higher with a major in business administration, finance or accounting.

Experience: All teaching staff will be experts in the field of early childhood development and will provide evidence of success with experience in the field. Financial leaders must have at least one year's experience in the field of accounting or finance.

Evidence of certifications: Teaching staff will be encouraged to seek Texas Teacher's Certification during employment, if they lack certification upon initial employment. Financial leaders may possess certifications such as CPA, but this will not be required for hiring.

Desire and commitment: We will seek teachers, administrators who can confirm qualities such as kindness, courtesy, enthusiasm, interest in teaching, as well as desire and experience in working with inner-city and low income youth.

- d. Provide a complete job description for the CEO, school academic director, financial director and other administrative personnel.

Chief Executive Officer –The Chief Executive Officer (CEO) will serve as the curriculum leader of the proposed new school and be responsible for the duties of superintendent and principal during the first year and for the following duties:

- communicating and advising the Board
- directing hiring and discharging recommendations to the Board
- implementing directives from the Board
- interacting with all advisory committees established by the Board
- organizing and implementing fundraising activities
- establishing and implementing contracts
- expending and maintaining fiscal records
- evaluating program effectiveness
- dealing with discipline and mediating conflicts between parents, students, and teachers
- guiding the educational process of the staff and students and
- participating in the evaluation of school staff at the proposed charter school

The CEO will report directly to the Board of Directors and will provide administrative review and evaluation for the Lead Teacher who will direct and evaluate the educational staff during the first year. The principal who will be hired for the second year will assume direct leadership for the school at the beginning of the second year.

Vice –Principal Supervision—Supervised by the Chief Executive Officer and/or by his/her designee.

General duties domain

- Implement the vision and mission statement according to the vision and mission statements outlined within the charter
- Manage the day-to-day affairs of the proposed new school focusing on curriculum, instruction and students and other duties as may be assigned by the CEO and/or designee
- Ensure that all necessary records are obtained and maintained as required by law and for audit purposes
- Ensure that all laws relating to the proposed new charter school are followed by all staff including federal programs and special populations
- Coordinate substitutes, textbooks, and other operations required by the proposed charter school to provide quality educational services
- Work with CEO and/or designee to prepare necessary reports
- Perform other duties as assigned by the CEO and/or designee

Curriculum and Instruction domain

- Work with the CEO and/or designee, and faculty on developing and implementing curriculum and evaluation methods of students that supports the proposed school's vision and mission
- Work closely with team leaders in utilizing flexible scheduling and in creating thematic project-based learning that incorporates all disciplines
- Utilize interdisciplinary and other innovative learning endeavors as outlined in the white paper and charter
- Coordinate technology as a learning tool

Supervisory domain

- Supervise other faculty
- Evaluate faculty and staff on predetermined job performance criteria
- Interview and make hiring and firing recommendations to the CEO or her designee
- Ensure that all faculty are fully informed of pay procedures, Board policies and directives, and policies and directives of CEO and/or designee
- Handle student discipline
- Establish a safe, peaceful, and clean learning environment
- Work with faculty on professional development activities, development of lesson plans, scope and sequence, IAP portfolios, and rubrics for each course

Programs domain

- Implement, monitor and participate in the evaluation all federal and state programs provided at the proposed new school

- Implement peer mediation and peer court when directed by the CEO and/or designee
- Develop and implement free/reduced lunch program when required maintaining appropriate records required by the state and federal guidelines that may be audited
- Implement enrichment programs in conjunction with the CEO and/or designee

Parent/Public Involvement domain

- Assist with student recruiting and open houses
- Maintain a cooperative working relationship with building tenants and owners
- Coordinate and ensure that parents stay informed regarding student progress
- Maintain open lines of communication with parents
- Encourage and facilitate parental involvement and the development of a community of learners
- Create an environment that fosters continuous improvement

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Executive Secretary – The executive secretary answers to the superintendent. This person handles the superintendent's calendar, phone messages and correspondence. The executive secretary will keep the school board minutes and all other related records. This person will be a liaison between the superintendent and all persons both in the school system and outside the system.

Major responsibilities include:

- Work closely with the superintendent in monitoring the calendar as well as the school calendar.
- Keep records for the board meetings and all reports that need to go to parents, TEA, banks, Principals and business director.

e. How will administrative personnel be evaluated?

Administrative personnel will be evaluated in accordance with provisions of Subchapter BB issued under the Texas Education Code, §21.354 and §39.054, and the commissioner's recommended or established standards under the Code. The new Nova Charter School – White Rock will accept the commissioner's recommendations as its method of evaluation for administrative personnel which includes the following domains:

- Instructional management
- School or organization morale
- School or organization improvement
- Personnel management
- Management of administrative, fiscal, and facilities
- Student management

- School or community relations
- Professional growth and development
- Academic excellence indicators and campus performance
- School board relations (for superintendents only)
- A student performance domain shall be included in the appraisal of principals and superintendents

f. What will be the salary range and benefits for administrative staff

The salary range and benefits for administrative staff will be:

- CEO/Superintendent \$60,000
- Principal \$45,000
- Vice-principal \$35,000

Benefits available to all administrative staff include:

- Educators and other staff members will receive the same benefits (i.e. sick days, professional day, etc.) as teachers employed by the state in a public school
- All staff members will have a choice about participating in the Teacher Retirement System or an alternative retirement system

C. For Faculty and Staff (Reviewed by Agency)

1. Include a description of the qualifications to be required for all classroom teachers and staff

All teaching staff will possess a minimum of a bachelor's degree and will be encouraged to seek Texas Teacher's Certification during employment. It is anticipated that all teaching staff will be experts in the field of early childhood development and will provide evidence of success with experience in the field. Exceptions may be made with CEO recommendations and Board approval when a degreed person is not available for employment and the educational process could be adversely affected. In which case, a non-degreed employee would be considered if he/she had early childhood experience and expertise but would be required to attend approved courses leading toward a bachelor's degree at a college or university.

Teachers must be qualified to execute instructional strategies, strategies for student growth and development, strategies for classroom management and organization, strategies for policy implementation, and possess good communication skills.

Qualifications for non-teaching administrators and staff include possession of appropriate education and/or certifications and special knowledge and skills in their particular job position. Experience in the field may also be required as necessary.

2. Describe the targeted staff size and teacher-to-student ratio.

A low student/teacher ratio of 15:1 at the preschool and kindergarten and 22:1 at the primary level with paraprofessional support will be maintained. This student/teacher ratio will include additions of paraprofessionals to the classroom as student numbers increase or high numbers of special populations are enrolled. Need for hiring additional paraprofessional personnel will be determined by the CEO who will make recommendations for hiring additional paraprofessional personnel.

3. Identify the proposed faculty and staff if possible.

All new faculty and staff will be new hires and cannot be identified at this time.

4. How will the faculty and staff be evaluated?

A modified Professional Development and Appraisal System (PDAS) recommended by the Texas Education Commissioner will be used to evaluate teachers. The PDAS appraisal framework is considered especially appropriate for teachers because the PDAS criteria acknowledge broad-based tasks that teachers routinely perform that go beyond classroom teaching. The PDAS is not, however, intended to evaluate staff other than teachers. Professional staff such as speech pathologists, librarians, and counselors will not be evaluated under the PDAS (unless these positions also involve teaching). Non-teaching, administrative staff members will be evaluated in accordance with provisions of Subchapter BB issued under the Texas Education Code, §21.354 and §39.054, and the commissioner's recommended or established standards under the Code.

Each teacher will be appraised each school year. Whenever possible, an appraisal will be based on the teacher's performance in fields and teaching assignments for which he or she is certified.

Domains of the PDAS instrument for teacher evaluation include:

- Domain I: Active, Successful Student Participation in the Learning Process
- Domain II: Learner-Centered Instruction
- Domain III: Evaluation and Feedback on Student Progress
- Domain IV: Management of Student Discipline, Instructional Strategies, Time, and Materials
- Domain V: Professional Communication
- Domain VI: Professional Development
- Domain VII: Compliance With Policies, Operating Procedures and Requirements
- Domain VIII: Improvement of Academic Performance of All Students On The Campus (Based on Indicators included in the AEIS)

5. Provide complete job descriptions of all charter school faculty and staff, including instructional and non-instructional duties.

Counseling Staff--Counselors must be child-centered and possess certification or license to provide counseling services. During the first year, these services will be contracted and will be provided on an "as need" basis. Funds have been budgeted for both special education and counseling services.

Lead Teacher Qualifications--A Lead Teacher will be identified from the degreed and certified staff. The Lead Teacher will provide educational support to the CEO and staff and must possess leadership skills and early childhood classroom experience. The Lead Teacher will facilitate staff evaluations, participate in the design and evaluation of programs, and function as the contact person for the Education Advisory Committee.

Teacher Qualifications - All teaching staff will possess a minimum of a bachelor's degree and will be encouraged to seek Texas Teacher's Certification during employment. It is anticipated that all teaching staff will be experts in the field of early childhood development and will provide evidence of success with experience in the field. Exceptions may be made with CEO recommendations and Board approval when a degreed person is not available for employment and the educational process could be adversely affected. In which case, the non-degreed employee would be considered who had early childhood experience and expertise but would be required to attend approved courses leading toward a bachelor's degree at a college or university. Intense professional development activities will be required during the school year as well as parent meetings at the end of each grading period. Eleven teachers will be hired by the school.

Paraprofessional Qualifications - The paraprofessional staff will possess a minimum of a high school diploma and possess experience in the field of early childhood development, education, and/or child care. The duties and responsibilities of the paraprofessional will be to provide direct and indirect services to students and teachers. They will be supervised and evaluated by the Lead Teacher. Paraprofessionals will attend all professional development activities with the teachers. Five paraprofessionals will be hired to assist the teaching staff.

For complete job descriptions of all faculty and staff of the proposed new charter school, including instructional and non-instructional duties, see Attachment #16 entitled Job Descriptions.

6. For secondary schools, describe the method for determining that an individual student has satisfied the requirements for graduation.

This is not applicable since this application is for a preKindergarten to K-6 school.

D. Code of Conduct

1. Describe in detail your school rules or guidelines governing student behavior.

The Nova Charter School Handbook – Policies and Procedures for 1999-2000 sets forth a code of conduct for students at the West Oak Cliff campus. This same code of conduct will be adopted and implemented at the proposed new school located in White Rock. Rules for students identified in the Handbook include:

- With respect to food, no food is to be eaten outside on the school grounds. Candy and gum are not permitted in the school. Students are not allowed to skip lunch unless they have a note from their parents. Pupils are expected to eat the food on their tray even if it is not their favorite.
- Trash must be put in trash cans at all times; students (and others) are expected to see that halls and restrooms are kept clean
- With respect to classroom conduct, teachers are in charge of the classroom at all times; pupils are to obey the rules and requests of teachers. Substitute teachers are in charge in place of absent teachers; students are expected to obey substitute teachers in the same way as if he/she were their regular classroom teacher.
- While attending student assemblies, students must enter the area quietly and listen for instructions.
- With respect to play area conduct, students are expected to treat other children as they would want to be treated. Students will share playground equipment, not fight or throw rocks or dirt, and they will line up quietly and listen to the teacher. Toys or electronic equipment of any kind are not to be brought to the school.
- Students must adhere to the school's dress code which consists of a uniform based on a red, white and blue color scheme.
- Students are to show respect for all adults and for other children. School and classroom behavior should exemplify respect for everyone's right to learn. Physical fighting is not allowed at any time for any reason at school and will not be tolerated.
- Pupils walking in the halls between bells must have a hall pass.
- With respect to homework (given on four nights each week), students are expected to complete and return the work on the following day.
- Students are expected to work through classroom problems with their teacher. They may bring their problems to the attention of a school administrator AFTER they have shown an effort to reach a solution with the teacher.
- Profanity is not allowed. Appropriate language for the school environment is expected at all times. All children are expected to use proper manners at all times while at school (excuse me, please, thank you, listening when others are speaking, etc.)
- No weapons of any kind (real or play) can be brought to the Nova campus. Students must alert a teacher or other adult if they know of any weapons that are on campus. Toy weapons or other weapons such as knives will be removed from students. Violation of the "no weapons" code of conduct will be cause for student suspension.
- Students may use the school's telephones only for emergency situations.

2. Describe your school's policies regarding student expulsion and suspension. Include a description of procedures that satisfy due process requirements.

Policies governing administrative actions taken to prevent a student's expulsion and suspension as identified in the Handbook. These include requiring parents to attend a conference with the principal or assistant principal for intolerable school behavior by their student. Students placed on a parent conference may not return to class until the parent conference has been completed.

Students may be "emergency removed" from school for disruptive behavior from one through three days for disruptive behavior. Students may not return to school until the emergency removal days have been served. If students who are emergency removed from school report to school, parents will be called to pick them up. Students may be suspended for persistent and serious violations of the school's code of conduct and other rules. Violation of the "no weapons" code of conduct will be cause for student suspension

The Nova Charter School Handbook – Policies and Procedures for 1999-2000 sets forth the school's procedures for student expulsion and suspension for students attending the West Oak Cliff campus. The procedure is structured as follows:

Pending a hearing, the student may be placed on suspension for up to three consecutive days. Suspension periods pending hearings can be out-of-school, in-school, or placement in an AEP. Written notice of the time and location of the expulsion hearing will be provided. The student's parents, guardian, or another adult who is not an employee of the charter school must represent the student at the hearing. If the decision to expel is made by the Board's designee, the decision may be appealed to the Board.

A student shall be expelled by written order setting the term of the expulsion. Before the expulsion, the Superintendent will provide the student a hearing at which the student is afforded due process, which shall include the following:

- Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation
- Right to a full and fair hearing before the Board or its designee
- Right to an adult representative or legal counsel
- Opportunity to testify and to present evidence and witnesses in his or her defense
- Opportunity to examine the evidence presented by the school administration and to question the administration's witnesses

The notice shall be in writing and shall advise of the nature of the evidence and the names of any witnesses whose testimony may be used against the student. The student will be notified of the date of the hearing. The decision will be based exclusively on evidence presented at the hearing. The final decision will be communicated promptly to the student and parent.

Notice of expulsion will be made to the county juvenile court within two business days after the expulsion hearing is held. The charter school will inform each teacher of the expelled student of the offense that caused the expulsion. Teachers so informed are required to keep all expulsion information confidential.

The Nova Charter School Handbook – Policies and Procedures for 1999-2000 sets forth the school's procedures for **appeals** of expulsion and suspension for students attending the West Oak Cliff campus. The appeals procedure is structured as follows:

A decision by the Superintendent to expel a student may be appealed to the Board. A handicapped student shall not be excluded from his current placement pending appeal to the Board for more than ten days without ARD committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, unless the charter school and parents agree otherwise, a handicapped student shall remain in the present education setting.

3. Describe your school's mandatory student attendance plan and its fit with the code of conduct and the mission of the school.

Children are expected to attend school every day (all 180 days assigned by the Texas Education Agency), including rainy and cold days. Students must bring a note from their parents following every absence. Any student can be excused for a temporary absence due to personal illness, death in the family, or for unusual causes acceptable to the principal. This mandatory policy is provided in writing in the Nova Charter School Handbook – Policies and Procedures for 1999-2000. This policy manual is provided to each parent or guardian of children enrolled in the Nova Charter School – West Oak Cliff. The same policy will be implemented at the proposed Nova Charter School – White Rock.

Nova's mandatory student attendance plan is consistent with and supports its code of conduct and the mission of the school in the following ways:

- It supports the school's conduct guidelines that urge students to "do your best at all times"
- It supports the school's conduct guidelines that urges students to "develop the "I Can" attitude
- It supports the school's mission to educate children in basic skills and core content (children must be present to be educated)
- It supports the school's mission that children will adhere to behavioral guidelines
- It supports the school's mission to provide opportunities for children to express their special talents and to maintain and enrich their own unique cultural heritage (children must "show up" to accomplish these goals)

Note: Student attendance accountability is fully described in section VI. C. below describing Student Attendance Accounting.

VI. Business Plan (Reviewed by Agency)

A. Financial Management

1. Develop a preliminary start up budget, covering only the planning and capital expenses necessary before school opening (must be completed on state-provided template A) and with supporting letters of credit and documentation verifying private sources of funds.

For a preliminary start up budget,

Start Up Budget

Facility Buildout	\$	25,000 Donated by the Church
Secretary/Registrar	\$	6,400
Telephone	\$	300
Printing	\$	1,000
Furniture	\$	12,000 Donated by organizations

2. Present a three (3)-year budget covering all projected sources of revenue, both public and private, and planned expenses (MUST BE COMPLETED ON STATE-PROVIDED TEMPLATE IN APPENDIX VI). Note: estimate of State Aid (ESA) for budget purposes should be based on Average Daily Attendance (ADA). ADA is equal to average daily enrollment multiplied by the percent of attendance. $ESA = ADA \times \$4000$. A realistic estimate for rate of attendance for at-risk students would be 85%. To assist applicants in preparing a budget, a chart of accounts is available on the TEA website at: <http://www.tea.state.tx.us/school.finance/index.html#audit>

For a three (3)-year budget covering all projected sources of revenue, both public and private, and planned expenses see Attachment #17 titled Three Year Budget.

3. Present a three (3) year cash flow projection showing monthly cash in flows from all sources by month, including loans and all monthly cash outgoes for all purposes, including loans. NOTE: Must be completed on state-provided template in Appendix VI.

For a three (3) year cash flow projection showing monthly cash inflows from all sources by month, including loans and all month cash outgoes for all purposes, including loans, see Attachment #18 titled Three Year Cash Flow Projection.

4. Do you plan to conduct any fundraising efforts to generate capital or to supplement the per pupil allocations (ADA)? If so, briefly explain fund raising activities and goals.

Yes, Nova Charter School – White Rock will conduct fundraising efforts to generate capital and to supplement the per pupil allocations (ADA). The mission for fundraising at Nova Charter School – White Rock will promote internal and external constituencies and create a climate with external constituencies that will generate maximum financial support for the new school. The development function at Nova Charter School – White Rock will be organized as follows to better fulfill its mission:

- Special Events
- Grant Writing
- Direct Mail Solicitation
- Media Relations
- Data Services

Through a comprehensive process of identification, solicitation and stewardship, the development staff will secure financial support for the proposed school's programs and provide opportunities for involvement with the school's overall leadership, programs, fundraising activities and special events.

5. Provide a copy of the current and/or proposed business procedures handbook the school will be using, describe the policies, procedures, and forms for the daily business operation.

The following paragraphs describe the policies, procedures, and forms for the daily business operation. With respect to ACCOUNTING SYSTEMS and ACCOUNTING REPORTS, Nova Charter School – White Rock will use the following procedures.

Nova Charter School – White Rock will adopt and install PeachTree or QuickBooks as its standard school fiscal accounting system. The accounting system will conform to generally accepted accounting principles and will report information for the new school as well as the 501(c)(3). The information and system is subject to review and comment by the state auditor.

A record will be kept of all revenues realized and of all expenditures made during the fiscal year for which a budget is adopted. A report of the revenues and expenditures

for the preceding fiscal year will be filed with the agency on through submission of Actuals to PEIMS.

The accounting system used by Nova Charter School – White Rock will provide management, cost accounting, and financial information in a format prescribed by the state board and in a manner sufficient to enable the state board to monitor the funding process and determine educational system costs by Nova Charter School – White Rock, campus, and program.

The Board, on behalf of Nova Charter School – White Rock, may acquire computers and computer-related equipment, including computer software, through the General Services Commission under contracts entered into in accordance with Chapter 2157, Government Code. Before issuing an invitation for bids, the commission shall consult with the agency concerning the computer and computer-related equipment needs of the Charter Schools. To the extent possible the resulting contract shall provide for such needs.

Nova Charter School – White Rock may purchase an item that is available from only one source without following the competitive bidding guidelines.

The proposed school will maintain adequate documentation to support detailed financial transactions. The school will insure that financial management standards are:

- accurate, current, and complete disclosure of the financial results of each program;
- accounting records which identify the source and use of funds;
- effective control and accountability for all funds, property, and other assets;
- comparison of expenditures with budget amounts for each grant;
- source documentation to support accounting records such as canceled checks, paid bills, payrolls, time and attendance records, contract and grant award documents;
- procedures to minimize the time elapsing between receipt of funds and disbursement of funds;
- procedures for determining reasonableness, allowability, and allocability of costs in accordance with OMB Circular A-122 for non-profit organizations and the Department of Education regulations.

6. Provide a copy of the current or proposed monthly budget status report to the Board of directors that will be used.

For a copy of the current or proposed monthly budget status report to the Board of directors that will be used, see Attachment #5 titled Financial History.

7. Describe the financial accounting and payroll accounting system to be used and the system's capacity to use the state mandated financial accounting system in the Public Education Information Management System (PEIMS).

1. Preparation of Budget.

- (a) On or before August 31 of each school year, the Superintendent/CEO/CEO shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the Charter School for the following fiscal year.
- (b) The budget must be prepared according to generally accepted accounting principles, rules adopted by the State Board of Education, and adopted policies of the board of trustees.

2. Records and Reports.

The Superintendent/CEO shall ensure that records are kept and that copies of all budgets, all forms, and all other reports are filed on behalf of the school Charter School at the proper times and in the proper offices as required by this code.

3. Budget Meeting; Budget Adoption.

- (a) When the budget has been prepared under Section 44.002, the president shall call a meeting of the board of trustees, stating that the purpose of the meeting is the adoption of a budget for the succeeding fiscal year.
- (b) The president shall provide for the public notice to be given.
- (c) The board, at the meeting called for that purpose, shall adopt a budget to cover all expenditures for the Charter School for the next succeeding fiscal year. Any constituent of the Charter School may be present and participate in the hearing.

4. Filing of Adopted Budget.

The budget will be reported to TEA through the first submission of PEIMS.

5. Effect of Adopted Budget; Amendments.

Public funds of the school Charter School may not be spent in any manner other than as provided for in the budget adopted by the board of trustees, but the board may amend a budget or adopt a supplementary emergency budget to cover necessary unforeseen expenses. Any amendment or supplementary budget must be prepared and filed according to rules adopted by the State Board of Education.

6. Accounting System; Report.

- (a) The standard school fiscal accounting system that will be adopted and installed by the Charter School will be PeachTree of QuickBooks. The accounting system will conform with generally accepted accounting principles and will report information for the school as well as the 501 (c) (3). The information and system is subject to review and comment by the state auditor.
- (b) A record will be kept of all revenues realized and of all expenditures made during the fiscal year for which a budget is adopted. A report of the revenues and expenditures for the preceding fiscal year shall be filed with the agency on through submission of Actuals to PEIMS.
- (c) The Charter School, as part of the report required by this section, to include management, cost accounting, and financial information in a format prescribed by the state board and in a manner sufficient to enable the state board to monitor the funding process and determine educational system costs by Charter School, campus, and program.

7. Annual Audit; Report.

- (a) The board of school trustees of each school Charter School shall have the Charter School fiscal accounts audited annually at Charter School expense by a certified or public accountant holding a permit from the Texas State Board of Public Accountancy. The audit must be completed following the close of each fiscal year. The independent audit must meet at least the minimum requirements and be in the format prescribed by the State Board of Education, subject to review and comment by the state auditor. The audit shall include an audit of the accuracy of the fiscal information provided by the Charter School through the Public Education Information Management System (PEIMS).
- (b) Each treasurer receiving or having control of any school fund of any school Charter School shall keep a full and separate itemized account with each of the different classes of its school funds coming into the treasurer's hands. The treasurer's records of the Charter School's itemized accounts and records shall be made available to audit.
- (c) A copy of the annual audit report, approved by the board of trustees, shall be filed by the Charter School with the agency not later than the 120th day after the end of the fiscal year for which the audit was made. If the board of trustees declines or refuses to approve its auditor's report, it shall nevertheless file with the agency a copy of the audit report with its statement detailing reasons for failure to approve the report.

8. Financial Reports to Commissioner or Agency; Forms.

All financial reports made by or for the Charter Schools or by their officers, agents, or employees, to the commissioner or to the agency, shall be made on forms prescribed by the agency, subject to review and comment by the state auditor.

Nova Charter School – White Rock will collect and submit data for the Public Education Information Management System (PEIMS) in compliance with the Texas State Board of Education requirements. Data collection will include the following areas:

- student demographic and academic performance
- personnel
- financial
- organizational information

Nova Charter School – White Rock will adhere to all formats and procedures outlined in the Data Standards and will contract with the CCMS for Internet based software application for submission, training, and services to obtain skills and competencies required for PEIMS data submission. Computer systems will be acquired that have the capacity to run the software and store the required information. All contractual agreements and equipment are reflected in the proposed budget. In addition, a PEIMS Coordinator and other appropriate school staff will be identified who will attend all training sessions provided by the Region 10 Education Service Center.

Further, Nova Charter School – White Rock will follow the required delivery schedules and record format in accordance to the Region 10 ESC's specifications. Updated versions of the PEIMS EDITOR will be acquired and maintained on the designated equipment. All records will be stored in a secured environment to insure confidentiality of records and files. The CEO of Nova Charter School - West Oak Cliff will certify that the data submitted to the ESC is accurate and authentic.

B. Facility Management (Reviewed by Agency)

1. Description of and address for the physical facility. Note that all site addresses must be approved by the State Board of Education.

The proposed new campus is located at 9220 Ferguson Road, Dallas, Texas 75228, approximately 7 miles east from downtown Dallas. An active church uses the upper floor of the building. Nova Charter School will use only the bottom, or street level, floor.

The space contains 8,100 square feet. There are 14 classroom and one office. There are two bathrooms that will meet city codes. There is a fenced playground area with appropriate equipment.

There are churches on both sides of the site to the west and east. In addition, there are three churches across the street to the north and a child development center to the south.

Although the lessor will provide basic furniture, money has been budgeted to insure that adequate numbers of tables, chairs, teachers' desks, filing cabinets, shelving, storage, and other essential furniture will be available in August, 2000. Money has also been allocated for wiring and one computer lab to be furnished by the new school. The lab will be networked and will have Internet access.

In addition, liability insurance for the building has been provided for in the budget. For a copy of the first year lease agreement, see Attachment #19 titled Lease Agreement.

2. Explain why this site would be a suitable facility for the proposed school. Address the necessity of renovation of the facility and compliance with applicable building codes. Describe the services of the facility including heating, ventilation, and lighting, sanitary conditions and water supply.

The White Rock Church of Christ will donate \$25,000 for the necessary build outs required to bring the facilities into compliance and for the additional requirements needed for building codes for public schools. A large capacity driveway is available at street level that will insure safe arrivals and departures for the students.

There is adequate heating, ventilation, lighting, bathroom facilities, and water supply to serve the numbers projected to be enrolled. The facility has access to approved city water supply. The facilities are maintained by the church sufficiently to provide clean and sanitary conditions for the students.

The floor space is asbestos free and the bathrooms will be retiled to meet asbestos codes. Funds have been allocated in the budget to provide the assessment required for the Asbestos Abatement Plan and to insure that all building codes are met.

The building meets all requirements of the Americans With Disabilities Act of 1990, Title III (ADA) for access to the building and bathrooms.

3. Describe special use areas of the facility including playground/athletic areas, cafeteria, laboratories, general assembly areas, etc.

The White Rock Church of Christ will provide a large, fenced playground area with mature shade trees and open grassy areas. It contains playground equipment that is used by the church. As additional playground equipment is needed, funds will be provided by the school to increase resources for motor development and play.

The church possesses adequate space for a cafeteria, however, Nova Charter school will contract with a locally approved vendor to provide nourishing and appealing

breakfast, lunch, and snacks. Nova Charter School – White Rock anticipates that more than 20% of the student population will qualify for the free or reduced lunch program. Afternoon snacks for the after school program may be prepared by the staff in the kitchen located in the facility. All federal and state mandates will be followed with respect to food service.

Adequate space will be provided to meet the state mandates regarding science labs for elementary students. Nova will participate in the “Trash Can Science Program” which utilizes refuse to conduct science experience, thus recycling and modeling responsible behaviors.

The church sanctuary provides a natural meeting place where Nova students, parent organizations, and other community supporters can meet in comfort.

4. Discuss any progress, partnership developments or future steps toward acquisition of a facility/land.

The Applicant has no plans to acquire or develop partnerships for the present or future acquisition of any facility or land.

5. Attach a copy of a lease agreement, deed to property or purchase agreement as applicable.

For copy of lease agreement(s), see Attachment #19 titled Lease Agreement.

- C. Student Attendance Accounting (Reviewed by Agency)
Describe your school attendance accounting procedures. Note: The TEA Student Attendance Accounting Handbook must be followed. (Copies of which can be obtained from publications department of TEA). Indicate name of computer program to be used for student accounting purposes and describe the capacity of that program to track of student related data required in PEIMS.

Nova Charter School – White Rock will adhere to all accountability requirements as described in the TEA Student Attendance Accounting Handbook which provides the charter schools with the Foundation School Program (FSP) eligibility requirements of all students and the minimum requirements of all student attendance accounting systems.

The proposed school will submit attendance information through the Public Education Information Management System (PEIMS) data as required of all public school districts. Student attendance and contact hours will again be reported at the student detail level, for the entire school year, through PEIMS. In addition, Nova Charter School – White Rock will maintain auditable documents that substantiate the data submission.

The proposed school will comply with the following responsibilities:

- Ensure that the basis used to record and process attendance accounting data meets this standard through an approved automated system. 19 TAC §129.21(e)
- Adopt an attendance accounting system, both manual and automated, which includes procedures that ensure the accurate taking, recording, and reporting of attendance accounting data. TEC §42.006(b)
- Report attendance and contact hours on the student level for the entire school year through the Public Education Information Management System (PEIMS).
- Be responsible for the safekeeping of all attendance records and reports and certify these documents upon submission to PEIMS.
- Determine how to properly store records to be readily available for audit by the School Financial Audits Division of the Texas Education Agency. TEC §42.255, 19 TAC §129.21(m)
- Contract with a reputable automated system or a Regional ESC that will provide error free submissions to PEIMS.
- Include attendance accounting in the annual audit to be reported to TEA.
- Maintain records to reflect the average daily attendance (ADA) for the allocation of FSP funds and other funds allocated by the Texas Education Agency. 19 TAC §129.21(a)
- Report all eligible students that are entitled to the benefits of the FSP. All eligible attendance will be reported according to provisions established by the Texas Education Agency and only those students who are eligible for special funding will be included in the ADA report. TEC §42.006

In addition, Nova Charter School – White Rock will submit timely six weeks reports to the Texas Education Agency to determine student eligibility.

A paper copy of all required attendance records will be retained for five years signed in ink and with any corrections initialed. The proposed Nova Charter School – White Rock will also retain the hardware and software (attendance program) necessary to access and reproduce the attendance data in an acceptable format. For system control purposes both paper and electronic data will be maintained.

The school will adhere to the following attendance requirements:

- A student must be served at least two hours of instruction per day to be included in membership. Students must be in membership before they are eligible for attendance. Students with disabilities follow the same two-hour-per-day eligibility rule. Absences for students who do not meet the two-hour-per-day minimum to be included in membership are not required to be recorded. However, the demographic and special program information must be maintained in the accounting system for all students served, in accordance with the applicable coding instructions.
- Students must meet all eligibility requirements described in the Student Attendance Accounting Handbook before they can generate funding. Students served at least two but less than four hours of instruction per day are eligible for half-day attendance (ADA eligibility code 2). Students served at least four hours of instruction per day are eligible for full-day attendance (ADA eligibility code 1).

- Students served in Elementary Education and Pre-Kindergarten classes are eligible for half day services until previously approved for full day programs.
 - Students are either present or absent at the time the official attendance roll is taken. The snap shot will be taken during the second period as defined by the local Board policy. The central attendance staff will adjust an absence for a student who was with authorized school personnel (nurse, counselor, principal, etc.) and was recorded absent at the time the official attendance roll was taken. The change must be documented, and an audit trail will be established and will be maintained to support any changes to posted absences.
 - For official attendance accounting and Foundation School Program (FSP) purposes, "Tardies" do not exist. However, locally-designed codes will be implemented which indicate:
 1. a student arrived late to class before official roll call and was counted present for ADA and FSP purposes, or
 2. a student arrived late to class after official roll call and was counted absent for ADA and FSP purposes.
- NOTE: Adequate documentation which defines all locally-designed codes will be retained with all other auditable records.
- Attendance and contact hour eligibility begins the first day of school and continues for the entire school year.
 - Student Detail Reports will be generated each six-week reporting period and reviewed at the end of each six-week reporting period for reasonableness by campus personnel who are responsible for ensuring student attendance accounting codes are correct. The Superintendent and the person recording the information will certify information submitted to the TEA.
 - All required documentation which is stored electronically must be reproduced in an acceptable format at the time of an audit. The documentation will be complete and will be scannable by the human eye.

Nova Charter School – White Rock recognizes that in order to receive funding for students qualifying for special programs that each student must meet the eligibility requirements as described by the program. Therefore, the eligibility requirements have been reviewed and described within this narrative. Review of the Student Attendance Accounting Handbook has revealed coding procedures that will be followed by Nova Charter School – White Rock.

The school will adhere to the following requirements for coding information for special programs:

- Students must be eligible for attendance and must meet all requirements for special programs before their attendance may be counted for funding. Complete documentation will be on file to support eligibility.
- The proposed charter school will not claim funds for special programs prior to filing all required documentation. Early identification and documentation for all students will be filed as soon as possible.
- Special Education and Bilingual/ESL staff or teachers shall provide attendance personnel with names and coding information of students who are eligible, who are

being served, and whose documentation is in order. Attendance personnel will be notified of any change in a student's special program service and the effective date of such change before changes are recorded in the attendance records.

- The use of codes provided by the special program staff or teachers, attendance personnel will accurately record appropriate program codes for each student enrolled in special programs. Paper copies summarizing special program participation, by student, will be generated, reviewed, and verified by the special program staff member in charge.
- The proposed charter school will retain gradebooks for basic education and special program courses for the full five-year retention period.

Attach a school calendar and identify the hours of school operation including a description of teacher/student contact hours.

For copy of the proposed school calendar for Nova Charter School – White Rock, see Attachment #20 titled School Calendar.

Provide a draft of a Board policy providing for the admission of students eligible for a public education grant (PEG) under Texas Education Code, Subchapter G, and Chapter 29. Describe how the school will implement the policy.

Nova Charter School – White Rock will adhere to the guidelines for the admission of students eligible for a public education grant (PEG) set forth in the Texas Education Code. Under the guideline set forth in the Public Education Grant program mandates, a parent of a student enrolled in any of the campuses listed may make application to attend Nova Charter School – White Rock during the school year. The charter school or public school chosen by a student's parent under this statute is entitled to accept or reject the application for the student to attend school in the charter school, but may not use criteria that discriminate on the basis of a student's race, ethnicity, academic achievement, athletic abilities, language proficiency, sex, or socioeconomic status. Alternatively, the charter school may accept interdistrict transfers under Section 25.036 of the Texas Education Code. Civil Action 5281 may also limit the ability of districts to accept students to the extent the minority or majority of a school's population, based on ADA, changes by more than one percent. Nova Charter School – White Rock reserves the right to reject students based on criteria described within this application.

Notification of eligibility will be provided by February 1, 2002 to each parent of a student in the district assigned to attend a school on the PEG list. All parental notifications will be directed through letters to each student's family. The notice will contain a clear, concise explanation of the Public Education Grant Program and how the parent may obtain further information about pursuing a transfer.

A student enrolled in a school identified under the PEG program has the right to request a transfer to another school in his/her current district or in a charter school. Students seeking enrollment in Nova Charter School – White Rock shall follow the

same procedures for enrollment as other applicants and will be considered on a first-come, first-served basis. When the capacity for the facility has been met, students will be placed on a waiting list and a lottery will be conducted for future openings.

D. Transportation and Food Service (Reviewed by Agency)

1. Describe provision for transportation for students served by the charter school. Pursuant to federal law, the school must provide transportation to students eligible for special education services as required by their Individualized Education Plan (IEP).

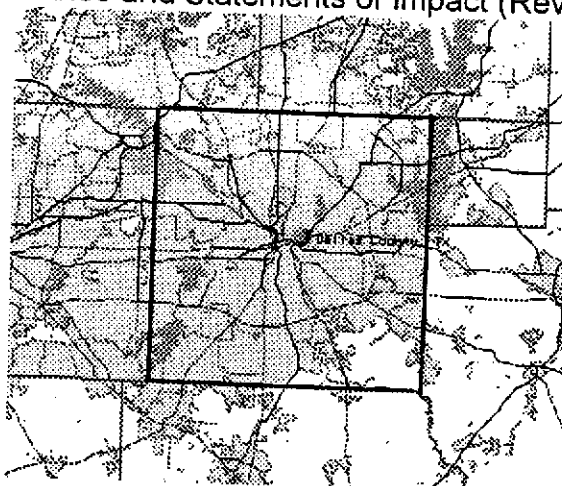
Nova Charter School – White Rock will provide transportation only to students eligible for special education services as required by their IEP's. Such transportation may be provided by parents and/or the Dallas County Schools. Funds have been allocated in the proposed new school's budget for this purpose. The Board of Directors will consider additional transportation options based upon identified needs assessed through student enrollment data during the first year.

In addition, Dallas County Schools' buses and public transport will be used for field trips and other school sponsored activities. Funds for such transportation have been allocated in the budget.

2. Describe provision for food service, if any, for students served by the charter school, include plans for free or reduced lunch and breakfast programs. (If 20% of your students qualify for free or reduced lunch you are required to provide a breakfast program for those students).

Nova Charter School – White Rock anticipates that more than 20% of the student population will qualify for the free or reduced lunch program. Therefore, the Board of Directors will issue an RFP and contract with outside vendors to provide breakfast and lunch to qualifying students. Afternoon snacks for the after school program may be prepared by the staff in the kitchen located in the facility. All federal and state mandates will be followed with respect to food service.

VII. Geographic Boundaries and Statements of Impact (Reviewed by Agency)

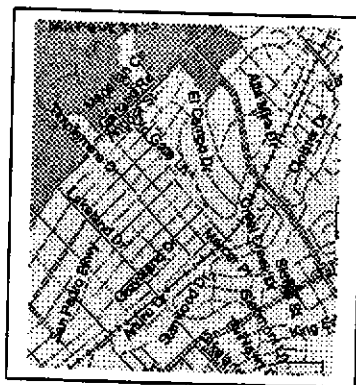


A. Geographic Boundaries

1. Describe the geographic area to be served by the school. Include a map showing boundaries clearly marked. Include a written description that clearly explains the area to be served. NOTE: this description must be specific and definite. For example, descriptions such as “southwest portion of the city” or “the greater metropolitan area” are insufficient. Acceptable definitions include those identifying the area in terms of city or county limits, street names, and boundaries of school districts or zip codes.

The geographic area to be served by Nova Charter School – White Rock is the county limits of Dallas County.

The school will be located the north and slightly east of inner-city Dallas at 9220 Ferguson Road, Dallas, Texas 75228, in an area generally known as White Rock. The proposed new school will accept students from schools located within the boundaries of Dallas County. However, the school expects most of its students to come from the following zip codes that surround and are in close proximity to the school.



- 75228 PO Name: Dallas (TX)
- 75218 PO Name: Dallas (TX)
- 75214 PO Name: Dallas (TX)
- 75150 PO Name: Mesquite (TX)
- 75149 PO Name: Mesquite (TX)
- 75215 PO Name: Dallas (TX)
- 75210 PO Name: Dallas (TX)
- 75223 PO Name: Dallas (TX)
- 75217 PO Name: Dallas (TX)

2. Provide a list of all districts within the geographical area that may be affected by the charter school, including those districts from which the charter school will accept transfers.

Carrollton-Farmers Branch ISD	Highland Park
Cedar Hill ISD	Irving ISD
Coppell ISD	Lancaster ISD
Dallas ISD	Mesquite ISD
Desoto ISD	Richardson ISD
Duncanville ISD	Sunnyvale ISD
Garland ISD	Wilmer Hutchins ISD
Grand Prairie ISD	

B. Statement of Impact

1. The sponsoring entity must send a copy of the form in Appendix IV, Statement of Impact, to the superintendents of all school districts that are likely to be affected by the establishment of the charter school, including those districts from which the charter school will accept transfers and from which the school will draw students. A copy of the charter school application and a letter from the sponsoring entity must accompany the forms, requesting the superintendent of the affected district to submit the signed and completed form to the Texas Education Agency.
2. The Statement of Impact form was sent to all affected districts no later than the date the application was submitted to TEA. The Statement of Impact was sent to 15 school districts in Dallas County.
3. The charter school application must include a list of the districts to which a Statement of Impact form was sent. Retain a copy of the return receipt from the post office and the date the form was sent and submit to the Division of Charter Schools upon completion.

A copy of the return receipt from the post office showing the date the form was sent was retained and will be submitted to the Division of Charter Schools upon request.

4. Applicant understands that the superintendent may complete the Statement of Impact form and submit it to the Texas Education Agency by the date of submission of the application to the State Board of Education. Upon receipt of each charter school application, Agency staff will determine whether all districts likely to be affected by the establishment of the proposed charter school received a Statement of Impact.

VIII. Governance Structures and Processes (Scored by Review Committee)

A. What steps will be taken to maintain continuity between the founding coalition's vision and future governing Boards?

The following steps will be taken to maintain continuity between the founding coalition's vision and future governing Boards:

- The board is a static board and positions are filled through well defined screening tools that allow only those who are dedicated to that mission and vision to fill the vacancies.
- Continuous board training will be conducted to insure that the Board understands its role to protect the vision and the mission as described in its charter.
- Board members who consistently fail to meet their duties or attempt to subvert the school's vision and mission will be expelled from the Board as described within the bylaws as well as the Board policies and procedures.

B. Describe the roles and responsibilities of the Board(s). If the governance structure includes more than one Board, e.g., a school Board that is separate from the Board of the sponsoring entity, articulate the responsibilities assigned to each of the Boards. Bear in mind that the Board of the sponsoring entity is ultimately responsible for the school's compliance with the charter.

The Board of Nova Charter School - West Oak Cliff accepts responsibility for performing the following roles and duties with respect to Board service:

A VISIONARY ROLE that includes a duty to:

- promote the educational welfare of all children in communities served by Nova Charter School – West Oak Cliff and schools operated or proposed to be operated by Nova Charter School - West Oak Cliff
- perform educational policy-making duties for the schools operated by Nova Charter School - West Oak Cliff
- ensure creation and maintenance of a shared vision that promotes enhanced student achievement
- adopt a shared vision based on community beliefs to guide local education
- ensure that the Nova organizational vision and mission support the state's mission, objectives, and goals for education established by law
- ensure that Nova Charter School's vision and mission for all its schools, including the proposed school to be located in White Rock, express the present and future needs of the children and the community
- demonstrate commitment to the Nova organizational vision and mission by using this vision and mission to guide all Board deliberations, decisions, and actions with respect all charter schools operated by Nova Charter School – West Oak Cliff

A GUIDANCE AND DIRECTION role that includes a duty to:

- provide guidance and direction for accomplishing the Nova organizational vision and mission at all charter schools operated by Nova Charter School - West Oak Cliff
- recognize and understand the respective roles of the legislature, the State Board of Education, the Texas Education Agency, and the local Boards in the governance of Nova Charter School – West Oak Cliff and schools operated, or proposed to be operated by Nova Charter School - West Oak Cliff
- fulfill the statutory duties of the local Board and uphold all laws, rules, ethical procedures, and court orders pertaining to schools operated by Nova Charter School - West Oak Cliff and with respect to employees of these schools
- focus actions on policy making, planning, and evaluation
- adopt a planning and decision making process consistent with state statute that uses participation, information, research, and evaluation to help achieve the Nova organizational vision and mission for all its school locations, including the school proposed for White Rock
- ensure that the planning and decision making process implemented by Nova Charter School - West Oak Cliff enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the organization's vision and mission at all schools operated by Nova Charter School – West Oak Cliff now or in the future
- develop and adopt policies that provide guidance for all schools operated by Nova Charter School - West Oak Cliff, including the proposed White Rock school, to accomplish the vision, mission, and goals established by Nova Charter School - West Oak Cliff
- adopt a budget that incorporates sound business and fiscal practices and provides resources to achieve the vision, mission, and goals established by Nova Charter School – West Oak Cliff at all of Nova's school locations, including the proposed White Rock school location
- adopt goals, approve student performance objectives, and establish policies that provide a well-balanced curriculum resulting in improved student learning
- approve goals, policies, and programs that ensure a safe and disciplined environment conducive to learning
- oversee management of all charter schools operated by Nova Charter School - West Oak Cliff by employing the Superintendent/CEO and evaluating the Superintendent/CEO's performance in providing education leadership, managing daily operations, and performing all duties assigned by law (Note: The Board shall, however, abstain from day-to-day management of the school operations at all charter schools operated by Nova Charter School - West Oak Cliff.)
- adopt policies and standards for hiring, assigning, appraising, and compensating personnel hired by schools operated by Nova Charter School - West Oak Cliff in compliance with state laws and rules
- **Take ultimate responsibility for Nova Charter School – White Rock's compliance with the charter**

An ACCOUNTABILITY ROLE that includes a duty to:

- measure and communicate how well the Nova organizational vision and mission are being accomplished within all charter schools operated by Nova Charter School – West Oak Cliff, including the proposed new Nova Charter School – White Rock
- ensure progress toward achievement of organizational goals at all schools operated or proposed to be operated by Nova Charter School - West Oak Cliff through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the Superintendent/CEO
- monitor the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the Superintendent/CEO and directs the Superintendent/CEO to make modifications that promote maximum achievement for all students
- ensures that appropriate assessments are used to measure achievement of all students
- report school progress to parents and community in compliance with state laws and regulations
- review school policies for effective support of the Nova organizational vision, mission, and goals at all Nova charter school locations, including the proposed White Rock location
- review the efficiency and effectiveness of Nova Charter School operations and use of resources in supporting the Nova vision, mission, and goals at all Nova charter school locations, including the proposed White Rock location
- evaluate the Superintendent/CEO's performance annually in compliance with state laws and regulations
- annually evaluates its own performance in fulfilling the Board's duties and responsibilities, and the Board's ability to work with the Superintendent/CEO as a team

An ADVOCACY ROLE that includes a duty to:

- generally promote the Nova organizational vision and mission within the community
- demonstrate the Board's commitment to the shared vision, mission, and goals by clearly communicating them to the Superintendent/CEO, the staff, and community
- ensure an effective two-way communication system between the charter schools operated by Nova Charter School - West Oak Cliff and with respect to students, employees, media, and the communities served by Nova-operated charter schools
- build partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students
- support children by establishing partnerships between schools operated by Nova Charter School - West Oak Cliff, parents, business leaders, and other community members as an integral part of each Nova-operated school's educational program
- provide leadership in recognizing the achievements of students, staff, and others in education
- promote School Board service as a meaningful way to make long-term contributions to the local community and society

An UNITY ROLE that includes a duty to:

- work with the Superintendent/CEO to help the Nova Charter School –West Oak Cliff implement the organizational vision and mission at all schools operated by it, including the proposed school to be located in White Rock
- develop skills in teamwork, problem solving, and decision making
- establish and follow local policies, procedures, and ethical standards governing the conduct and operations of the Board
- understand and adhere to laws and local policies regarding the Board's responsibility to set policy and the Superintendent/CEO's responsibility to manage all schools operated by Nova Charter School - West Oak Cliff and to direct employees of these schools in school and campus matters
- recognize the leadership role of the Board President and adhere to law and local policies regarding the duties and responsibilities of the Board President and other officers
- adopt and adhere to established policies and procedures for receiving and addressing ideas and concerns from students, employees, and the community
- make decisions as a whole only at properly called meetings and recognize that individual members have no authority to take individual action in policy or Nova Charter School - West Oak Cliff and campus administrative matters
- support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions

C. Describe the procedures for receiving and responding to complaints from both parents and employees.

The Nova Board has adopted policies pertaining to notifying parents of its students about their rights. The notice procedure will inform parents or eligible students that they have the right to:

- Inspect and review the student's education records
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
- Consent to disclosures of personally identifiable information contained in the student's education records (except to the extent that the Act provides for exceptions)
- How to file a complaint concerning alleged failures by the school to comply with state or federal legal requirements for notifying parents and students of their rights

In addition to notices to parents about their rights, the school will provide notices regarding all procedures for exercising such rights including but not limited to:

- the procedure for exercising the right to inspect and review education records
- the procedure for requesting amendment of records.

Parents, and others standing in the role of parent, of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the Nova charter school refuses the request to amend the records, the person(s) making the request has the right to a hearing. If the records are not amended as a result of the hearing, the parent or other person making the request has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the students are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe that Nova charter school is not in compliance with the law regarding student records.

The school will provide notices by any means that are reasonably likely to inform the parents or eligible students of their rights. For limited English proficient families, the school will provide the notice in the home language.

Any person, including a parent, may attend the school's Board meetings. All or any part of an open meeting may be recorded by any person in attendance by means of a tape recorder, video camera, or any other means of aural or visual reproduction. The Board may adopt reasonable rules to maintain order at a meeting, including rules related to the location of recording equipment and the manner in which the recording is conducted. These rules shall not prevent or unreasonably impair a person from exercising the right to record a meeting that is open to the public. *Gov't Code 551.023*

Due process procedures involving student expulsion or suspension are more fully described above in Section V(D)(2) describing Human Resource Information/ Code of Conduct.

- D. What steps will be taken to facilitate a productive relationships between administrators and teachers?

Nova Charter School – White Rock will seek to provide a “positive school” climate that enhances productivity, the attainment of goals, academic achievement, and social development for children and a calm and dignified place to work for teachers and administrators. As part of the “positive school” environment, Nova will promote the harmonious interactions and interrelations of all people in a school. By emphasizing the union of faculty, staff, and students working toward common goals, the school will gain a more cohesive atmosphere. As part of the “positive school” environment, Nova will seek to make the school responsive to human needs. Procedures, rules, and regulations will serve the people in the schools – not the other way round.

With respect to the relationship between teachers and administrators, the Board, in conjunction with the school's Chief Executive Officer, will:

- Emphasize positive expectations for the success of both teachers and administrators

- State clear goals for teachers and administrators individually as well as team goals for teachers and administrators and ensure that progress toward reaching specified goals and objectives is fairly evaluated
- Help establish and maintain an orderly environment in which teachers and administrators work in calm and dignity
- Focus on the feelings and self-worth of all people
- Give frequent positive reinforcement, praise and recognition to administrators and teachers in order to show support and approval including words that show demonstrate support (I appreciate what you have done; That's good!; Good job!; I made a mistake! I'm sorry; I like that!, etc.)
- Promote teambuilding (the process of building an effective organization of people working together for a common purpose). Teamwork is two or more people pursuing a common goal. To have an effective team requires the total commitment of all team members. Each team member must put team goals ahead of individual desires. Ideally, the goals of the team will closely parallel those of the team members.
- Help teachers and administrator's utilize each member's strengths and tolerate each member's weaknesses. Nova will strive to help each member reach his/her potential by focusing on his/her strengths and reinforcing behavior through recognition and rewards. We believe that people who feel good about themselves produce good results.
- Promote the modeling of integrity, character, good habits, family life, lifestyle, community service among all faculty and staff

In the kind of school Nova strives to create, people will display the attributes of caring, trusting and respecting one another and demonstrate a sense of pride and ownership in a positive climate. Students will be more likely to experience success, and all social groups will communicate with one another, respect one another, and work with one another for school improvement

E. Discuss the nature of parental and student involvement in decision making matters.

Success in education is highly dependent upon a strong partnership between home and school -- a partnership that thrives on good communication. Nova Charter School – White Rock will encourage parents to develop partnerships with teachers, administrators, and the Board and to participate in decision making matters involving the proposed school. Specifically, Nova Charter School – White Rock will adopt and use strategies that encourage parents to:

- Place a high value and priority on education and commit to helping their child(ren) maximize educational opportunities offered by the proposed school.
- Familiarize themselves with the school's academic program and freely ask questions, seek further information, and/or express opinions to the principal about any issues, including but not limited to academic placement and progress, class assignment, or non-academic activities offered by the proposed school
- Attend Board meetings to learn more about school operations

- Learn about volunteer opportunities and perform volunteer service at the school, including participation in the Parent-Teacher Organization Volunteer Program and other campus programs, etc.
- Participate in campus parent organizations, including activities ranging from club memberships to campus and school committees that assist the school and its Board in formulating educational goals and objectives
- Meet with teachers or guidance counselors about their child's education at least once per school semester
- For parents speaking little or no English, to participate in Bilingual (Spanish/English) meetings with teachers and administrative staff to discuss matters that concern the parent or the student
- Participate as a volunteer for various school activities
- Become familiar with the school's annual calendar of events (this calendar will be provided to the parent or guardian of each student)
- Become familiar with the school's Code of Student Conduct - Nova Charter School - White Rock will provide parents with a copy of its Code of Student Conduct that describes consequences to students who violate school disciplinary policy. Parents/guardians will be requested to notify the school, within 10 days of receipt of the Code publication, of objections they may have to the release of "directory information" on their child(ren). A Parent Acknowledgment form will be provided for signature and parents will be asked to return the form to the school by August 30 of each school year.

To further involve parents in the school's decision making process, Nova Charter School - White Rock's Board will make a good faith effort to develop and maintain policies that ensure involvement of parents in the school's decision making process.

The Board will:

- Commit to a policy that identifies parents are true partners, developing learning programs for students along with the teacher, participating in the classroom on a more regular basis, making suggestions that are heeded by the professionals, and taking responsibility for creating an environment in the home that supports education and student learning.
- Identify, within the organization's mission statement, the importance of parents in achieving the school's vision, mission and goals (i.e., The school's mission statement in part reads: the school's mission is to provide, in partnership with parents and the community, a multicultural, safe and friendly environment in which children of all ethnic groups. Further, as part of the Board's stated role and duty in "guiding and directing" the school, the Board has pledged to ensure that the school's planning and decision making will enable all segments of the community, parents, and professional staff to contribute meaningfully to achieving the mission of the proposed Nova Charter School - White Rock.
- Designate one school Board position to be filled from the parent group
- Ensure that the Chief Executive Officer, in performing his duties with respect to parent and public involvement, will coordinate with and see that parents stay informed regarding student progress, maintain open lines of communication with

parents, and encourage and facilitate parental involvement and the development of a community of learners

- Based on the Board's role and duty to "unify" (i.e., the Board's "unity" role), the Board will develop skills in teamwork, problem solving, and decision making that includes parents
- The Board has established an Advisory Committee to provide input needed to guide the decisions of Nova Charter School – White Rock. This committee will reflect the needs and concerns of the community served.
- The Board will report school progress to parents and community in compliance with state laws and regulations
- The Texas Education Code provides that parents and others standing in a parental relationship to students have and can exercise certain rights relating to the student's education. The Board will ensure that Nova Charter School – White Rock adheres to and honors these parental rights.

IX. Vision of the School (1-2 pp) (Scored by Review Committee)

A. Describe the long-range vision of the school

The vision of Nova Charter School – West Oak Cliff is to provide schools in Dallas County and surrounding counties to serve all students in need of a safe and student-centered learning environment. The proposed new school at White Rock will adopt the same vision.

Within this vision, knowledge and literacy are encouraged through learning activities that are developmentally appropriate, individually paced, and personalized to each student's academic performance and interest. The schools operated by Nova Charter School – West Oak Cliff, including the proposed school located in White Rock, will respect the cultural and learning differences of its students. These schools will extend value beyond the classroom by making sure skills and concepts taught in the classroom are authentically useful in the world beyond school. As students develop problem-solving skills, they will be encouraged to live, study and strive to be effective and productive citizens in their communities.

B. In succinct terms, describe the educational philosophy or pedagogy of the proposed school that supports how you will reach your vision.

Nova's educational philosophy or pedagogy supports its vision by offering "active learning" based on the model articulated by Grant Wiggins. Section XII of the Educational Plan explains in detail this relationship. This pedagogy is consistent with an active learning perspective and emphasizes standards of intellectual quality, rather than teaching techniques or processes. Nova believes the Wiggins' model will enhance student learning because it promotes adaptation of the learning process to fit the needs of learners and because it supports individualized or "personalized" instruction that is often needed by students at risk for educational failure. The model also promotes parents as true partners, participating in the classroom on a more regular basis. In

addition, it promotes assessment linked to curriculum and allows larger amounts of feedback to students, encouraging them to improve their performance continuously.

X. Goals for the School (1-3 pp) (Scored by Review Committee)

A. Student Goals: Improvement and Attainment

1. Goals and Objectives:

- a. What are the school's academic goals for student learning for the first 5 years? NOTE: The goals must identify performance standards that meet or exceed the level of student performance required under the state accountability system (i.e. TAAS; the school may also identify goals for pre/post testing, passing rates, courses passed, end-of-course exams, and other measures). TAAS goals should also be expressed in terms of TLI (Texas Learning Index) improvements.

The school's academic goals for student learning during the first 5 years are:

Academic Goal #1: To create a school environment that leads to success in student learning as measured by TAAS testing

Academic Goal #1/Objective #1: At each TAAS testing, student performance on the TAAS test will equal or surpass state standards

How will progress be measured relative to this objective? The school will measure progress on this objective by comparing the Nova – White Rock students overall TAAS scores to state standards.

Timeline for reporting progress on this objective - Annual.

Academic Goal #1/Objective #2: Each grade level will show a 10% gain in TAAS reading scores compared to prior grade level performance

How will progress be measured relative to this objective? – Achievement of this objective will be measured by comparing each grade cohort's TAAS reading scores from one year to the next.

Timeline for reporting progress on this objective – Reporting on this objective will be annually after TAAS scoring is completed.

Academic Goal #1/Objective #3: Each grade level will show a 10% gain in TAAS writing scores compared to prior grade level performance

How will progress be measured relative to this objective? – Achievement of this objective will be measured by comparing each grade cohort's TAAS writing scores from one year to the next.

Timeline for reporting progress on this objective – Reporting on this objective will be annually after TAAS scoring is completed.

Academic Goal #1/Objective #4: Each grade level will show a 10% gain in TAAS math scores compared to the prior grade level

How will progress be measured relative to this objective? - Achievement of this objective will be measured by comparing each grade cohort's TAAS math scores from one year to the next.

Timeline for reporting progress on this objective – Reporting on this objective will be annually after TAAS scoring is completed.

Academic Goal #1/Objective #5: By the end of Year 5, the school's TAAS Passing Rate will be at least 80%, putting the school in at least the state's "recognized" category on the TASS Passing Rate

How will progress be measured relative to this objective? - Achievement of this objective will be measured by the school's overall achievement on TAAS testing

Timeline for reporting progress on this objective – TAAS Passing Rates for each school in the state will be announced by TEA annually after TAAS scoring is completed.

Academic Goal #2: To produce high rates of student attendance and retention and low rates of expulsion and suspension

Academic Goal #2/Objective #1: To produce at least a 94% student attendance rate each year

How will progress be measured relative to this objective? The school will maintain student attendance accounting records in accordance with state requirements.

Timeline for reporting progress on this objective – Annual

Academic Goal #2/Objective #2: To ensure that no student drops out of attendance during the year (students transferring to another school are not considered to have "dropped out")

How will progress be measured relative to this objective? The school will maintain confidential records of students who drop out of school.

Timeline for reporting progress on this objective – Ongoing reporting

Academic Goal #2/Objective #3: To ensure student expulsion rates no higher than 1% of student enrollment during each year

How will progress be measured relative to this objective? The school will maintain a full record related to each student expulsion, including services to support expelled students and a record of all notifications given, due process procedures applied, and appeals of the process.

Timeline for reporting progress on this objective - School records of expelled students will be maintained on an on-going basis. All confidentiality requirements will be adhered to in reporting progress on this objective.

Academic Goal #3: To show improvement in TAAS reading and mathematics testing on the Texas Learning Index**Academic Goal #3/Objective #1 – To improve individual TLI scores to the minimum state standard or above**

How will progress be measured relative to this objective? – Student TLI scores will be individually compared over the 5 year period to determine gains made on TAAS tests in reading and math.

Timeline for reporting progress on this objective – Individual achievement will be tracked annually through the development of a matrix that will follow the student each year to his/her classroom over a 5 year period to determine gains made on TAAS tests in reading and math.

Academic Goal #3/Objective #2 – To improve group TLI scores to the minimum state standard or above

How will progress be measured relative to this objective? Student TLI scores will be individually compared over the 5 year period to determine gains made on TAAS tests in reading and math.

Timeline for reporting progress on this objective – Individual achievement will be tracked annually through the development of a matrix that will follow the student each year to his/her classroom over a 5 year period to determine gains made on TAAS tests in reading and math.

Academic Goal #3/Objective #3 – To compare TLI and ITBS scores with performance to determine academic progress

How will progress be measured relative to this objective? Progress will be measured through a matrix maintained on each individual student reporting scores and grades to determine academic growth and or needs.

Timeline for reporting progress on this objective – Aggregate data will be reported annually in the Annual Charter School Evaluation Report. Disaggregated data will be utilized to by teachers to report growth and improvement to parents. Progress will be charted annually in order to develop future educational plans.

- b. Describe any non-academic goals for student performance

Non-Academic Goal #1: To ensure that students and their parents and guardians participate in school activities that expand educational opportunities and meet the needs of students

Non-Academic Goal #1/Objective #1: Each student in the school will participate in at least one extracurricular activity (“extracurricular activity” as defined within this application) during each semester

How will progress be measured relative to this objective? The school will maintain a record of each student’s participation in extracurricular activities.

Timeline for reporting progress on this objective – Ongoing records; reports each semester

Non-Academic Goal #1/Objective #2: 60% of parents and guardians will participate in at least one act of volunteer service with the school during each semester

How will progress be measured relative to this objective? - The school will maintain a record of each parent or guardian's participation in a volunteer activity.

Timeline for reporting progress on this objective – Ongoing records; reports each school semester

Non-Academic Goal #1/Objective #3: At least three community residents who are not a parent or guardian will participate in at least one school activity on a volunteer basis during each semester

How will progress be measured relative to this objective? - The school will maintain a record of participation in a volunteer activity by persons in the community who are not a parent or guardian.

Timeline for reporting progress on this objective – Ongoing records; reports each school semester.

Non-Academic Goal #2 – To achieve a high level of institutional accountability (in addition to academic accountability goals set forth above)

Non-Academic Goal #2/Performance Objective #1: To provide 100% of required financial accountability reporting to appropriate agencies on time.

How will progress be measured relative to this objective? The school's Chief Executive Officer will identify any non-compliance or failure to meet this objective and report same to its Board of Directors.

Timeline for reporting progress on this objective - Reporting to the Board of Directors will occur within two days of any failure to meet this objective.

Non-Academic Goal #2/Performance Objective #2:

The school will utilize and support a "zero balanced budget."

How will progress be measured relative to this objective? The Annual audit will reveal balancing techniques that award funding to successful academic programs with a balanced budget.

Timeline for reporting progress on this objective- Annual Charter School Evaluation Report

Non-Academic Goal #2/Performance Objective #3:

The school will implement a campus improvement team.

How will progress be measured relative to this objective? Progress will be measured through a completed campus improvement plan and the implementation of that plan.

Timeline for reporting progress on this objective- Annual Charter School Evaluation Report

2. List 3 to 5 clear and measurable school performance objectives for each goal listed above.

For clarity and improved readability, measurable performance objectives for each goal listed above are shown directly beneath the goal statement.

3. Clearly state how progress will be measured relative to each of these objectives.

For clarity and improved readability, the manner in which progress will be measured relative to each objective is described directly beneath the statements of goals and objectives in the preceding section.

4. Clearly state the timeline or method by which this progress will be reported

For clarity and improved readability, the manner in which progress will be measured relative to each objective is described directly beneath the statements of goals and objectives in the preceding section.

B. School Goals (Scored by Review Committee)

1. What are the goals of the school as an entity? (growth, facilities development, etc.)

Nova Charter School – White Rock will adopt the following institutional goals for the school as an entity:

Institutional Goal #1 – To ensure that major constituents other than students (school personnel, parents and guardians, and community partners) are satisfied with the school's overall service delivery to its students (based on measures such as grades, attendance, participation in enriched learning activities, and decreased disciplinary actions, etc.)

Institutional Goal #1/Objective #1: By end of Year 1 and continuing each year thereafter, 85% of school personnel (teachers and faculty) will rate the school's overall service delivery to students (service delivery includes things such as grades, attendance, participation in enriched learning activities, and decreased disciplinary actions, etc.)

How will progress be measured relative to this objective? The school will conduct a survey of teachers and administrators each semester to determine the extent to which these personnel are satisfied with the school's overall service delivery to students

Timeline for reporting progress on this objective – Survey will be conducted and results reported each semester.

Institutional Goal #1/objective #2: By end of Year 1 and continuing each year thereafter, 90% of parents and guardians will rate the school's overall service delivery as beneficial to students (based on measures such as grades, attendance, participation in enriched learning activities, and decreased disciplinary actions, etc.)

How will progress be measured relative to this objective? The school will conduct a survey of parents and guardians each semester to determine the extent to which parents and guardians are satisfied with the school's overall service delivery to students

Timeline for reporting progress on this objective – Survey will be conducted and results reported each semester.

Institutional Goal #1/Objective #3: By end of Year 1 and continuing each year thereafter, 90% of community partners will rate the school's overall service delivery as beneficial to students (based on measures such as grades, attendance, participation in enriched learning activities, and decreased disciplinary actions, etc.)

How will progress be measured relative to this objective?

The school will conduct a survey of its community partners to determine the extent to which these partners are satisfied with the school's overall service delivery to students

Timeline for reporting progress on this objective – Survey will be conducted and results reported annually.

Institutional Goal #2 - To support students by establishing partnerships with other local education agencies (LEAs), businesses or business leaders, governmental agencies or leaders, and other community members capable of influencing or expanding educational opportunities and meeting needs of students

Institutional Goal #2/Performance Objective #1: During each school year, to create at least one new partnership with a business or business leader, or governmental agency or governmental leader, that is capable of influencing or expanding educational opportunities and meeting needs of Nova students

How will progress be measured relative to this objective? The school will maintain regular records of all partnerships, both new and continuing, with business or business leader, or governmental agencies or governmental leaders, including a description of how such relationship influences or expands educational opportunities and meets the needs of students.

Timeline for reporting progress on this objective – The Chief Executive Officer will furnish the school's Board an annual report listing all school partnerships with community leaders, business or business leaders, or governmental agencies or government leaders and the nature of the partnership relationship.

Institutional Goal #2/Performance Objective #2: During each school year, to create at least one new partnership, or to maintain an existing partnership, with another public or private school in the area that will expand educational opportunities and meet needs of Nova students

How will progress be measured relative to this objective? The school will maintain regular records of all partnerships, both new and continuing, with public or private schools, including a description of how such relationship influences or expands educational opportunities and meets the needs of students.

Timeline for reporting progress on this objective – The Chief Executive Officer will furnish to the Board an annual report listing all new and continuing partnerships with LEA's and describing the nature of the partnership with such schools.

Institutional Goal #2/Performance Objective #3: During each school year, to create at least one new partnership with a community leader (who is not a business or business leader or governmental agency or governmental leader) that is capable of influencing or expanding educational opportunities and meeting needs of Nova students

How will progress be measured relative to this objective? The school will maintain regular records of all partnerships with community leaders, both new and continuing, including a description of how such relationship influences or expands educational opportunities and meets the needs of students.

Timeline for reporting progress on this objective – The Chief Executive Officer will furnish the school's Board an annual report listing all school partnerships with community leaders (who are not a business or business leader or governmental agency or governmental leader) and the nature of the partnership relationship.

Institutional Goal #3 – To ensure that the school reflects the communities it serves

Institutional Goal #3/Objective #1: By the end of Year 1 and continuing thereafter, the composition of the school's student body will reflect that of the communities served by the school

How will progress be measured relative to this objective? The school will maintain regular personnel records that provide an aggregated description of the school's student body. These aggregated descriptions will be compared on an annual basis to demographic profiles of the communities served by the school.

Timeline for reporting progress on this objective – By the end of Year 1 and continuing each year thereafter, the school's Chief Executive Officer will provide an annual report of progress on this objective to the school's Board.

Institutional Goal #3/Objective #2: By the end of Year 1 and continuing thereafter, the composition of the school's faculty and staff will reflect that of the communities served

How will progress be measured relative to this objective? The school will maintain personnel records that provide an aggregated description of the school's faculty. These aggregated descriptions will be compared on an annual basis to demographic profiles of the communities served by the school.

Timeline for reporting progress on this objective – By the end of Year 1 and continuing each year thereafter, the school's Chief Executive Officer will provide an annual report of progress on this objective to the school's Board.

Institutional Goal #3/Objective #3 - By the end of Year 1 and continuing thereafter, the composition of school committees (such as advisory committees) will reflect that of the communities served by the school

How will progress be measured relative to this objective? The school will compare, on an ongoing basis, the ethnic, racial and gender composition of various committees serving the school to the demographic profile of people in the communities served.

Timeline for reporting progress on this objective – By the end of Year 1 and continuing thereafter, the school's Chief Executive Officer will provide an annual report of progress on this objective to the school's Board.

2. List 3 to 5 clear measurable performance objectives for each goal listed above.

For clarity and improved readability, the manner in which progress will be measured relative to each objective is described directly beneath the statements of goals and objectives in the preceding section.

C. Community Outreach and Marketing Plan (Scored by Review Committee)

1. Demonstrate how you will publicize the school to attract a sufficient pool of eligible applicants.

Advertisements will be placed in magazines targeting families in the proposed service areas. Announcements and bulletins will be placed in churches located in the proposed service areas. Funds have been allocated in the budget to provide multi-level and multi-media marketing designed to attract a diverse student population. A marketing plan to canvas the geographical area will be developed by the staff which includes door-to-door delivery of materials in both English and Spanish and the use of free advertising newspapers that are delivered weekly in area neighborhoods.

2. What type of outreach will be made to potential students and their families? (recruiting specific students or groups of students is prohibited)

Consistent with the mission statement and principles set forth in this application, Nova Charter School – White Rock will recruit and enroll a student population that is diverse by gender, race/ethnicity, and socioeconomic status in an attempt to reflect the

community it serves. The school's outreach will not discriminate on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. Rather, outreach will be conducted on a fair and equitable basis.

XI. General Description of School (Scored by Review Committee)

Statement of Need:

- A. Why is there a need for this type of school? What evidence exists that there is a sufficient demand for the educational program you are proposing?

There is a great need for a school of the charter school type in Dallas County, the geographic area the proposed new school will serve. Dallas County has many low-performing schools (see chart below), especially in communities where families live in concentrated poverty. In these communities, expectations for students are generally low; students are not encouraged to take demanding courses; many teachers are burnt out; and school facilities are run down, overcrowded, and disorderly. For many of these chronically low-performing schools, the task of change may seem overwhelming.

These overwhelming hurdles are made worse by systemic problems that have further decreased the capacity of traditional school's in the proposed service areas to improve. Low-performing traditional schools, especially in Dallas County, are embedded in a school district that has experienced a bewildering array of administrative and other difficulties in recent years. In such a confused environment, public allegations have been rife that Dallas County Independent School district administrators have given mixed messages on priorities, dropped support for important priorities, created excessive red tape, and used district resources inefficiently.

The main evidence that there is a sufficient demand for the educational program Nova proposes is found in the number and percentage of low-performing schools located in the area Nova Charter School – White Rock intends to serve.

TAAS % Passing				
Grade	Year	State	Region	District
Grade 3 All Tests	1999	78.9%	78.3%	59.0%
	1998	73.3%	72.6%	55.2%
Grade 4 All Tests	1999	78.4%	77.8%	60.8%
	1998	74.1%	73.0%	56.7%
Grade 5 All Tests	1999	82.5%	81.5%	63.2%
	1998	79.4%	77.7%	62.8%
Grade 6 All Tests	1999	79.8%	81.9%	70.6%
	1998	75.5%	77.6	66.6%

- B. Explain why the charter school model is the appropriate vehicle to address this need.

The charter school model is the appropriate vehicle to address this need because this type school can offer a "positive school climate" that will focus strongly on serving and empowering educationally-disadvantaged children and children who are in at risk situations and their families. Schools of the charter school type provide the kind of supportive environment that can transform efforts to improve education.

The "positive school climate" provides personalized, comprehensive and compassionate services based on traditional values. This climate, or atmosphere, results from the interactions and interrelations of people in the school. It consists of the elements of the school and the character of the people in the school which, when combined, create an atmosphere conducive to learning. Schools with positive climates are more cohesive places where there is a union of faculty, staff, and students working toward common goals. Such schools are responsive to human needs. Procedures, rules, and regulations serve the people in these schools – not the other way around. Given these special attributes, charter schools can:

- Help students increase productivity, the attainment of goals, academic achievement, and social development.
- Provide a stimulating, challenging, productive environment to enhance the academic, social, emotional, and physical development and all children
- Provide a pleasant place for children to live and learn and for people to work
- Help students, and others associated with the school, display the attributes of caring, trusting and respecting one another
- Help students and school personnel demonstrate a sense of pride and ownership in the school
- Increase the likelihood that students will experience educational success
- Help diverse social groups communicate with one another, respect one another, and work with one another for school improvement

Charter schools can also:

- Help raise academic expectations of both students and parents by focusing on developmentally appropriate, rigorous academic content
- Ensure that students don't get behind and stay behind academically by offering individual education plans (IEPs)
- Help remove the aspect of student "anonymity" associated with large school campuses by offering "small school" environments, leading to increased self-esteem among students

XII. Educational Plan (Scored by Review Committee)

A. Describe the educational program of the school to be offered.

The quality of the nation's educational system has recently come under intense public scrutiny. Whereas much of the attention has been directed at secondary education, the field of early childhood and primary education must also examine its practices in light of current knowledge of child development and learning. Despite the trend among some educators to formalize instruction for young children, there is a growing body of research that affirms that children learn most effectively through a concrete, play-oriented approach. The trend toward early formalized academics is diametrically opposed to what is known about how children learn. Based on this information, Nova Charter School – White Rock will tailor its educational program to meet the needs of the children rather than expect children to adjust to the demands of the program.

Nova's education program will provide an intense academic focus on the 4R's: Reading, Writing, Arithmetic and Responsibility. It offers a "forward with the basics" attitude in an ethnic and culturally integrated learning community. In delivering the program, Nova Charter School will provide its students with:

- A safe and friendly learning environment
- A mastery of the core knowledge and basic skills
- An appreciation for diversity
- Positive reasons for staying in school
- Behavioral guidelines that foster self-discipline, responsibility and respect for others
- A school where parents, staff and community members serve together on the school board and site-based committees

1. The program must include the required minimum curriculum as provided by Section 28.002, Texas Education Code.

Curriculum and Instruction

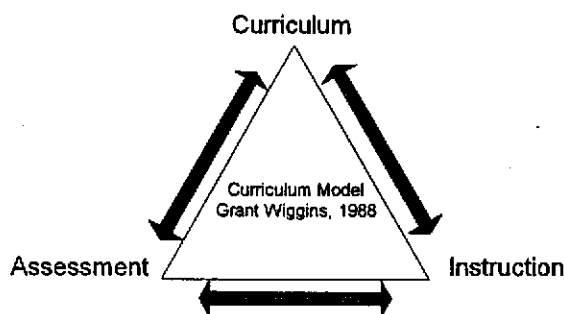
Goals, objectives, and content in all subject areas and grade levels under the TEKS curriculum have been established by TEA and codified in the Texas Administrative Code, Title 19 (19 TAC), Chapters 110-128. These goals, objectives, and definitions of content areas are intended to promote skill development and raise standards of student achievement. Nova Charter School – White Rock will embrace all the state's goals and objectives related to curriculum and its program will mirror and support the state's aims through:

- selecting textbooks and other instructional materials that are aligned to the TEKS curriculum
- maintaining updated information provided by TEA related to the TEKS curriculum requirements
- requiring curriculum for each content area and grade level, kindergarten through Grade 8, that is consistent with the state's TEKS curriculum

- ensuring rigor in the school's curriculum
- articulating to parents, students and others in the community what students should know and be able to do at each grade level
- ensuring that the knowledge and skills meet the learning needs of all students
- providing professional development to teachers and others related to the state's TEKS curriculum (from resources provided by the regional ESC, the Texas Center for Reading and Language Arts, and other appropriate sources)
- ensuring student assessment measures that are aligned with the TEKS

The core curriculum will be integrated and will require mastery and skill development in the areas of reading, writing, oral language, and arithmetic. We will use strategies predicated on a research-based eclectic approach in that the age and individual learning preferences will determine the way skills are taught. All students will learn together. Special needs students and students speaking other languages will learn along with peers and will not be segregated to learn a second curriculum. Additional services will be contracted to provide a comprehensive program for identified special learners (i.e. special education, ESL, etc.) Oral and written language activities will be embedded in the curriculum along with discovery projects, technology, art, music, movement, drama, dance, and games.

High academic standards and continuous assessment for mastery of objectives constitute the cornerstone of success for students attending the proposed new school. The students' natural curiosity and desire for learning will be fostered to develop the innate skills, abilities, and talents of each student. Nova Charter School – White Rock will adopt the model developed by Grant Wiggins, a specialist in the field of curriculum development and implementation. A graphic representation of the model is presented below.



Nova Charter School – White Rock will serve the community by preparing students to function in a productive manner for the betterment of society. A four part foundation is vital to the success of the students: Basic Skills, Thinking Skills, Personal Qualities, and Technology.

- Basic Skills requires that the student be literate in the areas of reading, writing, arithmetic, listening, and speaking.
- Thinking Skills requires that the student think creatively, make decisions, solve problems, visualize, reason and know how to learn.
- Personal Qualities are those which display responsibility, self-esteem, sociability, self-management, integrity and honesty.
- Technology will equip the student with keyBoarding skills, software application knowledge and use, program development, and creativity.

The proposed charter school will provide "before" and "after" school services to facilitate working households and single parent homes. The programs will enrich the educational offerings of the day school and extend the learning time for the students in an atmosphere that is both relaxed and supportive. Students will experience situations that are both structured and student driven. The school will be open from 7:00 a.m. to 6:00 p.m. The school will offer the following educational settings:

- multi-age grouping (grades 1&2, grades 3&4)
- non-graded curriculum (must be parent and Board approved)
- placement in appropriate learning groups based on assessment
- individualized instruction
- developmentally appropriate practices
- parent and community education
- technology
- intensive language development

Nova Charter School – White Rock will join the Region 10 ESC consortium for Titles II, IV, and VI upon Board approval and will participate in the EdNet 10 Network for Internet Access for the first year.

As part of its enrichment curriculum, Nova Charter School – White Rock will offer general music, piano lessons, a Maximum Achievement Learning Laboratory, and physical education.

School Population - Nova Charter School – White Rock will serve Pre-K through fourth grade during the first year adding a grade level each year to grade six. The school estimates that approximately 100-150 students will enroll the first year growing to a building capacity of 200-250 by the year 2001. Students with special needs or those identified as in at risk situation, including Limited English Proficiency, will receive equal consideration for enrollment. The proposed new charter school will not discriminate because of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services.

All students will learn together. Special needs students and limited English proficiency students will learn along with peers and will not be segregated to learn a second curriculum. It is anticipated that approximately 5% of the students will have limited English proficiency and approximately 50% will be identified as low

socioeconomic families. The school will apply for Title I funding to support the before and after school programs.

Applicant pledges that its program will meet or exceed the required minimum curriculum as provided by Section 28.002, Texas Education Code.

2. The description must address the incorporation of the Texas Essential Knowledge and Skills (TEKS) into the curriculum and must address goals, objectives, and content in all subject areas and grade levels.

The above description (see earlier discussion of curriculum and instruction) addresses how Texas Essential Knowledge and Skills (TEKS) will be incorporated into the curriculum. It also addresses goals, objectives, and content in all subject areas and grade levels.

3. The description must include state graduation requirements.

Because this application is for a pre-K through K-6 school, applicant has no responsibility to notify students of graduation requirements. This requirement does not begin until the student is in the 7th grade {see Texas Education Code (TEC), Chapter 39, Subchapter B}.

- B. What teaching methods will be used? How will the pedagogy enhance student learning?

Nova embraces, and contemporary research confirms, the view that young children learn most efficiently when they are engaged in interaction rather than in merely receptive or passive activities. Young children should be interacting with adults, materials and their surroundings in ways that help them make sense of their own experience and environment. They should be investigating and observing aspects of their environment worth learning about, and recording their findings and observations through talk, paintings and drawings. Interaction that arises in the course of such activities provides a context for much social and cognitive learning.

Nova embraces four categories of learning for its students. We believe these categories are especially relevant to the education of young children:

Knowledge. In early childhood, knowledge consists of facts, concepts, ideas, vocabulary, and stories. A child acquires knowledge from someone's answers to his questions, explanations, descriptions and accounts of events as well as through observation.

Skills: Skills are small units of action that occur in a relatively short period of time and are easily observed or inferred. Physical, social, verbal, counting and drawing skills

are among a few of the almost endless number of skills learned in the early years. Skills can be learned from direct instruction and improved with practice and drill.

Dispositions. Dispositions can be thought of as habits of mind or tendencies to respond to certain situations in certain ways. Curiosity, friendliness or unfriendliness, bossiness, and creativity are dispositions or sets of dispositions rather than skills or pieces of knowledge. For example, there is a significant difference between having writing skills and having the disposition to be a writer. Dispositions are not learned through instruction or drill. The dispositions that children need to acquire or to strengthen--curiosity, creativity, cooperation, friendliness--are learned primarily from being around people who exhibit them. Teachers can reinforce certain dispositions by setting learning goals rather than performance goals. A teacher who says, "Let's see how much we can find out about something," rather than, "I want to see how well you can do," encourages children to focus on what they are learning rather than on their performance.

Feelings. These are subjective emotional states, many of which are innate. Among those that are learned are feelings of competence, belonging, and security. Feelings about school, teachers, learning and other children are also learned in the early years.

Listed below are samples of the appropriate and successful practices, including teaching methods, that will be implemented at the school (National Association for the Education of Young Children, 1987).

Integrated Components	Appropriate Practices (4 & 5 Year Old)	Appropriate Practices (Primary and Elem. Grades)
Curriculum Goals	Experiences are provided that meet children's needs and stimulate learning in all developmental areas—physical, social, emotional, and intellectual.	Curriculum is designed to develop children's knowledge and skills in all developmental areas—physical, social, emotional, and intellectual—and to help children learn how to learn—to establish a foundation for lifelong learning.
	Curriculum and instruction are designed to develop children's self-esteem, sense of competence and positive feelings toward learning	Curriculum and instruction are designed to develop children's self-esteem, sense of competence and positive feelings toward learning
	Curriculum and instruction are responsive to individual differences in ability, development, and learning styles allowing students to acquire skills in a way they learn best and at the pace which insures success.	Curriculum and instruction are responsive to individual differences in ability, development, and learning styles allowing students to acquire skills in a way they learn best and at the pace which insures success.
Teaching Strategies/	Teachers prepare the environment for children to learn through active	Teachers plan learning activities through projects, learning centers,

Integrated Components	Appropriate Practices (4 & 5 Year Old)	Appropriate Practices (Primary and Elem. Grades)
Instruction	exploration and interaction with adults, other children, and materials.	and playful activities and guide the children's involvement in materials that enrich the learning experience.
	Teachers plan learning activities where children are provided concrete learning activities with materials and people relevant to their own experiences.	Teachers plan learning activities that inspire active learning with an abundance of experiences, manipulatives, and language stimulation.
	Teachers plan learning activities where the children are physically and mentally active and where children choose from among activities or spontaneously initiate.	Teachers plan learning activities which creates an interactive involvement with peers, younger and older children, and adults.
Assessment	Student progress is primarily assessed through observation and checklists to evaluate the delivery of curriculum and strategies.	Student progress is primarily assessed through observation and recording at regular intervals. Results are used to improve and individualize instruction.
	Developmental assessment of student progress is used to plan curriculum, identify children with special needs, communicate with parents, and evaluate program effectiveness.	Student progress is reported in comparison to his/her own previous performance with parents receive general information about how the student compares to standardized national averages.

How will this pedagogy enhance student learning? The above chart reflects the Wiggins' model of pedagogy to be adopted by the White Rock school. The school's pedagogy, as reflected by the chart and reinforced by the Wiggins' model, will enhance student learning because it promotes adaptation of the learning process to fit learners needs.

- The learner is being moved to the center of the instructional process by viewing the student as worker/client/customer/partner/participant. Students are actively involved in constructing meaning. They are not asked to simply retain information for which there is no structure or reason. Learning must have utility. Often this is accomplished by linking learning to the world outside of the school, or by having learning occur outside the school. The Wiggins' model and the school's pedagogy are consistent with TEKS-based curriculum in that all emphasize learning rather than teaching.
- The emphasis is on success, and instruction is adapted for congruency with the needs, capabilities, and motivations of the learner. Proponents of the Wiggins' pedagogical model say this leads to a substantial increase, rather than a decrease, in the amount of content that can be taught.
- The model supports individualized or "personalized" instruction. The emphasis is on the student developing meaningful learning experiences in partnership with others. Teams are one means by which this is accomplished. Students set individual and

group learning goals and are held accountable for them. Learning can be achieved by helping others, tutoring, providing advice, and by studying new material independently. Team learning is personal and interactive, developed in relation to goals, has utility, and leads to demonstrable outcomes (Newmann, 1991).

- Parents are true partners, developing learning programs for students along with the teacher, participating in the classroom on a more regular basis, making suggestions that are heeded by the professionals, and taking responsibility for creating an environment in the home that supports education and student learning.
- Assessment provides larger amounts of feedback to students, allowing them to improve their performance continuously, rather than simply to judge performance at some arbitrary ending point. Learning is being analyzed in a more integrated fashion through increasingly larger constellations of skills and abilities. This parallels changes in curriculum and instructional techniques. The emphasis is on the performance of the learner as an individual (or team member) in relation to predetermined standards and not necessarily in relation to the performance of national norming groups. If students can master and apply certain identified skills, it is not necessary for some to fail in order to create a "normal distribution." **In fact, it is cause for celebration if all students can meet challenging standards.** (Wiggins 1991).

- C. What professional development opportunities will be available to teachers and other staff? How do these opportunities support the mission of the school?

Professional Development - Educator staff members will be required to attend weekly professional development activities during the first year. Staff will evaluate sessions for effectiveness and transportability. Development activities will be designed to meet the needs of the staff as curriculum is developed and as additional skills are needed to serve the students enrolled at the new school. Program evaluation results will provide the basis for designing professional development activities for succeeding years. The budget provides for contractual resources and supplies for staff development. The new Nova Charter School – White Rock will encourage staff members to make recommendations for future development activities. Consultants will provide initial activities in the following areas:

- developmentally appropriate practices
- learning styles/instructional strategies
- technology and the integration into curriculum and instruction
- conflict resolution/parent conferences
- curriculum development
- authentic assessment/portfolio development

Professional development on TEKS-based foundation and enrichment curricula will be provided to teachers by Region 10 Education Service Center. The Center provides workshops, consultation, and materials, and can answer questions.

The professional development opportunities identified in this paragraph support the school's mission in several ways.

- Training in learning styles and instructional strategies supports Nova's mission to equally respect all children in its schools and to offer extended opportunities for children to express their special talents
- Training in curriculum development and on how technology can be integrated into curriculum and instruction supports the mission of educating children in the basic skills and core content
- Training in conflict resolution and parent conferences supports the school's mission and expectation that all children will follow school behavioral guidelines
- Training in developmentally appropriate practices (by focusing on what each child needs to know at his or her grade level), authentic assessment, and portfolio development supports the school's mission of extending opportunities to let children express their special talents and celebrate their own unique cultural heritage

D. Admissions Policy

1. Describe the admissions methods/process you will follow. NOTE: The charter school admission policy must prohibit discrimination in any manner on the basis of sex, national origin, ethnicity, religion, disability, academic or athletic ability, or the district the child would otherwise attend in accordance with this code, although the charter may provide for the exclusion of a student who has a documented history of criminal offense, a juvenile court adjudication or discipline problems under Subchapter A, Chapter 37.

Nova Charter School – White Rock's admission policy will prohibit discrimination in any manner on the basis of sex, national origin, ethnicity, religion, disability, academic or athletic ability, or the district the child would otherwise attend. The school, however, will provide for the exclusion of a student who has a documented history of criminal offense, juvenile court adjudication or discipline problems under Subchapter A, Chapter 37.

As specified in the Nova Charter School Handbook – Policies and Procedures for 1999 – 2000, students seeking admission are required to complete the following steps in order to enroll:

Registration and Enrollment procedures – (Note: Enrollment means actually receiving instruction by attendance in a public school, as opposed to being registered prior to receiving instruction.) Parents and students will be required to attend a registration or pre-enrollment conference in which student behavior codes (including uniforms), vision statements, and curriculum and instruction will be addressed. This conference will be conducted by the CEO or Lead Teacher and is intended to be an informative session that will invite questions and address parental fears and/or concerns. After the school has reached capacity, a waiting list will be compiled and utilized until federal startup funds are granted. A lottery system will then be implemented for vacancies created by natural student attrition. Students with special needs or those

identified as at risk or Limited English Proficiency will receive equal consideration for enrollment.

All students must submit a general information form, emergency form, parent approval of student participation form (field trips), free or reduced lunch application and home language survey. A student's permanent records must be in the child's legal name. In case of a name change due to adoption, the parent/guardian must bring the adoption paper to the school office before the name can be changed.

Registration and Enrollment Procedures – Kindergarten and First Grade – Pre-Kindergarten (PreK) students must be four (4) years old on or before September 1st of the school year. Kindergarten students must be five (5) years old on or before September 1st of the school year. First grade students must be six (6) years old on or before September 1st of the school year. Students attending Nova Charter School for the first time are required to have: a birth certificate, up-to-date shot records, social security card, report card (if one is available), parent survey on home language, and proof of residence.

Immunization Requirements – These requirements are fully described in the Nova Charter School Handbook – Policies and Procedures for 1999 – 2000 and meet the requirements of state law. A delay in school enrollment may be necessary if the student has not started or has not continued to receive vaccine doses as they become due. All immunization records must be validated by physician's signature or health clinic stamp. The month, day and year must be indicated on the record for each new immunization received.

2. Describe the timeline to be used for admitting students, including a plan for the admission lottery for students. NOTE: This is a federal requirement for any school accepting money through the Title X, Part C subgrant program.

The Nova Charter School – White Rock will open in August 2000 and will begin taking applications from May 2000 until the school has reached capacity. It will provide services on a "first come, first served" basis and may exclude students who have a documented history of criminal offense, juvenile court adjudication, or discipline problems as outlined under TEC, Chapter 37, Subchapter A. This exclusion statement will be noted on the application. If the number of applicants exceeds the program capacity, when the capacity for the facility has been met, students will be placed on a waiting list and a lottery will be conducted for future openings.

The school will implement a policy of open-entry and open-exit, thus no specified timetable is used for registering and admitting students.

3. Explain how these policies further the mission of the school in a non-discriminatory fashion.

Nova's admission policies further the mission of the school in several ways related to equitable access.

- The policy of offering services on a "first come, first served" basis serves the school's mission of equally respecting the rights of all people in its service area
- The policy of offering a lottery system once the school has reached its capacity, likewise, serves the mission of respecting and treating people fairly and opening the school to children from diverse family circumstances
- The policy of open-entry and open-exit serves the school's mission by making it easier for children in the service area, including those living in highly transient and migratory families, to enroll in our school, thereby respecting the rights of all groups
- The policy of excluding students who have a documented history of criminal offense, juvenile court adjudication, or discipline problems supports the school's mission of expecting all children to follow school behavioral guidelines

D. Describe in detail how your school will accommodate students with SPECIAL EDUCATION needs. Address the following:

1. Child Find NOTE: A charterholder must adopt and implement policies and practices that affirmatively seek out, identify and evaluate children with disabilities enrolled in the charter school or contacting the charter school regarding enrollment

As the state's educational agency, TEA is responsible for ensuring that a Free Appropriate Public Education (FAPE) is provided to all students with disabilities residing in the State of Texas and that all requirements of IDEA, Part B, are met, pursuant to 34 CFR, §300.600. A FAPE means special education and related services that are provided at public expense under public supervision; meet the state standards which include the requirements of IDEA, Part B; include preschool, elementary, and secondary school education; and are provided in conformity with an individual education plan, pursuant to 20 USC, §1401(a)(18).

In general, local school districts in Texas have the direct responsibility of providing FAPE to students with disabilities whom the schools are obligated to serve under Texas Education Code, §25.001. TEA is responsible for ensuring that schools comply with all state and federal requirements concerning the provision of FAPE.

Within this general responsibility to assure FAPE, TEA specifically assures that each child with a disability, regardless of severity, residing within a school's jurisdiction will be identified, located, and evaluated in accordance with IDEA and its implementing regulations. To meet this responsibility, TEA requires schools to establish policies and procedures to identify, locate, and evaluate students with disabilities residing within their jurisdictions. Activities done pursuant to these policies and procedures are commonly referred to as "child find" activities because schools actively search for students with disabilities residing within their jurisdictions.

In accordance with the rules and responsibilities identified in this Application, and with any and all TEA rules or regulations, Nova Charter School – White Rock will establish policies and practices that affirmatively seek out, identify and evaluate children with disabilities enrolled in the charter school or contacting the charter school regarding enrollment as required.

Special Education

Prior to referral for special education services, students experiencing difficulty in the regular classroom will be considered for all support services available to all students, such as tutorial, remedial, compensatory, and other services. A referral for assessment may be initiated by school personnel at Nova Charter School – White Rock, the student's parents or legal guardian, or another person involved in the education or care of the student.

For students suspected of learning disabilities; Nova Charter School – White Rock will contract with a licensed educational diagnostician to conduct ARD's; complete IEP modification plans, behavior modifications plans; and to coordinate any special requirements that need to be communicated to the staff and counselors.

All State forms and procedures will be followed with students who indicate they have been eligible for Special Education in previous school districts. An ARD determines the need for further testing by a certified professional (i.e., psychologist, speech therapist, occupational therapist) referrals are made to outside sources. IEP's and all special plans are kept in each classroom where teachers are able to check the student's program.

Nova Charter School – White Rock will admit and fully serve eligible students with disabilities and/or handicapping conditions. In addition, transportation services that are identified on the Individual Education Plan (IEP) will be provided. Certified personnel will be sought and employed to deliver a free and appropriate public education for the identified student(s) served by the school. Technical assistance from the Region 10 ESC will be utilized as a resource and on all special education issues that require assistance.

Nova Charter School – White Rock will comply with all requirements provided for in the Individuals with Disabilities Education Act Amendments of 1998, and will implement the following:

- place the emphasis on what is best educationally for children with disabilities rather than on paperwork for paperwork's sake;
- give professionals, especially teachers, more influence and flexibility;
- enhance the input of parents of children with disabilities in the decision making that affects their child's education;
- make the school a safe place; and

- consolidate and target discretionary programs to strengthen the capacity of the school to effectively serve children, and when appropriate, including infants and toddlers when appropriate, with disabilities.

The charter school will adhere to all open enrollment policies as defined by the State Board of Education and will not prohibit or discriminate in admission policy based on sex, national origin, ethnicity, religion, disability, academic or athletic ability, or the district the child would otherwise attend. (Section 504, Part 104; Section 12.111) Furthermore, all special education data collection for PEIMS as required by the Texas Commissioner of Education will be reported in the format and at the scheduled dates to Region 10 ESC.

2. Confidentiality

Nova Charter School – White Rock will adhere to all state confidentiality requirements including, but not limited to, the following:

Student Records - Student records are confidential and protected from unauthorized inspection or use. A cumulative record will be maintained for each student beginning when he or she enters the school until the student withdraws. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The school's CEO will be the custodian of all records for currently enrolled students and of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a Nova student who is a dependent for tax purposes and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the charter school, of cooperatives of which the charter school is a member, or facilities with which the charter school contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are: (1) working with the student; (2) considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504; (3) compiling statistical data; or (4) investigating or evaluating programs.

Parents of minor students enrolled at Nova may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the school refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the students are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the school is not in compliance with the law regarding student records.

The school will maintain a record of disclosure of personally identifiable information and make this available for the parent's inspection. Some items of information are directory in nature and may be released to anyone, without consent, unless the parent objects to its release in writing within ten (10) school days after the issuance of this notice. The following is directory information: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, most recent previous school attended, and other similar information. Objections to release of any or all directory information must be directed to the school's CEO.

With respect to special education students, the ability to share information between parties involved in special education services and local education agencies (LEA's) is vitally important to improve efficiency and to minimize duplication of efforts. To accomplish this sharing, the proposed school will develop and use a standard consent form.

With respect to special education students, the proposed school will notify parents when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

3. Procedural Safeguards

Nova Charter School – White Rock's Handbook of Policies and Procedures will fully address procedural safeguards for students, parents and all other school stakeholders. With respect to employees, the school's Board will adopt policies that ensure equity in the employment relationship.

The school will adhere to all required procedural safeguards required by the state including, but not limited to, those described below.

In accordance with the requirements of 34 Code of Federal Regulations (CFR), §300.504 and §300.505, the school will give a written notice that includes a full explanation of all procedural safeguards to the parents a reasonable time before the school conducts an assessment for special education services. The Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School will be provided to each parent explaining the rights as outlined in federal and state law. Certified staff will review this document with parents and additional information will be made available upon request in the parents' native language in writing or through an interpreter. Nova Charter School – White Rock will provide information to parents for the following purposes:

- upon initial referral for evaluation
- upon each notification of an admission, review, and dismissal committee (ARD) meeting
- upon each reevaluation, and
- upon a school district's request for a "due process hearing" about their child
- when any information that specifically identifies the student is no longer needed

Nova Charter School –White Rock's Handbook of Policies and Procedures will set forth fully the school's policies regarding student expulsion and suspension for students attending the West Oak Cliff campus. These policies are the same as those currently in effect at the sponsoring school.

4. Notice of Admission, Review and Dismissal (ARD) Committee Meetings

Nova Charter School – White Rock adopts the following policy with respect to notice of admission, review and dismissals (ARD's) and to ARD committee meetings.

The admission, review, and dismissal (ARD) committee shall make its decisions regarding students referred for the first time within 30 calendar days from the date of the completion of the written assessment report (with certain exceptions identified by TEA rules). The proposed charter school will establish at least one ARD committee that shall make decisions concerning eligibility determinations, development of the IEP, consideration of assistive technology, development of the behavior management plans, and placement of a student referred for consideration for special education services in accordance with 34 Code of Federal Regulations (CFR), §§300.308, 300.342-300.349, 300.533, and 300.550-300.554, and Part 300, Appendix C, state statute; and State Board of Education (SBOE) rules.

The teacher that participates in the ARD committee meeting, in accordance with 34 CFR, §300.344(a)(2), must be certified in the child's suspected areas of disability. When a specific certification is not required to serve certain disabilities categories, then the teacher must be qualified to provide the educational services the child may need. The charter school proposed herein will follow all rules and regulations to ensure that the appropriate teacher participates in the ARD Committee meeting.

The written report of the ARD committee will document the findings, including the date, names, positions, and signatures of the members participating in each meeting in accordance with 34 CFR, §§300.344, 300.345, 300.348, and 300.349. The report will also indicate each member's agreement or disagreement with the committee's decisions. The charter school will obtain written consent in accordance with the requirements of 34 CFR, §300.500 and §300.504(b), before initial placement occurs.

For a student who is new to the charter school, the ARD committee may meet when the student registers and the parents verify that the student was receiving special education services in the previous school district, or the previous school district verifies in writing or by telephone that the student was receiving special education services. In this case, special education services will be temporary, contingent upon either receipt of valid assessment data from the previous school district or the collection of new assessment data. A second ARD committee meeting will be held within 30 school days from the first ARD committee meeting to finalize or develop a new IEP based on the assessment data.

All disciplinary actions regarding students with disabilities will be in accordance with federal requirements and modeled after the Texas Education Code (TEC), Chapter 37, Subchapter A (relating to Alternative Settings for Behavior Management). The ARD committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP will include goals and objectives designed to assist in returning the student to school and preventing significant regression.

All members of the ARD committee will have the opportunity to participate in a collaborative manner in developing the IEP. A decision of the committee concerning required elements of the IEP will be made by mutual agreement of the required members if possible. The committee may agree to an annual IEP or an IEP of shorter duration.

When mutual agreement about all required elements of the IEP is not achieved, the party (the parents or persons standing the role of parent) who disagrees will be offered a single opportunity to have the committee recess for a period of time not to exceed ten school days. This recess is not required when the student's presence on the campus presents a danger of physical harm to the student or others or when the student has committed an expellable offense or an offense which may lead to a placement in an alternative education program (AEP).

During the recess the committee members will consider alternatives, gather additional data, prepare further documentation, and/or obtain additional resource persons to enable the ARD committee to reach mutual agreement.

The date, time, and place for continuing the ARD committee meeting will be determined by mutual agreement prior to the recess.

If a ten-day recess is implemented (as described above) and the ARD committee still cannot reach mutual agreement, the district will implement the IEP that it has determined to be appropriate for this student.

When mutual agreement is not reached, a written statement of the basis for the disagreement will be included in the IEP. Committee members who disagree will be offered the opportunity to write their own statements.

Should the charter school implement an IEP with which the parents disagree, the school will provide prior written notice to the parents as required in 34 CFR, §300.504 and §300.505. Parents shall have the right to file a complaint, request mediation, or request a due process hearing at any point when they disagree with decisions of the ARD committee.

An interpreter will be available to staff to interpret ARD's, testing and translate forms for parents.

5. Assessment of children to determine eligibility

When an ARD determines the need for further testing by a certified professional (i.e., psychologist, speech therapist, occupational therapist), the school will make referrals to a qualified outside sources.

Referral of students for possible special education services will be a part of the proposed charter school's overall, regular education referral or screening system. Prior to referral, students experiencing difficulty in the regular classroom will be considered for all support services available to all students, such as tutorial, remedial, compensatory, and other services. The referral for assessment may be initiated by school personnel, the student's parents or legal guardian, or another person involved in the education or care of the student.

Time Line for All Notices - "Reasonable time" required for the written notice to parents under 34 Code of Federal Regulations (CFR), §300.504, is defined as at least five school days, unless the parents agree otherwise.

Written Notice to Parent Before Assessment - In accordance with the requirements of 34 Code of Federal Regulations (CFR), §300.504 and §300.505, the school will give a written notice that includes a full explanation of all procedural safeguards, to the parents and adult student a reasonable time before the district conducts an assessment.

Consent for Assessment. – The school will obtain consent in writing in accordance with the requirements of 34 Code of Federal Regulations (CFR), §300.500 and §300.504(b), before it conducts an initial assessment.

Comprehensive Individual Assessment - The comprehensive individual assessment, including a written report, will be completed in accordance with 34 Code of Federal Regulations (CFR), §§300.6, 300.7, 300.15, 300.16, 300.18, 300.530-300.532, and 300.534; the Texas Education Code (TEC), §29.004; and §89.1040 of this title (relating to Eligibility Criteria).

Age Ranges for Student Eligibility.

Pursuant to state and federal law, special education assessment services are available to all eligible students on their third birthday. A student receiving special education services who is younger than 22 years of age on September 1 of a scholastic year will be eligible for services through the end of that scholastic year or until graduation, whichever comes first. Since the Nova Charter School – White Rock will serve children from pre-Kindergarten through K-6, these children will fall within the age range for eligibility for assessment services as required.

6. Development and Implementation of the Individual Educational Plan (IEP)

The individual educational plan (IEP) developed by the admission, review, and dismissal (ARD) committee for each student with a disability will include the following:

- information in addition to the requirements of 34 Code of Federal Regulations (CFR), §300.346, and Part 300, Appendix C including (1) information to allow for determining the student's eligibility for participation in extracurricular activities; and (2) a statement addressing nonexemption, modification/ accommodation, or exemption from some or all of the basic skills assessment instruments, as appropriate.
- Modifications/accommodation of regular classroom procedures which are provided for students by the charter school as specified in the student's IEP will be provided during the testing process and goals and objectives will be specified if extended year services are included in the IEP.
- For students with visual impairments, the IEP will also meet the requirements of Texas Education Code (TEC), §30.002(e).

IEP's and all special plans will be kept in each classroom where teachers are able to check the student's program.

7. Least Restrictive Environment (LRE) Placement

The location and procedures for delivery of the instructional or related services or both specified in the IEP shall be determined based on the requirements concerning placement in the least restrictive environment and the policies and procedures of the school.

8. Transition Planning

Chapter 29, Subchapter A of the Texas Education Code provides that each school district will develop and annually review an individual transition plan (ITP) for each student enrolled in a special education program who is at least 16 years of age. The proposed Nova Charter School – White Rock does not expect to serve students who are at least 16 years of age since this is a preKindergarten through K-6 school. The requirement for transition planning is not applicable to our proposed school.

9. Certified personnel for the provision of services to children with special needs

The teacher that participates in the ARD committee meeting, in accordance with 34 CFR, §300.344(a)(2), must be certified in the child's suspected areas of disability. When a specific certification is not required to serve certain disabilities categories, then the teacher must be qualified to provide the educational services the child may need. The charter school proposed herein will follow all rules and regulations to ensure that the appropriate teacher participates in the ARD Committee meeting.

The school will use procedures that ensure that each teacher involved in a student's instruction has the opportunity to provide input and request assistance regarding the implementation of the student's IEP. These procedures include methods for a student's regular or special education teachers to submit requests for further consideration of the student's IEP or its implementation. In response to this request, the school's procedures will include a method to determine whether further consideration is necessary and whether this consideration will be informal or will require an ARD committee meeting. If the school determines that an ARD committee meeting is necessary, the student's current regular and special education teachers shall have an opportunity to provide input. The school will also ensure that each teacher who provides instruction to a student with disabilities receives relevant sections of the student's current IEP, such as goals and objectives, modifications/accommodations, and adaptations.

IEP's and all special plans will be kept in each classroom where teachers are able to check the student's program.

10. Services to Expelled Students

Although it is unlikely that students will be suspended or expelled from Nova Charter School – White Rock, a procedure will be developed to accommodate those students' educational services beyond the school who are suspended for more than 10 days per semester or expelled from the school.

Nova Charter School – White Rock will comply with TEA rules requiring that all disciplinary actions regarding students with disabilities shall be in accordance with federal requirements and modeled after the Texas Education Code (TEC), Chapter 37,

Subchapter A (relating to Alternative Settings for Behavior Management). The ARD committee will determine the instructional and related services to be provided during the time of expulsion. The student's IEP will include goals and objectives designed to assist in returning the student to school and preventing significant regression.

- F. Describe how your school will meet the needs of children who qualify for other federal programs such as Title 1 part A; Title 1 part C; Title I Part D, subpart 1; Title 1 part D, subpart 2; Title II part B; title IV; Title VI; Migrant Education; and Section 504.

The school will conduct a needs assessment and develop a plan for the consolidated use of both state and federal funds. Such a plan shall be determined in consultation with a task force, including, but not limited to, parents of participants; teachers; principals; administrators; and community members. The plan shall include:

- how students shall be identified
- planned services and activities
- a plan for annual evaluation (performance objectives)
- record-keeping procedure

The Board will adopt a comprehensive plan that utilizes all available resources to provide programs that build skills and knowledge and promotes academic achievement.

Title I Part A

In compliance with Title 1 Part A regulations the school shall convene an annual public meeting for parents of children eligible for Title 1 Part A assistance. It is anticipated that each school will qualify for the "School-Wide" Program due to the population that is served by the Head Start Community. At such meeting, parents shall be advised regarding:

- The objectives of the program
- The teaching methods and materials that shall be used
- The methods that are used to measure progress that is made
- The methods that are used to report progress to students and their parents
- The availability of staff to confer with parents; and
- The role of parents in helping their children to achieve.

Services will be provided through the basic education program and will be supplemental to the basic services provided by the Foundation School funding. Supplemental services may include additional parent training, after school enrichment activities, supplemental learning materials, technology enrichment, etc.

As a School Wide Program, the new charter school will address the eight essential components:

- A comprehensive needs assessment of the entire school that is based on information on the performance of children in relation to the state content and student performance standards
- Schoolwide reform strategies that

- Provide opportunities for all children to meet the state's proficient and advanced levels of student performance
- Are based on effective means of improving children's achievement
- Use effective instructional strategies that increase the amount and quality of learning time, such as extended school year, before- and after-school, and summer school programs
- Help provide an enriched and accelerated curriculum
- Meet the educational needs of historically under-served populations
- Address the needs of all children in the school, but particularly the needs of children of target populations of any program that is included in the schoolwide program, and address how the school will determine if these needs are met.

These programs may include .

- counseling and mentoring services and the incorporation of gender equitable methods and practices
- Are consistent with, and are designed to implement, the state and local improvement plans, if any, approved under Title III of Goals 2000
- Instruction by highly qualified professional staff
- Professional development for teachers and aides, and where appropriate, pupil services personnel, parents, principals, and other staff to enable all children in the school-wide program to meet the state's student performance standards [in accordance with P.L. 103-382, sections 1114(a)(5) and 1119]
- Strategies to increase parental involvement, such as family literacy services
- Strategies for assisting preschool children in the transition from early childhood programs, such as Head Start and Even Start, to local elementary school programs
- Steps to include teachers in the decisions regarding the use of assessments
- Activities to ensure that students who experience difficulty mastering any of the state's standards during the school year will be provided with effective, timely additional assistance.

The assistance must include:

- Measures to ensure that students' difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance
- To the extent the school determines it to be feasible using Part A funds, periodic training for teachers in how to identify difficulties and to provide assistance to individual students.

Nova Charter School – White Rock will not be eligible for funding under Title I Part D, subpart 1 nor Title I part D, subpart 2. However, the school will enter into shared service agreements (SSA) with Region IV ESC during the first year for Titles II, IV, and VI. Title VI (Classroom Reduction) will be examined at the end of the first year to determine if there is a need for this funding. At the conclusion of the first year, services provided by the ESC will be evaluated to determine impact on the program. If positive results are indicated, then Nova Charter School – White Rock will continue to contract with the ESC for their services.

Migrant Education Program

This area of focus for the Migrant Education Program (MEP) seeks to ensure that migrant students and their families have their needs for educational and support services met, and are able to access all services for which they are eligible from entry in the MEP's early childhood program for three-year-olds through transition into postsecondary education or employment.

The emphasis placed on Early Childhood Education for younger children will be enhanced by performance opportunities for young migratory students. A home-based model that provides for the direct involvement of the parent in the learning process combined with the present school-based early childhood programs will be coordinated with Headstart. This should provide the needed assistance required for student success.

When students are identified, the proposed Nova Charter School – White Rock will utilize the Internet-based New Generation System (NGS) which is an innovative data transfer system. NGS communicates educational and health data on migrant students to educators throughout the nation. The NGS system will enhance the process of educating migrant students as well as be an interstate information network for Migrant Education.

Parent Advisory Councils will be established to empower parents as advocates and to take advantage of all available resources for the education of their children. A local advisory committee will be established for each regular school year for the purposes of planning, implementation, and evaluation of the local MEP, with meaningful consultation and involvement of the parents to be served.

Nova Charter School – White Rock will collaborate with the Region IV ESC to actively seek to identify and recruit all eligible migrant children and youth residing within the charter school boundaries. These are children who migrate with their parents or alone across school district lines in search of temporary or seasonal work in fishing or agriculture. Identification and recruitment is essential in order to offer migrant students opportunities to learn and succeed in school.

- G. Describe how your school will meet the needs of children who qualify for other state programs such as: Bilingual/English as a Second Language (ESL), State Compensatory Education, Dyslexia, and Gifted and Talented.

Bilingual/English as Second Language (ESL) Students - If a student indicates a home language other than English, Nova Charter School – White Rock will administer a mastery test to assure that the student can comprehend the material in the educational programs. An interpreter is available to school staff to interpret ARD's testing and translate forms for parents.

Nova Charter School – White Rock is unable to provide services to Bilingual/ English as Second Language (ESL) Students. The proposed school will apply for required waiver of requirement to provide Bilingual/ English as Second Language (ESL) educational services.

State Compensatory Education - State Compensatory Education as defined in Section 42.152 (c) is a program designed to improve and enhance the regular education program for students in at-risk situations.

The purpose of state compensatory education is to increase the achievement and reduce the dropout rate of identified students in at-risk situations. In determining the appropriate accelerated or compensatory program, the proposed Nova Charter School – White Rock will use student performance data resulting from the state assessment instruments and any other achievement tests administered by the school. Based on this needs assessment, campus staff will design appropriate strategies and include them in the campus improvement plan. In compliance with law, the improvement plan will include the comprehensive needs assessment, measurable performance objectives, identified strategies for student improvement, identified resources and staff, specified timelines for monitoring each strategy, and formative evaluation criteria. The school will be responsible for evaluating the effectiveness of its program.

State rules require that compensatory education allocations be used only for costs supplemental to the regular education program. The Nova Charter School - West Oak Cliff is in possession of a copy of the Financial Accountability System Resource Guide that explains this rule and will ensure that Nova Charter School – White Rock complies with this guide, and all rules, related to the use of state compensatory education funds. Nova Charter School – West Oak Cliff understands that non-compliance with the state's rule may result in a financial penalty.

In accordance with the requirement of the Texas Education Code Section 11.252, Nova Charter School – White Rock will develop a school improvement plan. This plan will identify measurable school performance objectives for all student populations; strategies to improve student performance; resource allocations; staff responsible for ensuring the accomplishments of each strategy; timelines for ongoing monitoring of the implementation of each strategy and the formative evaluation criteria for determining periodically whether strategies are resulting in the intended student performance. The state compensatory education program and/or service designed by Nova Charter School – White Rock to meet the needs of students in at-risk situations will be included in the school's campus improvement plan. The improvement plan will identify resources and staff associated with its state compensatory education program. This information may be stated at the summary level of the plan.

Dyslexia - The Nova Board of Directors will ensure that procedures for identifying a student with dyslexia or a related disorder and for providing appropriate instructional services to the student are implemented at all its school campuses, including the White

Rock campus. The Board understands these procedures will be monitored by the Texas Education Agency (TEA) with on-site visits conducted as appropriate.

The Nova Board's procedures will be implemented according to the State Board of Education (SBOE) approved strategies for screening, and techniques for treating, dyslexia and related disorders described in "Procedures Concerning Dyslexia and Related Disorders," a set of flexible guidelines available to local schools. Screening for dyslexia students will only be done by individuals/ professionals who are trained to assess students for dyslexia and related disorders.

The proposed charter school will either purchase a reading program or develop its own reading program for students with dyslexia and related disorders, as long as the program is characterized by the descriptors found in "Procedures Concerning Dyslexia and Related Disorders." Teachers who screen and treat these students will be trained in instructional strategies that utilize individualized, intensive, multisensory, phonetic methods and a variety of writing and spelling components described in the "Procedures Concerning Dyslexia and Related Disorders" and in the professional development activities specified by the school's campus planning and decision making committee.

Before an identification or assessment procedure is used selectively with an individual student, the school will notify the student's parent or guardian or another person standing in parental relation to the student. Parents/guardians of students eligible under the Rehabilitation Act of 1973, §504, will be informed of all services and options available to the student under that federal statute.

The school will provide each identified student access at his or her campus to the services of a teacher trained in dyslexia and related disorders. The school district may, with the approval of each student's parents or guardians, offer additional services at a centralized location. Such centralized services shall not preclude each student from receiving services at his or her campus.

Because early intervention is critical, a program for early identification, intervention, and support for students with dyslexia and related disorders will be available at the school as outlined in the "Procedures Concerning Dyslexia and Related Disorders."

Depending on the number of dyslexic children enrolled, the school may provide a parent education program for parents/guardians of students with dyslexia and related disorders. Such a program, if offered, would include awareness of characteristics of dyslexia and related disorders; information on testing and diagnosis of dyslexia; information on effective strategies for teaching dyslexic students; and awareness of information on modification, especially modifications allowed on standardized testing.

All regional education service centers have dyslexia contact persons. Nova Charter School – White Rock will draw on the resources of Region 10 ESC to prepare for meeting the special needs of students having dyslexia.

Gifted and Talented - With respect to student assessment of gifted and talented children, the Board will develop written policies on student identification of gifted and talented students and such policies will be disseminated to parents. The policies will include:

- provisions for ongoing screening and selection of students who perform or show potential for performing at remarkably high levels of accomplishment in the areas defined in the Texas Education Code, §29.121;
- assessment measures collected from multiple sources according to each area defined in the Texas State Plan for the Education of Gifted/Talented Students
- data and procedures designed to ensure that students from all populations enrolled in the school have access to assessment and, if identified, services for the gifted/talented program
- provisions for final selection of students to be made by a committee of at least three educators from the school who have received training in the nature and needs of gifted students; and
- provisions regarding furloughs, reassessment, exiting of students from program services, transfer students, and appeals of the school's decisions regarding program placement.

With respect to Professional Development for teachers of gifted and talented students, the school will ensure that:

- teachers who provide instruction and services that are a part of any program for gifted students have a minimum of 30 hours of staff development that includes nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students
- teachers who provide instruction and services that are a part of any program for gifted students receive a minimum of six hours annually of professional development in gifted education; and
- administrators and counselors who have authority for program decisions have a minimum of six hours of professional development that includes nature and needs of gifted/talented students and program options.

With respect to delivery of student services to gifted and talented children, the school will provide an array of learning opportunities for gifted/talented students in kindergarten through Grade 6 and shall inform parents of the opportunities. Options will include:

- instructional and organizational patterns that enable identified students to work together as a group, to work with other students, and to work independently
- a continuum of learning experiences that leads to the development of advanced-level products and performances
- in-school and, when possible, out-of-school options relevant to the student's area of strength that are available during the entire school year; and
- opportunities to accelerate in areas of strength

With regard to fiscal responsibility, the school will ensure that: no more than 15% of state funds allocated for gifted/talented education are spent on indirect costs, as required by law.

With respect to program accountability for any gifted and talented programs offered by the school, the school will ensure that student assessment and services for gifted/talented students comply with accountability standards defined in the Texas State Plan for the Education of the Gifted/Talented. Nova will assess the need for this program and make decisions based on the student population regarding implementation.

- H. Describe how your school will identify and provide educational support for students who are identified as being "at risk of dropping out of school" as defined in TEC Sect. 29.081(d)(See Appendix I).

The criteria used to identify students at risk of dropping out of school are defined in Section 29.081 of the Texas Education Code. For students in preKindergarten through Grade 6, the Code states the following factors constitute an "at risk situation" for a student:

- A) did not perform satisfactorily on an readiness test or assessment instrument administered at the beginning of the school year;
- B) did not perform satisfactorily on assessment instrument administered under Subchapter B, Chapter 39;
- C) is a student of limited English proficiency, as defined by Section 29.052;
- (D) is sexually, physically, or psychologically abused; or
- (E) engages in conduct described by Section 51.03(a), Family Code.

Note: This Code section describes delinquent conduct.

Additionally, the Code defines students in any grade as students in at-risk situations if they are not disabled and reside in a residential placement facility in a district in which the student's parent or legal guardian does not reside, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster family group home.

Although the overall dropout rate among Texas students during the K-6 years is much lower than dropout rates for students in subsequent grades, Nova Charter School – White Rock recognizes that what happens, both academically and non-academically, during the K-6 period helps determine whether students persist or drop out in the middle and high school years. Nova's goals and objectives will help ensure student persistence, not only in the K-6 period, but as students enter the middle and high school grades.

To address needs of students in at risk situations that may lead to educational failure, Nova Charter School – White Rock will:

- Implement strategies, including ongoing teacher and staff development and development of appropriately rigorous curriculum, that will help raise expectations for all students
- Provide students and their parents or guardians with early information about college options, required courses, and financial aid
- Provide students and their parents or guardians with information and other age-appropriate services to increase early career awareness
- Promote strategies, including how to help with homework, that increase parental involvement in preparing students to succeed in the middle and high school years
- Promote strategies that increase parental knowledge and involvement in their student's career choice and preparation
- Ensure that all students have access to rigorous academic coursework that meets state standards
- Promote equal access to education and educational excellence through concerted partnership efforts on behalf of low-income students
- Provide intensive, individualized and coordinated support to students that includes mentoring, counseling, and tutoring
- Establish strong Partnerships that involve long-term commitment and a meaningful role for each partner in improving student readiness for career training or post-secondary education
- Identify and implement effective practices that include careful evaluations to enable continuous improvement in student academic and non-academic performance.
- Ascertain and document the appropriate documentation needed to identify an abused student and report possible child abuse (sexual, physical, or psychological abuse) to the Dallas County Welfare Department according to Texas law.

Note: This Application sometimes uses the term "student in at risk situations" rather than the term "at risk students." Nova makes this distinction because it feels student are not at-risk. Only the situation the student is in places him or her at risk. Nova's programs and services will fully address situations that place students at risk.

I. Other Student Activities (athletics, publications, clubs, and organizations)

Students will be encouraged to participate in extracurricular activities. An extracurricular activity is defined as an activity sponsored by the University Interscholastic League (UIL), the school's Board, or an organization sanctioned by resolution of the school's Board. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. The school may offer extracurricular activities including, but not limited to, public performances, contests, demonstrations, displays, and club activities.

Nova Charter School Board will adopt policies to ensure that all state-defined eligibility requirements are met in order for a student to participate in an extracurricular activity.

1. Describe the programs planned for the charter school.

Presently the sponsoring school offers a Girl Scout program and plans to add a Boy Scout program. In addition, the sponsoring school offers a school publication called Nova News. It offers no athletic program until K-6 when it offers a boys' basketball, girls' basketball program, as well as softball. The school will offer several celebrations during the school year including Fall activities (October), Winter Holidays (December), African American History (February) and Cinco de Mayo (May). The proposed Nova Charter School – White Rock will add extracurricular and other student activities over time.

2. Describe whether any agreements have been entered into or plans developed with other public or private agencies.

No agreements have been entered into or plans developed with other public or private agencies except with faith-based organizations. These agreements cover use of the building and facilities of White Rock Church of Christ as described above in Section IV. B. (Facility Management)

J. Student Assessment

NOTE: All students are required to participate in the Texas Assessment of Academic Skills (TAAS) exams to the same extent as required while in attendance in an independent school district in Texas.

1. Describe your plan to assess individual student performance in the core academic areas. Include the process to determine the baseline of achievement levels of students, the results to be achieved and the methods of measurement to be used.

Nova Charter School – White Rock will use the Texas Assessment of Academic Skills (TAAS) test and end-of-course examinations to assess individual student performance in the core academic areas. The goal of TAAS is to measure student progress toward achieving academic excellence. Its purpose is to provide an accurate measure of student achievement in the areas of reading, writing, mathematics, social studies, and science. Test results are used as a gauge for institutional accountability. Nova Charter School – White Rock will require its students to participate in TAAS exams to the same extent as though they were in attendance in an independent school district in Texas.

TAAS measures the statewide curriculum in reading and mathematics at grades 3 through 6 and the exit level and in writing in Grade 4. Spanish-version TAAS tests will be administered at grades 3 through 6. Satisfactory performance on the TAAS exit level tests, including testing at the elementary level, is prerequisite to earning a high school diploma.

The school will administer reading proficiency tests in English (RPTE) to limited English proficient (LEP) students in Grades 3 through 6 and RPTE will be used along with English and Spanish TAAS to provide a comprehensive assessment system for LEP students. RPTE will be given annually to LEP students not yet taking TAAS in English, including those students taking TAAS in Spanish. The assessment will measure annual growth in English reading proficiency during the time in which LEP students are not proficient enough in English to take the English version of the TAAS.

The school will use an alternative assessment to assess special education students in Grades 3-6 who are receiving instruction in the Texas Essential Knowledge and Skills (TEKS) but for whom TAAS is an inappropriate measure of their academic progress. This test will assess the areas of reading, writing, and mathematics. Students will be assessed at their appropriate instructional levels, as determined by their ARD committees, rather than at their assigned grade level. The alternative assessment will be administered on the same schedule as TAAS and will be designed to measure annual growth based on appropriate expectations for each student as decided by the student's ARD committee. The alternative assessment will be designed in such a way as to bridge into TAAS and is expected to become a part of the school accountability system in the 2002-2003 school year. The alternative assessment is scheduled for implementation in spring of 2001.

The TAAS scores will not be used to determine grade level placement (although TAAS can be used to identify children who are in an at-risk situation). The school will instead administer an appropriate assessment that may be either norm-referenced or not norm-referenced. For pre-kindergarten through Grade 6, the state permits use of either a locally-developed instrument or a commercially-developed assessment to determine readiness.

Nova Charter School – White Rock will use a standardized group instrument such as the Iowa Test of Basic Skills (ITBS) to determine baseline data and academic growth. Students in grades K-2 and 6 will be tested annually, and grades 4 and 5 will be tested on alternating years. Ninety percent of students who graduate from Nova Charter School – White Rock and have documented mastery of the curriculum objectives throughout their elementary career will be "on grade level" in reading, writing, and math by the end of the sixth grade.

The school will determine what constitutes "satisfactory performance" on any readiness test. If the readiness test is given for the purpose of identifying students in an at-risk situation, it will be given at the beginning of the school year rather than at the end.

2. Describe the methods to identify the educational strengths and needs of individual students and the extent to which educational goals and performance standards are being met.

TASS testing scores from each spring semester (May) will be used to identify the educational strengths and needs of individual students and the extent to which educational goals and performance standards are being met. When students enter into the next fall semester, their spring TAAS scores will be used, along with the pretest on IBTS, to identify strengths and needs.

3. Describe how student evaluation results will be used by the school to improve instructional programs.

The school will use student evaluation results to improve instructional programs. To achieve this, teachers will analyze each students test scores from which they will adjust the instructional program, as needed.

- K. ATTACHMENTS (limit to 50 pp)
 All attachments should be numbered and clearly referenced to in the text. Choice of attachments are up to the Applicant, though they should be used to provide evidence, support a particular aspect of the application, or lend insight into the Applicant group.

LIST OF ATTACHMENTS

Attachment #1

Copy of the IRS 501(c)3 determination letter for Nova Charter School - West Oak Cliff

Attachment #2

Articles of incorporation of Nova Charter School - West Oak Cliff

Attachment #3

Bylaws of sponsoring entity

Attachment #4

Biographical Affidavits for each member of the governing Board of the sponsoring entity (Appendix V).

Attachment #5

Financial History

Attachment #6

Credit report of Nova Charter School - West Oak Cliff

Attachment #7

Audit is provided in lieu of a recent IRS filing of sponsoring entity which is not due until April, 2000

Attachment #8

Charter School Public Meeting (Copy of the notice for, the registration log, and a synopsis of a public hearing held to discuss the proposed charter school plan.)

Attachment #9

Partnership Letters (Letters from each entity represented in any business arrangements or partnerships with existing schools, educational programs, businesses, or non-profit organizations)

Attachment #10

Newspaper Publication (Evidence of publication of statement published in a newspaper of general distribution in the geographic area proposed for the school)

Attachment #11

Statements Mailed to City Council and Commissioner's Court (Evidence that statement was mailed to the city council and commissioner's court with jurisdiction over the geographic area)

Attachment #12

Letter from Original Incorporators

Attachment #13

Salary Schedule and Sample Contract

Attachment #14

Biographical Affidavit for Present Administrator

Attachment #15

CEO's Biography

Attachment #16

Complete job descriptions of all charter school faculty and staff, including instructional and non-instructional duties.

Attachment #17

Three Year Budget and including supporting letters of credit and documentation verifying private sources of funds.

Attachment #18

Three Year Cash Flow Projections

Attachment #19

Copy of a lease agreement between Nova Charter School – White Rock

Attachment #20

School calendar identifying the hours of school operation and a description of teacher/student contact hours.

Attachment #21

Support Letters

Attachment #1
IRS 501 (c) (3) Letter

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

Date: MAR 24 1998

WEST OAK CLIFF CHARTER SCHOOL
C/O DR KENNETH GREENE
4650 S HAMPTON STS 224
DALLAS, TX 75332Employer Identification Number:
75-2740102DLN:
17053034218008Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199Accounting Period Ending:
July 31Form 990 Required:
YesAddendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Attachment #1
IRS 501 (c) (3) Letter

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WEST OAK CLIFF CHARTER SCHOOL

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

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Letter 947 (DO/CG)

Attachment #1
IRS 501 (c) (3) Letter

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WEST OAK CLIFF CHARTER SCHOOL

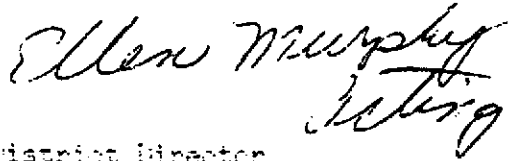
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Handwritten signature of Ellen Murphy in cursive script.

District Director

**The State of Texas****Secretary of State**

JUNE 29, 1998

HILLERY M MOTSINGER...WEST OAK CLIFF CHARTER
4111 W. ILLINOIS
DALLAS TX 75211

RE:
WEST OAK CLIFF CHARTER SCHOOL
CHARTER NUMBER 01472278-01

ASSUMED NAME:
THE NOVA SCHOOL

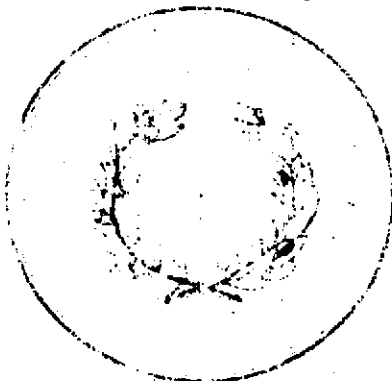
FILE DATE: JUNE 26, 1998

DEAR SIR OR MADAM,

THE ASSUMED NAME CERTIFICATE FOR THE ABOVE REFERENCED INCORPORATED BUSINESS OR PROFESSION HAS BEEN FILED IN THIS OFFICE. THIS LETTER MAY BE USED AS EVIDENCE OF THE FILING.

IN ADDITION TO FILING WITH THE SECRETARY OF STATE, CHAPTER 36 OF THE TEXAS BUSINESS AND COMMERCE CODE REQUIRES FILING OF THE ASSUMED NAME CERTIFICATE WITH THE COUNTY CLERK IN THE COUNTIES IN WHICH THE REGISTERED OFFICE AND THE PRINCIPAL OFFICE OF THE CORPORATION ARE LOCATED.

VERY TRULY YOURS,

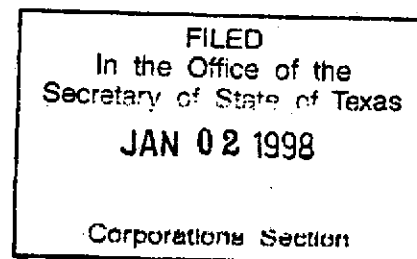


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A handwritten signature in cursive script, appearing to read "Alberto R. Gonzales".

Alberto R. Gonzales, Secretary of State

**ARTICLES OF INCORPORATION
OF
WEST OAK CLIFF CHARTER SCHOOL
(A Non-Profit Corporation)**



ARTICLE ONE

The name of the Corporation is WEST OAK CLIFF CHARTER SCHOOL.

ARTICLE TWO

The Corporation is a non-profit corporation.

ARTICLE THREE

The period of its duration is perpetual.

ARTICLE FOUR

The Corporation is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, including, but not limited to, operating an elementary school.

ARTICLE FIVE

The street address of its initial Registered Office, and the name of its initial Registered Agent at this address, is as follows:

Dr. Kenneth Green
4650 South Hampton, Suite 224
Dallas, Texas 75232

ARTICLE SIX

The number of initial Directors is four. The names and addresses of the initial directors are:

Dr. Kenneth Green
4650 South Hampton, Suite 224
Dallas, Texas 75232

Al Golston
4650 South Hampton, Suite 224
Dallas, Texas 75232

Delores Chappell
4650 South Hampton, Suite 224
Dallas, Texas 75232

Raul Elizondo
125 Center Street
Dallas, Texas 75208

ARTICLE SEVEN

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Four hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE EIGHT

Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding provisions of any future Federal Tax Code, or (b) by a

corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code.

ARTICLE NINE

Upon the Dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the Corporation is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated for such purposes.

ARTICLE TEN

The name and address of the Incorporator is:

Marilyn S. Hershman
408 W. 17th Street, Suite 101
Austin, Texas 78701-1207
(512) 474-2002

IN WITNESS WHEREOF: I have hereunto set my hand this 2nd day of January, 1998.



Marilyn S. Hershman, Incorporator

Attachment #2
Articles of Incorporation



The State of Texas
Secretary of State

CERTIFICATE OF INCORPORATION

OF

WEST OAK CLIFF CHARTER SCHOOL
CHARTER NUMBER 01472278

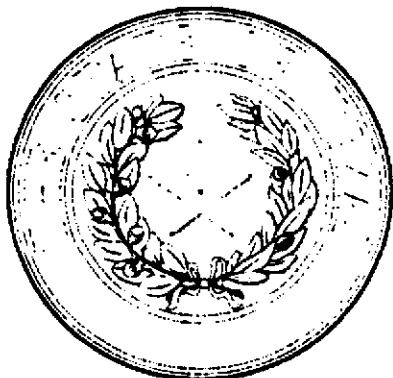
THE UNDERSIGNED, AS SECRETARY OF STATE OF THE STATE OF TEXAS, HEREBY CERTIFIES THAT THE ATTACHED ARTICLES OF INCORPORATION FOR THE ABOVE NAMED CORPORATION HAVE BEEN RECEIVED IN THIS OFFICE AND ARE FOUND TO CONFORM TO LAW.

ACCORDINGLY, THE UNDERSIGNED, AS SECRETARY OF STATE, AND BY VIRTUE OF THE AUTHORITY VESTED IN THE SECRETARY BY LAW, HEREBY ISSUES THIS CERTIFICATE OF INCORPORATION.

ISSUANCE OF THIS CERTIFICATE OF INCORPORATION DOES NOT AUTHORIZE THE USE OF A CORPORATE NAME IN THIS STATE IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER THE FEDERAL TRADEMARK ACT OF 1946, THE TEXAS TRADEMARK LAW, THE ASSUMED BUSINESS OR PROFESSIONAL NAME ACT OR THE COMMON LAW.

DATED JAN. 2, 1998

EFFECTIVE JAN. 2, 1998



98

Alberto R. Gonzales

Alberto R. Gonzales, Secretary of State



APPLICATION

Attachment #2
Articles of Incorporation

The State of Texas

Secretary of State

JUNE 27, 1998

HILLERY M MOTSINGER...WEST OAK CLIFF CHARTER
4111 W. ILLINOIS
DALLAS TX 75211

RE:
WEST OAK CLIFF CHARTER SCHOOL
CHARTER NUMBER 01472278-01

ASSUMED NAME:
THE NOVA SCHOOL

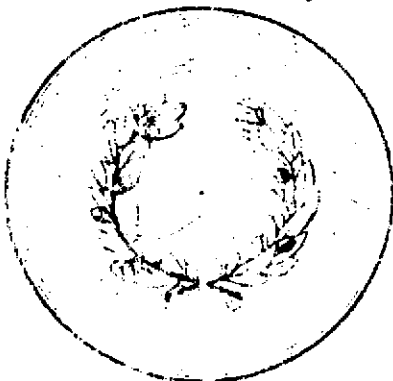
FILE DATE: JUNE 26, 1998

DEAR SIR OR MADAM,

THE ASSUMED NAME CERTIFICATE FOR THE ABOVE REFERENCED INCORPORATED BUSINESS OR PROFESSION HAS BEEN FILED IN THIS OFFICE. THIS LETTER MAY BE USED AS EVIDENCE OF THE FILING.

IN ADDITION TO FILING WITH THE SECRETARY OF STATE, CHAPTER 36 OF THE TEXAS BUSINESS AND COMMERCE CODE REQUIRES FILING OF THE ASSUMED NAME CERTIFICATE WITH THE COUNTY CLERK IN THE COUNTIES IN WHICH THE REGISTERED OFFICE AND THE PRINCIPAL OFFICE OF THE CORPORATION ARE LOCATED.

VERY TRULY YOURS,



Alberto R. Gonzales, Secretary of State

BYLAWS OF
WEST OAK CLIFF CHARTER SCHOOL
(A NON-PROFIT CORPORATION)

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ARTICLE ONE—CORPORATE CHARTER AND OFFICES

1.01 CORPORATE CHARTER PROVISIONS

Each provision of the Corporation's Charter shall be observed until amended by Restated Articles or Articles of Amendment, filed with the Texas Secretary of State.

1.02 REGISTERED OFFICE AND AGENT

The address of the Registered Office provided in the Articles of Incorporation, as duly filed with the Secretary of State for the State of Texas, is:

4650 South Hampton, Suite 224
Dallas, Texas 75232.

The name of the Registered Agent of the Corporation at such address, as set forth in its Articles of Incorporation, is: Dr. Kenneth Green.

The registered agent or office may be changed by filing a Statement of Change of Registered Agent or Office or Both with the Texas Secretary of State, and not otherwise. Such filing shall be made promptly with each change. Arrangements for each change in registered agent or office shall ensure that the Corporation is not exposed to the possibility of a default judgment. Each successive registered agent shall be of reliable character and well informed of the necessity of immediately furnishing the papers of any lawsuit against the Corporation to its attorneys.

1.03 INITIAL BUSINESS OFFICE

The address of the initial principal business office of the Corporation is hereby established as:

4650 South Hampton, Suite 224
Dallas, Texas 75232.

The Corporation may have additional business offices within the State of Texas, and where it may be duly qualified to do business outside of Texas, as the Board of Directors may designate or the business of the Corporation may require.

1.04 AMENDMENT OF BYLAWS

The Board of Directors may alter, amend, or repeal these Bylaws, and adopt new Bylaws. All such Bylaw changes shall take effect upon adoption by the Directors. Notice of Bylaws changes shall be given in or before notice of the first Members' meeting following their adoption.

ARTICLE TWO— DIRECTORS AND DIRECTORS' MEETINGS

2.01 POWERS

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors, subject to the limitations imposed by law, the Articles of Incorporation, and these Bylaws.

2.02 VACANCIES

Vacancies on the Board of Directors shall exist upon: (a) the failure of the Members to elect the full authorized number of Directors to be voted for at any Member's meeting at which any Director is to be elected; (b) a declaration of vacancy under Section 2.03(a) of these Bylaws; (c) an increase in the authorized number of Directors; or (d) the death, resignation, or removal of any Director.

2.02(a) DECLARATION OF A VACANCY

A majority of the Board of Directors may declare the office of a Director vacant if the Director is adjudged incompetent by a court; is convicted of a crime involving moral turpitude; or fails to accept the office of Director, either by a letter of acceptance or by attending a meeting of the Board of Directors within thirty (30) days of notice of election.

2.02(b) FILLING VACANCIES BY DIRECTORS

Vacancies other than those caused by an increase in the number of Directors shall be temporarily filled by majority vote of the remaining Directors, though less than a quorum, or by a sole remaining Director. Each Director so elected shall hold office until a successor is elected at a Member's meeting. Vacancies reducing the number of Directors to less than three shall be filled before the transaction of any other business.

2.02(c) FILLING VACANCIES BY MEMBERS

Any vacancy on the Board of Directors, including those caused by an increase in the number of Directors, shall be filled by the Members at the next annual meeting or at a special meeting called for that purpose. Upon the resignation of a Director tendered to take effect at a future time, the Board or the Members may elect a successor to take office when the resignation becomes effective.

2.03 REMOVAL OF DIRECTORS

The entire Board of Directors or any individual Director may be removed from office by a vote of a majority of Members entitled to vote at an election of Directors. However, if less than the entire Board is to be removed, and the Members are given the right to cumulate votes in the Articles of Incorporation, no one of the Directors may be removed if the votes cast against his removal would be sufficient to elect him if then voted at an election of the entire Board of Directors. If any or all Directors are so removed, their replacements may be elected at the same meeting.

2.04 ACTION BY CONSENT OF BOARD WITHOUT MEETING

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting and shall have the same force and effect as a unanimous vote of Directors if all the Directors consent to the action in writing. Such consent may be given individually or collectively.

2.05 PLACE OF MEETINGS

Meetings of the Board of Directors shall be held at any place within or without the State of Texas as may be designated by the Board.

2.06 REGULAR MEETINGS

Regular meetings of the Board of Directors shall be held, without call or notice, immediately following each annual Members' meeting, and at any other regularly repeating times as the Directors may designate.

2.07 SPECIAL MEETINGS

Special meetings of the Board of Directors for any purpose may be called at any time by the President or, if the President is absent or unable or refuses to act, by any Vice President or any two Directors. Written notice of the special meeting, stating the time and place of the meeting, shall be mailed ten (10) days before, or personally delivered so as to be received by each Director not later than two (2) days before, the day appointed for the meeting. The notice may include a tentative agenda, but the meeting shall not be confined to any agenda included with the notice, and none is required.

Upon providing notice, the Secretary or other officer sending notice shall sign and file in the Corporate Record Book a statement of the details of the notice given to each Director. If such statement should later not be found in the Corporate Record Book, due notice shall be presumed.

2.08 QUORUM

The presence throughout any Directors' meeting, or adjournment thereof, of a majority of the authorized number of Directors shall be necessary to constitute a quorum to transact any business, except to adjourn. If a quorum is present, every act done or resolution passed by a majority of the Directors present and voting shall be the act of the Board of Directors, unless the act of a greater number is required by law, the

Articles of Incorporation, or these Bylaws. Directors present by proxy shall not be counted toward a quorum.

2.09 ADJOURNMENT AND NOTICE OF ADJOURNED MEETINGS

A quorum of the Directors may adjourn any Directors' meeting to meet again at a stated hour on a stated day. Notice of the time and place where an adjourned meeting will be held need not be given to absent Directors if the time and place are fixed at the adjourned meeting. In the absence of a quorum, a majority of the Directors present may adjourn to a set time and place if notice is duly given to the absent members, or until the time of the next regular meeting of the Board.

2.10 CONDUCT OF MEETINGS

The President shall chair all meetings of the Board of Directors. In the President's absence, the Vice President or a Chairmen chosen by a majority of the Directors present shall preside. The Secretary of the Corporation shall act as Secretary of the Board of Directors' meetings. When the Secretary is absent from any meeting, the Chairman may appoint any person to act as Secretary of that meeting.

2.11 NUMBER OF DIRECTORS

The number of Directors of this Corporation shall be four, none of whom need be residents of Texas or Members. The number of Directors may be increased or decreased from time to time by amendment of these Bylaws. Any decrease in the total number of Directors shall not have the effect of reducing the total number of Directors below three, nor of shortening the tenure which any incumbent Director would otherwise enjoy.

2.12 TERM OF OFFICE

Directors shall be entitled to hold office until removed or their successors are elected and qualified. Election for all Director positions, vacant or not, shall occur at each annual Members' meeting and may be held at any special Members' meeting called specifically for that purpose.

2.13 COMPENSATION

Directors as such shall not receive salaries for their services, but by resolution of the Board of Directors a fixed sum plus expenses of attendance, if any, may be paid to Directors for attendance at each meeting of the Board. This policy does not preclude any Director from serving the Corporation in any other capacity and receiving compensation for such additional service.

2.14 INDEMNIFICATION OF DIRECTORS AND OFFICERS

The Corporation shall indemnify all officers, Directors, employees, and agents to the extent required by law. The Board of Directors may, by separate resolution, provide for additional indemnification as allowed by law.

2.15 INSURING DIRECTORS, OFFICERS, AND EMPLOYEES

The Corporation may purchase and maintain insurance, or make any other arrangement, on behalf of any person as permitted by Article 2.22A(R) of the Texas Non-Profit Corporation Act, whether or not the Corporation has the power to indemnify that person against liability for any acts.

2.16 BOARD COMMITTEES—AUTHORITY TO APPOINT

The Board of Directors may designate one or more committees to conduct the business and affairs of the Corporation to the extent authorized. Each Board committee shall contain at least two (2) members, a majority of whom must be Directors. The Board shall have the power to change the powers and membership of, fill in vacancies in, and dissolve any committee at any time. Members of any committee shall receive such compensation as the Board of Directors may from time to time provide. The designation of any committee and the delegation of authority thereto shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed by law. The Board may also elect or appoint Members' committees, but these committees shall not conduct the business of the Corporation.

2.17 PROXIES

A Director may vote in person or by proxy executed in writing. No proxy shall be valid after three months from the date of its execution. Each proxy shall be revocable unless expressly provided therein to be irrevocable and otherwise irrevocable by law.

ARTICLE THREE—MEMBERS AND MEMBERS' MEETINGS**3.01 ADMISSION OF MEMBERS**

Members shall be admitted by the Board of Directors. An affirmative vote of two-thirds of the Directors shall be required for admission. The Directors shall set, and may alter, qualifications and classes of membership. Membership is not transferable or assignable.

3.02 VOTING RIGHTS

Members of any class(es) entitled to vote shall have one vote on each matter submitted to a vote of the Members.

3.03 TERMINATION OF MEMBERSHIP

The Board of Directors, by two-thirds affirmative vote, may suspend or expel a Member for cause after notice and hearing and may, by a majority vote, terminate the membership of any Member who becomes ineligible for membership, or suspend or expel any Member who shall be in default in the payment of dues for the period fixed by the Directors.

3.04 REINSTATEMENT

Upon written request signed by a former Member and filed with the Secretary, the Board of Directors may, by two-thirds affirmative vote, reinstate such former Member on such terms as the Board of Directors may deem appropriate.

3.05 RESIGNATION

Any Member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the Member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

3.06 ANNUAL MEETINGS

The time, place, and date of the annual meeting of the Members of the Corporation, for the purpose of electing Directors and for the transaction of any other business as may come before the meeting, shall be set by a majority vote of the Board of Directors. If the day fixed for the annual meeting is a legal holiday in the State of Texas, such meeting shall be held on the next succeeding business day. If the election of Directors is not held on the day thus designated for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the Members as soon thereafter as possible.

3.07 ACTION WITHOUT MEETING

Any action that may be taken at a meeting of the Members under any provision of the Texas Non-Profit Corporation Act may be taken without a meeting if authorized by a consent or waiver signed by all of the persons who would be entitled to vote on that action at a meeting and filed with the Secretary of the Corporation. Each such signed consent, or a true copy thereof, shall be placed in the Corporate Record Book.

3.08 PLACE OF MEETINGS

Members' meetings shall be held at any place within or without the State of Texas as may be designated by the written consent of all persons entitled to vote at a Members' meeting. Any meeting is valid wherever held if written consent to the meeting is given by all persons entitled to vote at the meeting.

3.09 TELEPHONE MEETINGS

Subject to the notice provisions required by these Bylaws and by the Texas Non-Profit Corporation Act, Members may participate in and hold a meeting by means of conference telephone or similar communications equipment by which all persons participating can hear each other. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

3.10 FAILURE TO HOLD ANNUAL MEETING

If, within any thirteen (13) month period, an annual Members' Meeting is not held, any Member may demand, by registered mail to any officer, that the meeting be held within a reasonable time. If the meeting is not held within sixty (60) days of the demand, any Member may compel the meeting by legal action against the Board of Directors.

3.11 CONDUCT OF MEETINGS

Members' meetings shall be chaired by the President, or, in the President's absence, a Vice President or any other person chosen by a majority of the Members present in person or by proxy and entitled to vote. The Secretary of the Corporation, or, in the Secretary's absence, an Assistant Secretary, shall act as Secretary of the Members' meetings. In the absence of the Secretary or Assistant Secretary, the Chairman of the meeting shall appoint another person to act as Secretary of the meeting.

3.12 NOTICE OF MEETINGS

The officer or persons giving notice of a Members' meeting shall deliver written notice to each Director and to each Member entitled to vote at the meeting at least ten (10) but not more than fifty (50) days before the date of the meeting. Such notice shall state the place, day, and hour of the meeting, and, in case of a special meeting, the purpose or purposes for which the meeting is called. The notice may be given personally, by mail, or by other means. The notice shall be addressed to each recipient at such address as appears in the Corporation's records or as the recipient has given to the Corporation for the purpose of notice. Meetings provided for in these Bylaws shall not be invalid for lack of notice if all persons entitled to notice consent to the meeting in writing or are present at the meeting in person or by proxy and do not object to the notice given. Consent may be given either before or after the meeting. Notice of the reconvening of an adjourned meeting is not necessary unless the meeting is adjourned more than thirty (30) days past the date stated in the notice, in which case notice of the adjourned meeting shall be given as in the case of any special meeting.

3.13 SPECIAL MEETINGS

A special Members' meeting may be called at any time by the President, the Board of Directors, or one or more Members holding one-tenth or more of all the votes entitled to vote at the meeting. Such meeting may be called for any purpose. The party calling the meeting may do so only by written request sent by certified mail or delivered in person to the President or Secretary. The officer receiving the written request shall cause notice of the meeting to be sent to all the Members entitled to vote at the meeting. If the officer does not give notice of the meeting within ten (10) days after receipt of the written request, the person or persons calling the meeting may fix the time of the meeting and give the notice. The notice shall be sent pursuant to Section 3.12 of these Bylaws. The notice of a special Members' meeting must state the purpose or purposes of the meeting and, absent consent of every Member to the specific action

taken, shall be limited to purposes plainly stated in the notice, notwithstanding other provisions herein.

3.14 QUORUM

3.14(a) QUORUM OF MEMBERS

As to each item of business to be voted on, the presence (in person or by proxy) of the persons who are entitled to vote at least one-tenth of the Members' votes on that matter shall constitute the quorum necessary for the consideration of the matter at a Members' meeting. If a quorum is present, every act done or resolution passed by a majority of the Members present shall be the act of the Members.

3.14(b) ADJOURNMENT FOR LACK OF QUORUM

No business may be transacted in the absence of a quorum, or upon the withdrawal of enough Members to leave less than a quorum, other than to adjourn the meeting from time to time by the vote of a majority of the votes represented at the meeting.

3.15 VOTING BY VOICE OR BALLOT

Elections for Directors need not be by ballot unless a Member demands election by ballot before the voting begins.

3.16 PROXIES

A Member may vote either in person or by proxy executed in writing by the Member or his or her duly authorized attorney in fact. Unless otherwise provided in the proxy or by law, each proxy shall be revocable and shall not be valid after eleven (11) months from the date of its execution.

3.17 VOTING BY MAIL

Any election of Directors may be conducted by mail in such manner as the Board of Directors shall determine.

ARTICLE FOUR—OFFICERS

4.01 TITLE AND APPOINTMENT

The officers of the Corporation shall be a President, a Vice President, a Secretary, and such other officers as the Board may designate. Any two or more offices, except President and Secretary, may be held by the same person. All officers shall be elected by and hold office at the pleasure of the Board of Directors, which shall fix the compensation and tenure, not to exceed three (3) years, of all officers. The Board of Directors may delegate this power to appoint officers to any officer or committee, and such officer or committee shall have full authority over the officers they appoint.

subject to the power of the Board as a whole. Election or appointment of an officer shall not of itself create contract rights.

4.02 REMOVAL AND RESIGNATION

Any officer may be removed, with or without cause, by vote of a majority of the Directors at any meeting of the Board, or, except in case of an officer chosen by the Board of Directors, by any committee or officer upon whom that power of removal may be conferred by the Board. Such removal shall be without prejudice to the contract rights, if any, of the person removed. Any officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the Corporation. Any resignation shall take effect upon receipt or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

4.03 VACANCIES

Should any vacancy occur in any office of the Corporation, the Board of Directors may elect an acting successor to hold office for the unexpired term or until a permanent successor is elected.

4.04 COMPENSATION

The compensation of the officers shall be fixed from time to time by the Board of Directors, and no officer shall be prevented from receiving a salary by reason of the fact that the officer is also a Member or a Director of the Corporation, or both.

4.05 PRESIDENT

The President shall be the chief executive officer of the Corporation, subject to the control of the Board of Directors. The President shall have general supervision, direction, and control of the business and officers of the Corporation; shall have the general powers and duties of management usually vested in the office of the President of a corporation; shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws; and shall be *ex officio* a member of all standing committees, including the executive committee, if any. In addition, the President shall preside at all meetings of the Members and Board of Directors.

4.06 VICE PRESIDENT

The Vice President(s) shall have such powers and perform such duties as from time to time may be prescribed by these Bylaws, the Board of Directors, or the President. In the absence or disability of the President, the senior Vice President shall perform all the duties of the President, pending action by the Board. While so acting, the senior Vice President shall have the powers of, and be subject to all the restrictions on, the President.

4.07 SECRETARY

The Secretary shall:

(A) See that all notices are duly given as required by law, the Articles of Incorporation, or these Bylaws. In case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to act, notice may be given and served by an Assistant Secretary or by the President, Vice President, or Board of Directors.

(B) Be custodian of the minutes of the Corporation's meetings, its Corporate Record Book, its other records, and any seal which it may adopt. When the Corporation exercises its right to use a seal, the Secretary shall see that the seal is embossed upon all documents authorized to be executed under seal in accordance with these Bylaws.

(C) Maintain, in the Corporate Record Book, a record of all Members of the Corporation, together with their current mailing addresses.

(D) In general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be required by Article Six of these Bylaws, by these Bylaws generally, by the President, by the Board of Directors, or by law.

4.08 TREASURER

The Treasurer shall:

(A) Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all funds in the name of the Corporation in those banks, trust companies, or other depositories as the Board of Directors select.

(B) Receive, and give receipt for, monies due and payable to the Corporation.

(C) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for those disbursements.

(D) If required by the Board of Directors or the President, give to the Corporation a bond to assure the faithful performance of the duties of the Treasurer's office and the restoration to the Corporation of all corporate books, papers, vouchers, money, and other property of whatever kind in the Treasurer's possession or control, in case of the Treasurer's death, resignation, retirement, or removal from office. Any such bond shall be in a sum satisfactory to the Board of Directors, with one or more individual securities or with a surety company satisfactory to the Board of Directors.

(E) In general, perform all the duties incident to the office of the Treasurer, and such other duties as from time to time may be assigned to the Treasurer by Article Six of these Bylaws, by these Bylaws generally, by the President, by the Board of Directors, or by law.

4.09 ASSISTANT SECRETARY AND ASSISTANT TREASURER

The Assistant Secretary and Assistant Treasurer shall have such powers and perform such duties as the Secretary or Treasurer, respectively, or as the President or

Board of Directors may prescribe. In the absence of the Secretary or Treasurer, the Assistant Secretary or Assistant Treasurer, respectively, may perform all the functions of the Secretary or Treasurer.

ARTICLE FIVE—AUTHORITY TO EXECUTE INSTRUMENTS

5.01 NO AUTHORITY ABSENT SPECIFIC AUTHORIZATION

These Bylaws provide certain authority for the execution of instruments. The Board of Directors, except as otherwise provided in these Bylaws, may additionally authorize any officer(s) or agent(s), to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless expressly authorized by these Bylaws or the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement nor to pledge its credit nor to render it liable pecuniarily for any purpose or in any amount.

5.02 EXECUTION OF CERTAIN INSTRUMENTS

Formal contracts, promissory notes, deeds, deeds of trust, mortgages, pledges, and other evidences of indebtedness of the Corporation, other corporate documents, and certificates of ownership of liquid assets held by the Corporation shall be signed or endorsed by the President or any Vice President and by the Secretary or the Treasurer, unless otherwise specifically determined by the Board of Directors or otherwise required by law.

ARTICLE SIX—CORPORATE RECORDS AND ADMINISTRATION

6.01 MINUTES OF CORPORATE MEETINGS

The Corporation shall keep at the principal office, or such other place as the Board of Directors may order, a Corporate Record Book containing minutes of all meetings of the Corporation's Members, Directors, and committees. The minutes shall show the time and place of each meeting, whether the meeting was regular or special, a copy of the notice given or written waiver thereof, and, if it is a special meeting, how the meeting was authorized. The minutes of all meetings shall further show the proceedings and the names of those present. Minutes of Member meetings shall also show the number of votes present or represented.

6.02 BOOKS OF ACCOUNT AND ANNUAL REPORTS

The Corporation shall maintain current true and accurate financial records with full and correct entries made with respect to all financial transactions, including all income and expenditures, in accordance with generally accepted accounting practices. Based on these records, the Board of Directors shall annually prepare or approve a report of the Corporation's financial activity for the preceding year. The report must conform to accounting standards as promulgated by the American Institute of Certified

Public Accountants and must include a statement of support, revenue, expenses, and changes in fund balances, a statement of functional expenses, and balance sheets for all funds. All records, books, and annual reports of the financial activity of the Corporation shall be kept at its principal office for at least three years after the closing of each fiscal year and shall be available to the public for inspection and copying there during normal business hours. The Corporation may charge for the reasonable expense of preparing a copy of a record or report.

6.03 MEMBERSHIP REGISTER

The Corporation shall keep, at the principal office, a membership register showing the names of the Members, their addresses, the date they became a Member, and the date any former Member's membership terminated. The above-specified information may be kept on an information storage device, such as electronic data processing equipment, provided that the equipment is capable of reproducing the information in clearly legible form for the purposes of inspection by any Member, Director, officer, or agent of the Corporation during regular business hours.

6.04 CORPORATE SEAL

The Board of Directors may at any time adopt, prescribe the use of, or discontinue the use of, such corporate seal as it deems desirable, and the appropriate officers shall cause such seal to be affixed to such documents as the Board of Directors may direct.

6.05 FISCAL YEAR

The fiscal year of the Corporation shall be as determined by the Board of Directors and approved by the Internal Revenue Service. The Treasurer shall forthwith arrange a consultation with the Corporation's tax advisers to determine whether the Corporation is to have a fiscal year other than the calendar year. If so, the Treasurer shall file an election with the Internal Revenue Service as early as possible, and all correspondence with the IRS, including the application for the Corporation's Employer Identification Number, shall reflect such non-calendar year election.

6.06 MANAGEMENT OF FUNDS

All institutional and endowment funds shall be handled pursuant to the Uniform Management of Institutional Funds Act. (Texas Property Code Sections 163.001 et seq.)

6.07 LOANS TO OFFICERS AND DIRECTORS

The Corporation shall not loan money to any of its Directors. Loans to officers may be made if the loans can reasonably be expected to benefit the Corporation, directly or indirectly, and are made to finance the officer's principal residence or do not exceed 50% of the officer's annual salary (100% if the loan is to be made during the officer's first year of employment).

6.08 WAIVER OF NOTICE AND CONSENT TO ACTION

Meetings provided for in these Bylaws shall not be invalid for lack of notice if all persons entitled to notice either waive notice or consent to the meeting, in writing, or are present and do not object to the notice given. Waiver or consent may be given either before or after the meeting.

Attendance at a meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

ARTICLE SEVEN—DUES**7.01 ANNUAL DUES**

The Board of Directors may determine from time to time the amount of initiation fee, if any, and the annual dues payable to the Corporation by each class of Members.

7.02 PAYMENT OF DUES

Dues shall be payable in advance on the date specified by the Board of Directors. Dues of a new Member may be prorated from the first day of the month in which such new Member is elected to membership, for the remainder of the fiscal year of the Corporation.

7.03 DEFAULT AND TERMINATION OF MEMBERSHIP

When any Member shall be in default in the payment of dues, as determined by the Board of Directors, his or her membership may be terminated by the Board of Directors in the manner provided in Article 3.03 of these Bylaws.

Attachment #3
West Oak Cliff Charter School
Bylaws

ARTICLE EIGHT—ADOPTION OF INITIAL BYLAWS

The foregoing bylaws were adopted by the Board of Directors on

Dr. Kenneth Green, Director

Al Golston, Director

Delores Chappell

Delores Chappell, Director

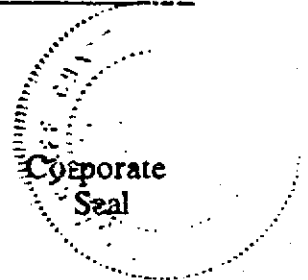
[Signature]

Raul Elizondo, Director

Attested to, and certified by:

Delores Chappell

Delores Chappell, Secretary



Attachment #4
Biographical Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: _____
Nova Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Angelita Morales-Calado

2. Have you ever had your name changed? Yes If yes, give reason for the change: _____
Upon marriage to Nicolas Calado

b. Maiden Name (if female) Morales

c. Other names used at any time Angie

3. Social Security Number*: [REDACTED]

4. Date and Place of Birth: [REDACTED] Pangasinan, Philippines

5. Business Address: 4111, W Illinois, Dallas, Texas 75211
Business Telephone: (214) 333-8450

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>8/97 - present</u>	<u>2704 Bruton Spring Dr</u>	<u>Dallas, Texas</u>	<u>75227</u>
<u>8/94 - 8/97</u>	<u>8129 Barclay Sq. Apt. #162</u>	<u>Dallas, TX</u>	<u>75227</u>
<u>8/93 - 8/94</u>	<u>4014 Darrel St.</u>	<u>Harlingen, Texas</u>	<u>78550</u>
<u>4/70 - 8/93</u>	<u>#87 Jacinto St.</u>	<u>Camiling, Tarlac, Philippines</u>	

7. Education: Dates, Names, Locations and Degrees

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College 1) Philippine Normal College, Manila, Philippines - BS Elem. Educ. 1962-66

Graduate Studies 1) Masters in Special Education, University of the Philippines, 1978

Attachment #4
Biographical Affidavits

APPLICATION

Others:

1) Ph.D. Major in Development Education, Central State University, Nueva Ecija
~~UNSW~~ Philippines, 1992

2. 12 Graduate hrs. In Education - TWU, Denton, Texas - 1996
6 Graduate hrs. in Education - UT Pan Am, Edinburg, Texas - 1994

8. List Membership in Professional Societies and Associations:
1. Association of Filipino Educators in Dallas Metroplex, Inc.
2. International Reading Association

9. Present or Proposed Position with the Proposed Charter School :
School Board Member
Faculty member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

<u>DATES</u>	<u>EMPLOYER</u>	<u>ADDRESS</u>	<u>TITLE</u>
<u>8/99 - present</u>	<u>Nova Charter School</u>	<u>4111 W. Illinois Dallas, Texas</u>	<u>Teacher</u>
<u>8/94 - 7/99</u>	<u>DISD</u>	<u>Dallas, Texas</u>	<u>Teacher</u>
<u>9/93 - 7/94</u>	<u>Donna ISD</u>	<u>Donna, Texas</u>	<u>Teacher</u>
<u>1984 - 1993</u>	<u>Philippine Dept. of Education</u>	<u>Camiling, Tarlac, Philippines</u>	<u>School Principal</u>

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No

If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No

If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): 1) Special Education Certification, 1974, University of the Philippines; 2) Elementary Teacher Certification, Philippine Civil Service Commission, 1965.

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: _____

Attachment #4
Biographical Affidavits

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? Yes

If yes, give details: As faculty member.

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No

If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 12 day of JAN.

2000, at Dallas, Texas

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Angelita Calado
(Signature of Affiant)

State of Texas

County of Dallas

Personally appeared before me the above named ANGELITA CALADO personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 12 day of JAN. 10 2000

Jose Diaz
(Notary Public)

My commission expires 02-02-01

(SEAL)

Attachment #4
Biographical Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: Nsua

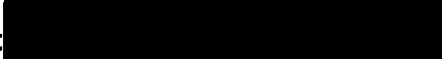
In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): DELORES CHAPPELL

2. Have you ever had your name changed? NO If yes, give reason for the change: _____

b.Maiden Name (if female) DOWNS
c.Other names used at any time N/A

3. Social Security Number*: 

4. Date and Place of Birth:  Kilgore, Tx

5. Business Address: N/A
Business Telephone: N/A

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>66-00</u>	<u>5523 STRATTON DR</u>	<u>DALLAS, TX</u>	<u>75241</u>

7. Education: Dates, Names, Locations and Degrees

College Southwestern Christian College AA

Graduate Studies _____

Attachment #4
Biographical Affidavits

Others _____

8. List Membership in Professional Societies and Associations: _____

9. Present or Proposed Position with the Proposed Charter School : _____
Board Member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
<i>82-93</i>	<i>Southwestern Medical School</i>	<i>5323 Harry Hines Blvd.</i>	<i>Asst. Clerk</i>

11. Present employer may be contacted: Yes No (Circle One)
Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO
If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO
If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): N/A

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: _____

Attachment #4
Biographical Affidavits

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO
If yes, give details: _____

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: _____

Dated and signed this 15th day of January, ~~2000~~ at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Delores Chappell
(Signature of Affiant)

State of Texas
County of Dallas

Personally appeared before me the above named Delores Chappell personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 15th day of January, ~~2000~~ 2000

M. D. Chappell
(Notary Public)
My commission expires 8.12.2000

(SEAL)

APPLICATION

Attachment #4
Biographical Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: Nova Chrter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): RAUL ELIZONDO

2. Have you ever had your name changed? x If yes, give reason for the change: _____

b. Maiden Name (if female) _____
c. Other names used at an _____

3. Social Security Number*: _____

4. Date and Place of Birth: _____; Weslaco, Texas.

5. Business Address: 125 Centre St., Dallas, TX 75208
Business Telephone: (214) 941-6106

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>1/85 - Present</u>	<u>4006 Manorwood Ct.,</u>	<u>Arlington, TX</u>	<u>76016</u>

7. Education: Dates, Names, Locations and Degrees

College 9/65 - 5/69; Univ. Texas Pan American, Edinburg, TX;
BBA (Accounting)

Graduate Studies 9/79 - 5/82; Univ. Texas Arlington, TX; MBA (Finance)

Attachment #4 Biographical Affidavits

Others 9/93 - 12/96; Texas Wesleyan School of Law, Fort Worth, TX; J.D.

8. List Membership in Professional Societies and Associations: National Society of Accountants American Bar Association

9. Present or Proposed Position with the Proposed Charter School: Director

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

Table with 4 columns: DATES, EMPLOYER, ADDRESS, TITLE. Rows include Bank of America Oak Cliff, Bank of Southwest, Padgett Business Services, and Raul Elizondo, P.C.

11. Present employer may be contacted: Yes No (Circle One) Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No. If any claims were made on the bond, give details:

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No. If yes, give details:

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): State Bar of Texas; issued 12/96.

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No. If yes, give details:

APPLICATION

Attachment #4
Biographical Affidavits

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No.

If yes, give details: _____

16. Have you ever been adjudged bankrupt? No.

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No.

If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No.

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 19th day of January, 2000, at DALLAS, TX

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

(Signature of Affiant)

State of Texas
County of Dallas

Personally appeared before me the above named Raul Elizondo personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 19th day of January, 2000



(Notary Public)
My commission expires 11-26-2001

Attachment #4
Biographical Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: NOVA
CHARTER SCHOOL

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): KENNETH RAY GREENE

2. Have you ever had your name changed? NO If yes, give reason for the change: _____

b.Maiden Name (if female) _____

c.Other names used at any time _____

3. Social Security Number*: [REDACTED]

4. Date and Place of Birth: [REDACTED] WINSTON-SALEM, N.C.

5. Business Address: 4650 S. HAMPTON RD. SUITE 119 DALLAS, TEX. 75232
Business Telephone: 214) 330-1343

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>(1987-Present)</u>	<u>1938 Autumn MEADOW TR.</u>	<u>DALLAS, TX</u>	<u>75232</u>

7. Education: Dates, Names, Locations and Degrees

College SOUTHWESTERN CHRISTIAN COLLEGE (TERRELL, TX) A.A. (1976)
ABILENE CHRISTIAN UNIVERSITY (ABILENE, TX) B.S. (1978)
Graduate Studies ABILENE CHRISTIAN UNIVERSITY (ABILENE, TX) M.A. (1981)

Others Fuller Theological Seminary (Pasadena, CA)
Doctor of Ministry (1991)

8. List Membership in Professional Societies and Associations: STAFF MINISTRIES, INC.
Dallas Central Ministries, Inc. TEXAS ARMY
NATIONAL GUARD

9. Present or Proposed Position with the Proposed Charter School: PRESIDENT
OF BOARD

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1980-84	MARSHALLS AVE Church of Christ	DALLAS, TX	MINISTER OF EVANGELISM
89-Present	METRO Church of Christ	4650 SOUTH Hampton Rd. SUITE 119 DALLAS, TX 75232	

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO
If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO
If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): N/A

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? _____ If yes, give details: N/A

**TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)**

Full Name of Sponsoring Entity and Name of Proposed Charter School: NOVA CHARTER SCHOOL

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): ALVIN GOLSTON

2. Have you ever had your name changed? No If yes, give reason for the change: _____

b. Maiden Name (if female) _____
c. Other names used at any time _____

3. Social Security Number*: 

4. Date and Place of Birth: _____, DENISON, TEXAS

5. Business Address: 901 MAIN STREET, 22ND FLOOR, DALLAS, TX
Business Telephone: (214) 209-0081

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>1984-2000</u>	<u>1814 MATAGORDA DRIVE</u>	<u>DALLAS, TEXAS</u>	<u>75232</u>

7. Education: Dates, Names, Locations and Degrees

College PRAIRIE VIEW A&M, PRAIRIE VIEW, TX, BA, 1963

Graduate Studies _____ 128

Attachment #4
Biographical Affidavits

Others _____

8. List Membership in Professional Societies and Associations: NONE

9. Present or Proposed Position with the Proposed Charter School: VICE PRESIDENT
BOARD OF DIRECTORS

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1997-2000	BANK of AMERICA	901 MAIN ST	AVP AUDIT DIVISION
1968-1996	INTERFIRST BANK	(PREDECESSOR BANKS)	

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? YES
If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO
If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): NONE

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: _____

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? No
If yes, give details: _____

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? No
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 18 day of JANUARY, 2000, at _____

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

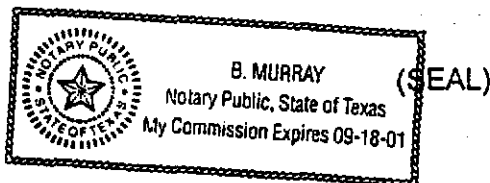
[Signature]
(Signature of Affiant)

State of TEXAS
County of DALLAS

Personally appeared before me the above named ALVIN L. GOILSTON personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 18th day of JANUARY, 2000

B. Murray
Barbara Murray
(Notary Public)
My commission expires 09-18-01



TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: Nova Charter School
Nova Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): SANDRA Elizabeth HOGG

2. Have you ever had your name changed? NO If yes, give reason for the change: _____

b. Maiden Name (if female) ORR

c. Other names used at any time NONE

3. Social Security Number*: [REDACTED]

4. Date and Place of Birth: DALLAS

5. Business Address: 4520 S. BUCKNER DALLAS, TX 75227

Business Telephone: 214-381-3355

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>3/96</u>	<u>1372 BOYD</u>	<u>Cedar Hill, Tx</u>	<u>75104</u>
<u>1/85</u>	<u>3517 Hamilton</u>	<u>Dallas, Tx</u>	<u>75210</u>

7. Education: Dates, Names, Locations and Degrees

College University of North Texas - Denton, Tx
1986 - Bachelor of Business
Graduate Studies N/A 131

Attachment #4
Biographical AffidavitsOthers N/A8. List Membership in Professional Societies and Associations: NONE9. Present or Proposed Position with the Proposed Charter School: TRUSTEE

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
10/99 - Present	G.E. Financial	4520 Buckner	DALL, Tx - Sales Agent
4/99 - 10/99	American General Ins	5787 Hamdon	DALL, Tx - Sales Agent
1/99 - 4/99	Golden State Ins	6060 N. Central Expwy	DALL, Tx - Sales Agent
4/87 - 1/99	Great Southern Ins.	500 N. Akard	DALL, Tx - Billing mgr.

11. Present employer may be contacted: Yes No (Circle One)Former employers may be contacted: Yes No (Circle One)12. a Have you ever been in a position which required a fidelity bond? YES

If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO

If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): LRA, Group 1 - BothInsurance Licences14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: _____

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Attachment #4
Biographical Affidavits

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO
If yes, give details: _____

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: _____

Dated and signed this 10 day of January, 10 2000 at Washington Mutual

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

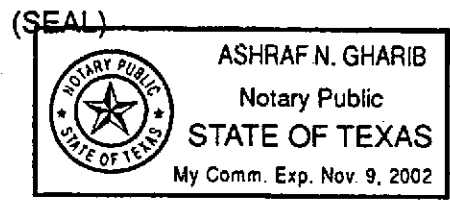
[Signature]
(Signature of Affiant)

State of Texas
County of Dallas

Personally appeared before me the above named Sandra Hogg personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 10 day of January, 10 2000

[Signature]
(Notary Public)
My commission expires 11/09/2002



Attachment #4
Biographical Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: Nova Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Vonda Deon Lacy

2. Have you ever had your name changed? yes If yes, give reason for the change: I was adopted.

b. Maiden Name (if female) Lacy
c. Other names used at any time Matthews

3. Social Security Number*: [REDACTED]

4. Date and Place of Birth: 5-8-59 Dallas Texas

5. Business Address: 1320 Greenway Ste 950 Irving Tx 75038
Business Telephone: 972 751 2549

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
<u>90-2000</u>	<u>7411 Indian Ridge Trail</u>	<u>Dallas Tx</u>	<u>75232</u>
<u>98-99</u>	<u>200 Jellison #414</u>	<u>Duncanville, Tx</u>	<u>76011 (1 year + moved back)</u>

7. Education: Dates, Names, Locations and Degrees

College 11-79 Southwestern Christian College Associate
of Business 79-82 Prairie View A&M Univ 134
Graduate Studies _____

Attachment #4
Biographical AffidavitsOthers _____

_____8. List Membership in Professional Societies and Associations: NA

_____9. Present or Proposed Position with the Proposed Charter School: Board Member

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
96-00	Arch Commuaction	1320 Greeway	Living A.F
99-95	Veroy Corp		Supply Rep
86--88	Fidelity Investments		
89-present	Mary Kay COSMETIC		Beauty Consultant

11. Present employer may be contacted: Yes No (Circle One)Former employers may be contacted: Yes No (Circle One)12. a Have you ever been in a position which required a fidelity bond? NO
If any claims were made on the bond, give details: _____b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO
If yes, give details: _____13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): NONE

_____14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: _____

Attachment #4
Biographical Affidavits

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO

If yes, give details: _____

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: _____

Dated and signed this 19th day of January
~~19~~ 2000, at 1326 Marble Canyon Dr. Desoto, TX 75715

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Vonda Lacy
(Signature of Affiant)

State of TEXAS
County of DALLAS

Personally appeared before me the above named VONDA LACY
personally known to me, who, being duly sworn, deposes and says that he/she
executed the above instrument and that the statements and answers contained therein
are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 19th day of
January, 2000

Linda Travis Bates
(Notary Public)

My commission expires 11-7-2002

(SEAL)

Attachment #4
Biographical Affidavits

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School:
Nova Charter School at West Oak Cliff

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Carla Dashun Sanders

2. Have you ever had your name changed? NO If yes, give reason for the change: _____

b. Maiden Name (if female) Sanders

c. Other names used at any time NONA

3. Social Security Number*: [REDACTED]

4. Date and Place of Birth: [REDACTED] Dallas, TX

5. Business Address: 6330 Broadway Suite A-2 Garland, TX 75043
Business Telephone: 479 802 8081

6. List your residences for the last ten (10) years starting with your current address, giving:

DATES	ADDRESS	CITY AND STATE	ZIP CODE
10/98 - cur	701 North Cockrell Hill Dr	DeSoto, TX	75115
10/93 - 10/98	11900 Quail Dr #302	Balch Springs, TX	75180
8/88 - 12/93	701 North Cockrell Hill	DeSoto, TX	75115

7. Education: Dates, Names, Locations and Degrees

College Associate Degree in Business received at Cedar Valley Junior College
North Dallas Ave Dallas, TX
Graduate Studies J

Others _____

8. List Membership in Professional Societies and Associations: None

9. Present or Proposed Position with the Proposed Charter School: Currently a member of the School Board and a member of the School Personnel Committee

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1/99-cur.	Allstate Ins. Co.	6330 Broadway, Suite A-7	Garland, TX 75043 Office Manager
8/91-1/99	DSB	3700 Ross Ave	Dallas, TX Teacher Asst.
1/94-8/91	Self Employed	701 N. Cockrell Hill	Desoto, TX 75115 (Home Driv)
8/90-1/94	Allstate Ins. Co.	6330 Broadway	Garland, TX 75043 Secretary

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? NO
If any claims were made on the bond, give details: NONE

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO
If yes, give details: NONE

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Temporary Local Recording Agent License - Certificate issued on 8-23-99 by Texas Department of Insurance

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? NO If yes, give details: NONE

Attachment #4
Biographical Affidavits

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO

If yes, give details: None

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO

If yes, give details: None

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: None

Dated and signed this 13 day of January, ~~2000~~ 2000, at Main Bank

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Carla D. Sanders
(Signature of Affiant)

State of Texas
County of Dallas

Personally appeared before me the above named Carla D. Sanders personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this the 13th day of January, 2000



Amy D. Morren
(Notary Public)
My commission expires Sept 5, 2001

**TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)**

Full Name of Sponsoring Entity and Name of Proposed Charter School: Nova Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

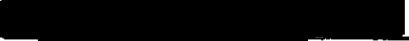
IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Valerie Ann Thomas

2. Have you ever had your name changed? NO If yes, give reason for the change: _____

b. Maiden Name (if female) _____

c. Other names used at any time _____

3. Social Security Number: 

4. Date and Place of Birth: 

5. Business Address: 1300 Riverbend #820 Dallas TX 75247
Business Telephone: 214 951-7928

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
<u>9747 Whitehurst</u>	<u>Dallas TX</u>	<u>75243</u>	
<u>7676 S. Westmoreland</u>	<u>Dallas TX</u>	<u>75237</u>	
<u>1631 Montrose Dr.</u>	<u>Tuscaloosa</u>	<u>AL. 35405</u>	

7. Education: Dates, Names, Locations and Degrees

College Rae Vogue College Chicago Illinois Certificate
Richardson College Richardson TX
Graduate Studies _____ 140

Attachment #4
Biographical AffidavitsOthers _____

_____8. List Membership in Professional Societies and Associations: NONE

_____9. Present or Proposed Position with the Proposed Charter School: _____
Member of Board

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
08-99 to present	ADT Security	1300 Ruerbernd # 820	Sales Specialist Reg
03-99	Marvin F. Pae...	Lincoln Ctr.	Adm. ASST
06-96	David Bridal	5525 Arapaho	3 rd Key Mgr.
09-91	Service UScd	1621 Skyland	Adm ASST

11. Present employer may be contacted: Yes No (Circle One)Former employers may be contacted: Yes No (Circle One)12. a Have you ever been in a position which required a fidelity bond? NO

If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? NO

If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): NONE

_____14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? _____ If yes, give details: NO

141

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? NO
If yes, give details: _____

16. Have you ever been adjudged bankrupt? NO

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? NO
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? NO

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? NO. If so, please furnish details: _____

Dated and signed this 10 day of January
19 2000, at 3:00

I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Valerie Thomas
(Signature of Affiant)

State of Texas
County of Dallas

Valerie Thomas

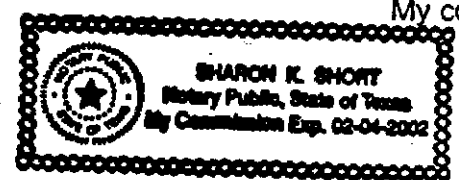
Personally appeared before me the above named Valerie Thomas personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 10 day of January
2000

Sharon K. Short
(Notary Public)

My commission expires 2/4/2002

(SEAL)



Attachment #5
Financial History

Financial History
Nova Charter School
June 1998 thru August 1999

01/19/00

**Nova Charter School
Balance Sheet
As of August 31, 1998**

APPLICATION
Attachment #5
Financial History

	<u>Aug 31, '98</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 - Bank of America (NationsBank)	6,173.87
Total Checking/Savings	<u>6,173.87</u>
Total Current Assets	6,173.87
Fixed Assets	
1539 - Furniture and Equipment	1,694.80
1549 - Computer Equipment	17,000.00
Total Fixed Assets	<u>18,694.80</u>
TOTAL ASSETS	<u><u>24,868.67</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2122 - Loan Payable	15,000.00
Total Other Current Liabilities	<u>15,000.00</u>
Total Current Liabilities	15,000.00
Total Liabilities	15,000.00
Equity	
Net Income	9,868.67
Total Equity	<u>9,868.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>24,868.67</u></u>

01/19/00

**Nova Charter School
Profit and Loss
June through August 1998**

**APPLICATION
Attachment #5
Financial History**

	<u>Jun - Aug '98</u>
Income	
5744 · Fund Raising Efforts	507.36
5751 · Food Sales/Reimbursement	8,125.95
5812 · Fdn School Program Entitlement	25,000.00
Total Income	<u>33,633.31</u>
Expense	
116119 · Salaries and Benefits Admin	771.05
116141 · Withholding Taxes	0.00
116219 · Counseling Services	4,794.33
116240 · Contractual Services - Maint.	7,496.70
116259 · Telephone, fax, etc.	45.36
116299 · Equipment Repair/Maintenance	614.00
116322 · Supplies and Materials VI	830.73
116339 · Testing Materials	1,347.50
116399 · Miscellaneous	1,651.41
116999 · Uncategorized Expenses	0.00
516299 · Building Expense	6,363.56
Total Expense	<u>23,914.64</u>
Net Income	<u><u>9,718.67</u></u>

01/19/00

Nova Charter School
Balance Sheet
As of November 30, 1998

APPLICATION
Attachment #5
Financial History

	<u>Nov 30, '98</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 · Bank of America (NationsBank)	18,214.85
Total Checking/Savings	<u>18,214.85</u>
Total Current Assets	18,214.85
Fixed Assets	
1639 · Furniture and Equipment	1,694.80
1549 · Computer Equipment	17,602.88
Total Fixed Assets	<u>19,297.68</u>
Other Assets	
6329 · Library Books & Supplies	542.12
Total Other Assets	<u>542.12</u>
TOTAL ASSETS	<u><u>38,054.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2122 · Loan Payable	15,000.00
Total Other Current Liabilities	<u>15,000.00</u>
Total Current Liabilities	<u>15,000.00</u>
Total Liabilities	15,000.00
Equity	
3900 · Retained Earnings	9,868.67
Net Income	13,185.98
Total Equity	<u>23,054.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>38,054.65</u></u>

01/19/00

**Nova Charter School
Profit and Loss
September through November 1998**

	Sep - Nov '98
Income	
5743 · Breakfast/Lunch Program	265.10
5744 · Fund Raising Efforts	230.79
5749 · Before/After School Care	13,703.92
5812 · Fdn School Program Entitlement	124,207.00
Total Income	138,406.81
Expense	
116112 · Substitute Teachers Pay	2,613.12
116119 · Salaries and Benefits Admin	52,356.36
116141 · Withholding Taxes	6,669.28
116142 · Group Insurance	1,814.41
116146 · TRS Deposits	4,106.71
116219 · Counseling Services	5,413.76
116240 · Contractual Services - Maint.	3,105.00
116259 · Telephone, fax, etc.	161.85
116299 · Equipment Repair/Maintenance	2,874.14
116322 · Supplies and Materials VI	870.83
116339 · Testing Materials	8.46
116398 · Food Service	
.6299 · Contractual Services Food	3,713.50
.6341 · Supplies and materials food	1,141.62
Total 116398 · Food Service	4,855.12
116399 · Miscellaneous	1,132.93
116499 · Subscriptions/Dues	105.00
116999 · Uncategorized Expenses	0.00
416119 · Salaries Admin	13,587.32
416411 · Travel - Admin	262.74
516299 · Building Expense	11,718.55
516599 · Debt expense	13,565.25
Total Expense	125,220.83
Net Income	13,185.98

01/19/00

**Nova Charter School
Balance Sheet
As of February 28, 1999**

APPLICATION
Attachment #5
Financial History

	<u>Feb 28, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 - Bank of America (NationsBank)	7,410.35
Total Checking/Savings	<u>7,410.35</u>
Total Current Assets	7,410.35
Fixed Assets	
1539 - Furniture and Equipment	1,694.80
1549 - Computer Equipment	17,602.88
Total Fixed Assets	<u>19,297.68</u>
Other Assets	
6329 - Library Books & Supplies	736.49
Total Other Assets	<u>736.49</u>
TOTAL ASSETS	<u><u>27,444.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2122 - Loan Payable	23,000.00
Total Other Current Liabilities	<u>23,000.00</u>
Total Current Liabilities	<u>23,000.00</u>
Total Liabilities	23,000.00
Equity	
3900 - Retained Earnings	9,868.67
Net Income	-5,424.15
Total Equity	<u>4,444.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,444.52</u></u>

01/19/00

**Nova Charter School
Balance Sheet
As of February 28, 1999**

APPLICATION
Attachment #5
Financial History

	<u>Feb 28, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 - Bank of America (NationsBank)	7,410.35
Total Checking/Savings	<u>7,410.35</u>
Total Current Assets	7,410.35
Fixed Assets	
1639 - Furniture and Equipment	1,694.80
1549 - Computer Equipment	17,602.88
Total Fixed Assets	<u>19,297.68</u>
Other Assets	
6329 - Library Books & Supplies	736.49
Total Other Assets	<u>736.49</u>
TOTAL ASSETS	<u><u>27,444.52</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2122 - Loan Payable	23,000.00
Total Other Current Liabilities	<u>23,000.00</u>
Total Current Liabilities	<u>23,000.00</u>
Total Liabilities	23,000.00
Equity	
3900 - Retained Earnings	9,866.67
Net Income	-5,424.15
Total Equity	<u>4,444.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,444.52</u></u>

01/19/00

Nova Charter School
Profit and Loss
December 1998 through February 1999

	<u>Dec '98 - Feb '99</u>
Income	
5749 · Before/After School Care	9,676.54
5812 · Fdn School Program Entitlement	64,674.00
Total income	<u>74,350.54</u>
Expense	
116112 · Substitute Teachers Pay	583.00
116119 · Salaries and Benefits Admin	48,915.56
116120 · Payroll Expenses	102.93
116141 · Withholding Taxes	11,674.41
116142 · Group Insurance	3,220.65
116146 · TRS Deposits	3,391.48
116219 · Counseling Services	7,667.06
116240 · Contractual Services - Maint.	2,500.00
116259 · Telephone, fax, etc.	1,807.70
116299 · Equipment Repair/Maintenance	451.25
116322 · Supplies and Materials VI	453.75
116398 · Food Service	
.6299 · Contractual Services Food	4,735.50
.6341 · Supplies and materials food	567.63
Total 116398 · Food Service	<u>5,303.13</u>
116399 · Miscellaneous	1,384.50
116499 · Subscriptions/Dues	73.00
116999 · Uncategorized Expenses	0.00
516299 · Building Expense	270.00
516599 · Debt expense	5,162.25
Total Expense	<u>92,960.67</u>
Net Income	<u><u>-18,610.13</u></u>

01/19/00

Nova Charter School
Balance Sheet
As of May 31, 1999

APPLICATION
Attachment #5
Financial History

	<u>May 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 - Bank of America (NationsBank)	15,134.06
Total Checking/Savings	<u>15,134.06</u>
Total Current Assets	15,134.06
Fixed Assets	
1539 - Furniture and Equipment	1,694.80
1549 - Computer Equipment	<u>26,182.88</u>
Total Fixed Assets	27,877.68
Other Assets	
6329 - Library Books & Supplies	<u>875.23</u>
Total Other Assets	<u>875.23</u>
TOTAL ASSETS	<u><u>43,886.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2122 - Loan Payable	<u>23,000.00</u>
Total Other Current Liabilities	<u>23,000.00</u>
Total Current Liabilities	<u>23,000.00</u>
Total Liabilities	23,000.00
Equity	
3900 - Retained Earnings	9,868.67
Net Income	<u>11,018.30</u>
Total Equity	<u>20,886.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>43,886.97</u></u>

**Nova Charter School
Profit and Loss
March through May 1999**

APPLICATION
Attachment #5
Financial History

	Mar - May '99
Income	
5749 · Before/After School Care	12,998.87
5812 · Fdn School Program Entitlement	111,502.00
Total Income	124,500.87
Expense	
116112 · Substitute Teachers Pay	749.75
116119 · Salaries and Benefits Admin	49,763.96
116141 · Withholding Taxes	7,796.25
116142 · Group Insurance	2,806.33
116143 · Workman's Compensation	837.75
116146 · TRS Deposits	3,919.25
116219 · Counseling Services	7,857.61
116240 · Contractual Services - Maint.	3,215.00
116269 · Telephone, fax, etc.	1,427.11
116299 · Equipment Repair/Maintenance	1,548.86
116322 · Supplies and Materials VI	778.69
116398 · Food Service	
.6299 · Contractual Services Food	5,890.50
.6341 · Supplies and materials food	793.69
Total 116398 · Food Service	6,684.19
116399 · Miscellaneous	4,036.07
116499 · Subscriptions/Dues	363.00
416119 · Salaries Admin	6,772.72
516299 · Building Expense	260.00
516599 · Debt expense	9,241.88
Total Expense	108,058.42
Net Income	16,442.45

01/19/00

**Nova Charter School
Balance Sheet
As of August 31, 1999**

APPLICATION
Attachment #5
Financial History

	<u>Aug 31, '99</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 - Bank of America (NationsBank)	5,112.07
Total Checking/Savings	5,112.07
Total Current Assets	5,112.07
Fixed Assets	
1539 - Furniture and Equipment	3,632.80
1549 - Computer Equipment	29,182.88
Total Fixed Assets	32,815.68
Other Assets	
6329 - Library Books & Supplies	991.28
Total Other Assets	991.28
TOTAL ASSETS	38,919.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2122 - Loan Payable	23,000.00
Total Other Current Liabilities	23,000.00
Total Current Liabilities	23,000.00
Total Liabilities	23,000.00
Equity	
3900 - Retained Earnings	9,868.67
Net Income	6,050.36
Total Equity	15,919.03
TOTAL LIABILITIES & EQUITY	38,919.03

01/19/00

**Nova Charter School
Profit and Loss
June through August 1999**

**APPLICATION
Attachment #5
Financial History**

	<u>Jun - Aug '99</u>
Income	
5744 · Fund Raising Efforts	-1,000.00
5749 · Before/After School Care	44,005.35
5812 · Fdn School Program Entitlement	64,739.00
Total Income	<u>107,744.35</u>
Expense	
116112 · Substitute Teachers Pay	60.00
116119 · Salaries and Benefits Admin	48,149.77
116141 · Withholding Taxes	9,329.40
116142 · Group Insurance	1,614.89
116143 · Workman's Compensation	933.60
116146 · TRS Deposits	4,786.49
116219 · Counseling Services	3,176.00
116240 · Contractual Services - Maint.	1,860.00
116259 · Telephone, fax, etc.	1,128.02
116299 · Equipment Repair/Maintenance	4,185.90
116322 · Supplies and Materials VI	5,050.49
116339 · Testing Materials	1,466.14
116398 · Food Service	
.8299 · Contractual Services Food	7,392.00
.6341 · Supplies and materials food	378.25
Total 116398 · Food Service	<u>7,770.25</u>
116399 · Miscellaneous	5,370.15
116499 · Subscriptions/Dues	659.00
116500 · Grant Expense (Startup)	2,681.78
416119 · Salaries Admin	4,454.35
516299 · Building Expense	1,620.15
516599 · Debt expense	8,415.91
Total Expense	<u>112,712.29</u>
Net Income	<u><u>-4,967.94</u></u>

Attachment #6
Credit Report

Bank of America



Plaza Banking Center
901 Main Street
Dallas, TX 75202

Tel 214.209.1383
Fax 214.209.1375

January 13, 2000

re: West Oak Cliff Charter School

To Whom It May Concern:

The West Oak Cliff Charter School has had a checking account with us since 1998. The account is in excellent condition and has been handled to our expectations.

Sincerely,

A handwritten signature in cursive script that reads "Marie E. Dunn".

Marie E. Dunn
Vice President
Customer Service Manager

Audit Report

**WEST OAK CLIFF NOVA
CHARTER SCHOOL**

Dallas, Texas

***FOR THE YEAR ENDED
AUGUST 31, 1999***

**Sauls & Pechacek, PA
Bellville, Texas**

WEST OAK CLIFF NOVA CHARTER SCHOOL
Dallas, Texas

AUDIT FOR THE YEAR ENDED AUGUST 31, 1999

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Attachment #7
Audit


SAULS & PECHACEKP.O. Box 549
Bellville, Texas 77418
409-865-3169**Independent Auditor's Report**Unqualified Opinion on Financial StatementsBoard of Directors
West Oak Cliff Nova Charter School
Dallas, Texas

We have audited the statement of financial position of West Oak Cliff Nova Charter School as of August 31, 1999 and the related statements of activities and functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the School's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of West Oak Cliff Nova Charter School as of August 31, 1999, and the changes in its net assets, and its cash flows for the year then ended, in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 1999, on our consideration of Nova Charter School's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.



Sauls and Pechacek

December 28, 1999

FINANCIAL STATEMENTS

WEST OAK CLIFF NOVA CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
August 31, 1999

ASSETS

Current Assets—

Cash on Hand and In Banks	\$ 5,112
Accounts Receivable From Texas Education Agency	29,001
Inventory for Resale	1,000
Fixed Assets Net of Accumulated Depreciation	<u>34,850</u>

Total Assets 69,963

LIABILITIES AND NET ASSETS

Current Liabilities—

Accrued Expense Payable	30,000
Notes Payable Due Within One Year	<u>18,342</u>

Total Current Liabilities 48,342

Long Term Liabilities—

Notes Payable – Future Maturities	<u>9,146</u>
-----------------------------------	--------------

Total Liabilities 57,488

Net Assets—

Unrestricted (Deficiency)	10,650
Temporarily Restricted (Deficiency)	<u>1,825</u>

Total Net Assets 12,475

Total Liabilities and Net Assets \$ 69,963

(The accompanying notes are an integral part of this financial statement.)

WEST OAK CLIFF NOVA CHARTER SCHOOL
 STATEMENT OF ACTIVITIES
 Fiscal Year Ended August 31, 1999

APPLICATION
 Attachment #7
 Audit

	Unrestricted	Temporarily Restricted	Totals
REVENUE AND OTHER SUPPORT			
Support-			
Start Up Grant	\$ --	\$ 60,991	\$ 60,991
State Program Revenues	329,737	2	329,739
Fees and Other Revenue-			
Fund Raisers	231	--	231
Before & After School Care	45,772	--	45,772
Food Service Activity	--	14,872	14,872
ESEA Title 1, Part A	--	16,248	16,248
IDEA-B Formula	--	100	100
IDEA-B Preschool	--	49	49
IDEA-B Capital Buildings & Improvements	--	2	2
Other Revenues from Local Sources	1,783	--	1,783
Net Assets Released from Restrictions	90,439	(90,439)	--
Total Revenue and Other Support	467,962	1,825	469,787
EXPENSES AND OTHER LOSSES			
Program Services-			
General School Operations	304,580	--	304,580
Natl. School Breakfast and Lunch Prog.	24,601	--	24,601
ESEA Title 1, Part A	16,248	--	16,248
Public Charter Schools Grant	32,114	--	32,114
Support Services-			
Administrative and General	79,769	--	79,769
Total Expenses	457,312	--	457,312
Net Revenue (Expense)	10,650	1,825	12,475
Adjustments	--	--	--
Net Assets (Deficiency), End of Year	\$ 10,650	\$ 1,825	\$ 12,475

(The accompanying notes are an integral part of this financial statement.)

APPLICATION
Attachment #7
Audit

Services			Support Services		Total All Funds
ESEA Title 1, Part A	Start Up Grant	Total Program Services	General and Administrative		
\$ 16,248	\$ 3,800	\$ 231,690	\$ 60,000	\$	291,690
--	--	33,406	--		33,406
--	--	11,228	--		11,228
<u>16,248</u>	<u>3,800</u>	<u>276,324</u>	<u>60,000</u>		<u>336,324</u>
--	17,627	20,963	8,842		29,804
--	--	25,346	--		25,346
--	--	4,570	--		4,570
--	<u>17,627</u>	<u>50,879</u>	<u>8,842</u>		<u>59,721</u>
--	--	4,055	--		4,055
--	--	1,579	--		1,579
--	--	24,601	--		24,601
--	9,235	12,450	2,114		14,564
--	<u>9,235</u>	<u>42,685</u>	<u>2,114</u>		<u>44,799</u>
--	--	--	263		263
--	--	--	1,146		1,146
--	1,452	1,452	7,404		8,857
--	<u>1,452</u>	<u>1,452</u>	<u>8,813</u>		<u>9,119</u>
--	--	1,873	--		1,873
--	--	1,873	--		1,873
16,248	32,114	373,214	79,769		452,982
--	--	4,329	--		4,329
<u>\$ 16,248</u>	<u>\$ 32,114</u>	<u>\$ 377,543</u>	<u>\$ 79,769</u>	<u>\$</u>	<u>457,311</u>

WEST OAK CLIFF NOVA CHARTER SCHOOL
STATEMENT OF CASH FLOWS
Fiscal Year Ended August 31, 1999

APPLICATION
Attachment #7
Audit

CASH FLOWS FROM OPERATING ACTIVITIES

Cash Received from Before & After School Care	\$	45,772	
Cash Received from State Foundation Program		300,738	
Cash Received from Government Grants		91,997	
Cash Received from Food Service Sales		265	
Cash Received from Fund Raisers		231	
Cash Received from Miscellaneous Sources		1,783	
Cash Paid to Suppliers for Goods and Services		(116,658)	
Cash Paid to Employees for Services		<u>(306,324)</u>	
Net Cash Provided by Operating Activities	\$		17,804

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Fixed Assets		(39,179)	
Invested in Inventory		<u>(1,000)</u>	
Net Cash Provided by Investing Activities			(40,179)

CASH FLOWS FROM FINANCING ACTIVITIES

Loans Received		62,000	
Loans Repaid		<u>(34,512)</u>	
Net Cash Provided by Financing Activities			<u>27,488</u>

Net (Decrease) in Cash and Cash Equivalents 5,112

Cash and Cash Equivalents at Beginning of Year ---

Cash and Cash Equivalents at End of Year \$ 5,112

RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:

Change in Net Assets	\$	12,475	
Adjustments to Reconcile Decrease in Net Assets to Net Cash Provided (Used) by Operating Activities:			
Depreciation		4,329	
(Increase) Decrease in Current Assets—			
Accounts Receivable		(29,001)	
Increase (Decrease) in Operating Liabilities—			
Accounts Payable		---	
Payroll Taxes and Deductions Payable		---	
Accrued Expenses		<u>30,000</u>	
Net Cash Provided by Operating Activities	\$		<u><u>17,803</u></u>

(The accompanying notes are an integral part of this financial statement.)

WEST OAK CLIFF NOVA CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
Fiscal Year Ended August 31, 1999

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Organization and Nature of Activities –

West Oak Cliff Nova Charter School provides college preparatory curricula for students in grades K–12. The Academy operates under an open enrollment charter granted by the State of Texas Board of Education. This charter was issued for a period of five years and is subject to review and renewal prior to the expiration date of the original charter. The School is part of the public school system of the State of Texas and is therefore entitled to distribution from the State's available school fund. The School does not have the authority to impose ad valorem taxes or to charge tuition.

The School was incorporated in May, 1998 and has been recognized as an organization exempt from federal income taxes under Section 501 (C)(3) of the Internal revenue Code.

B. Accounting Policies –

The financial statements have been prepared on the accrual basis of accounting. The accounting system is organized under the *Special Supplement to Financial Accounting and reporting – Nonprofit Charter School Chart of Accounts*, a module of the Texas Education Agency Financial Accountability Resource Guide. The significant accounting policies are as follows:

To insure observance of limitations and restrictions placed on the use of resources available to the School, the accounts are maintained in accordance with the principles of fund accounting during the year. Resources for various purposes are classified into funds according to their nature and purposes. Separate accounts are maintained for each fund; however, the accompanying statements of financial position and of activities focus on the organization as a whole and reports the amounts of its total assets, liabilities, net assets and changes in net assets in accordance with Financial Accounting Standards Board Statement No. 117.

The statement of financial position reports the amounts of each of two classes of net assets: temporarily restricted, and unrestricted net assets.

- * Temporarily restricted net assets result from contributions and other inflows of assets that are limited by donor imposed stipulations that can be fulfilled and removed by actions of the Academy pursuant to those stipulations.

When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

- * Unrestricted net assets are the remaining part of the Academy's net assets that is neither permanently restricted nor temporarily restricted by donor imposed stipulations. Property and equipment are included in unrestricted net assets.

WEST OAK CLIFF NOVA CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
Fiscal Year Ended August 31, 1999

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Cash and Cash Equivalents –

For purposes of the statement of cash flows, cash and cash equivalents are comprised of cash on hand and in banks.

D. Fixed Assets and Depreciation –

All assets acquired with a value of \$1,000 or greater are recorded as fixed assets and are valued at cost or estimated cost. Donated assets are reported at the fair market value at the time of acquisition. Depreciation of building improvements and equipment is provided over the estimated useful lives of the assets on a straight line basis.

E. Revenues –

Revenues from the State of Texas available school fund are earned based on reported attendance.

Contributions received are recognized as revenue in the period received and are reported as either restricted or unrestricted support.

* Contributions with donor imposed restrictions are reported as restricted support. Restricted support increases temporarily restricted net assets.

* Contributions without donor imposed restrictions are reported as unrestricted support. Unrestricted support increases unrestricted net assets.

Government grant contracts that are entered into by the Academy are recognized as revenue when services are rendered or when expenses in connection with those services are incurred.

F. Donated Goods and Services –

Donated goods and services that can be measured and meet certain other requirements are recorded in the financial statements as in kind contributions and expenses of a like amount.

G. Personal Leave –

All employees earn seven days of paid personal leave per year. However, unused balances do not accumulate; therefore, there is no liability accrued on the financial statements.

H. Estimates –

In preparation of the financial statements and in conformity with generally accepted accounting principles, management's estimates were considered for purposes of depreciation.

WEST OAK CLIFF NOVA CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
Fiscal Year Ended August 31, 1999

2. FIXED ASSETS

An analysis of fixed assets at August 31, 1999, is presented as follows:

Asset	Cost	Accumulated Depreciation	Net	Straight Line Depr. Rate
Building Improvements	6,364	318	6,045	10.00%
Computers	29,183	3,648	25,535	25.00%
Furniture	3,633	363	3,270	10.00%
Total	\$ 39,179	\$ 4,329	\$ 34,850	

Depreciation expense for the year ended August 31, 1999 was \$4,329.

3. DEFINED BENEFIT PENSION PLAN

All employees of the School employed for one half or more of the standard work load and who are not exempt from membership under the Texas Government Code, Title 8, Subtitle C, Section 822.002, participate in the Teacher retirement System of Texas (the "System"), a multiple employer public employee retirement system ("PERS"). It is a cost sharing PERS with one exception: all risks and costs are not shared by the School, but are the liability of the State. Payments of \$14,647 were made by the State to the System on behalf of the School for the fiscal year, these payments are not reflected in the accompanying financial statements. The payroll for employees covered by the System for the year ended August 31, 1999 was \$244,122; the School's total payroll was \$308,893.

All School employees, except those employed for less than one half the standard work load and who are not exempted by law, are required to participate in the System as a condition of employment. Employees who retire on or after age 65 with 5 years of credited service, are entitled to a retirement benefit, payable monthly for life, equal to 2 percent of their final average salary for each year of credited service. Final average salary is the employee's average salary over the 3 years of credited service with the greatest salary. Benefits fully vest on reaching 5 years of credited service. Vested employees may retire at or after age 55, or at any age with 30 years of credited service, and receive reduced benefits. The System also provides death and disability benefits. Benefits are established by State statute.

By statute, covered employees must contribute 6.4 percent of their salary to the plan and the State of Texas contributes an amount equal to 6 percent times the aggregate annual compensation of all members of the System during the fiscal year ended August 31, 1999, except for employees paid from federal and private grants and for that portion of salary exceeding State minimum salary established under Section 21, Texas Education Code, as determined by a statutory formula involving the price differential index and other factors. The School did not have a required contribution for the year ended August, 31, 1999.

WEST OAK CLIFF NOVA CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
Fiscal Year Ended August 31, 1999

4. HEALTH CARE COVERAGE

Employees of the School are covered by a group insurance plan with American Medical Security, Inc. The School contributes one half of the premium cost and each covered employee pays their premium as well as premiums for dependent coverage through payroll deductions.

5. LOANS PAYABLE

During the year ending August 31, 1999, the School obtained four different loans for operating capital. The details of these loans are as follows:

Note # 1 -

Date of Note	August 29, 1998
Payable To	Lessie Lee
Payment Terms	12 Monthly Payments of \$640.50 Each
Interest Rate	9.80%
Amount of Note	\$ 7,000
Balance Due at August 31, 1999	\$ -0-

Note # 2 -

Date of Note	February 26, 1999
Payable To	Walter Buchanan
Payment Terms	3 Monthly Payments of \$2,746.66 Each
Interest Rate	12.00%
Amount of Note	\$ 8,000
Balance Due at August 31, 1999	\$ -0-

Note # 3 -

Date of Note	April 21, 1999
Payable To	Mountain View Church of Christ
Payment Terms	23 Monthly Payments of \$,186.56 Each, Final Pmt. \$1,141.19
Interest Rate	8.75%
Amount of Note	\$ 26,000
Balance Due at August 31, 1999	\$ 21,968

Note # 4 -

Date of Note	August 6, 1999
Payable To	Lessie Lee
Payment Terms	12 Monthly Payments of \$523.46 Each
Interest Rate	8.55%
Amount of Note	\$ 6,000
Balance Due at August 31, 1999	\$ 5,519

WEST OAK CLIFF NOVA CHARTER SCHOOL
 NOTES TO FINANCIAL STATEMENTS
 Fiscal Year Ended August 31, 1999

5. LOANS PAYABLE (continued)

Future debt service requirements are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999-2000	\$ 18,342	\$ 1,655	\$ 19,997
2000-2001	9,146	301	9,447
Total	\$ 27,488	\$ 1,956	\$ 29,444

6. TEMPORARILY RESTRICTED NET ASSETS

The balance in Temporarily Restricted Net Assets is a result of the receipt of a portion of the federal Public Charter Schools grant, IDEA-B Formula, IDEA-B Preschool, and IDEA-B Buildings & Improvements which were not expended during 1998-1999. These funds will be expended within the guidelines of the grant requirements in 1999-2000.

7. COMMITMENTS AND CONTINGENCIES

The Academy receives funds through federal programs which are governed by various rules and regulations of the grantor. Expenses charged to the grant program are subject to audit and adjustment by the grantor agency. In the opinion of management, there are no contingent liabilities relating to compliance with the rules and regulations governing the grants; therefore, no provision has been made in the accompanying financial statements for such contingencies.

REQUIRED SUPPLEMENTAL INFORMATION

WEST OAK CLIFF NOVA CHARTER SCHOOL
REQUIRED SUPPLEMENTARY INFORMATION
YEAR 2000 ISSUES
YEAR ENDED AUGUST 31, 1999

In accordance with Governmental Accounting Standards Board ("GASB") Technical Bulletin 98-1, "Disclosures about Year 2000 Issues," as amended by GASB Technical Bulletin 99-1, following are disclosures about year 2000 issues in general and of the stages of work in process or completed at year end by West Oak Cliff Nova Charter School ("School") to address year 2000 issues for computer systems and other electronic equipment.

The year 2000 issue is the result of shortcomings in many electronic data-processing systems and other equipment that may adversely affect operations in the year 1999 and beyond. For many years, programmers eliminated the first two digits from a year when writing programs. For example, programmers would designate January 1, 1965 as "01/01/65" instead of "01/01/1965." On January 1, 2000 at 12:00:01 a.m., the internal clock in computers and other equipment will roll over from "12/31/99" to "01/01/00." Unfortunately, many programs (if not corrected) will not be able to distinguish between the year 2000 and the year 1900. This may cause the programs to process data inaccurately or to stop processing data altogether. Another factor that may cause problems in programs is the leap-year calculation. Some programs are unable to detect the year 2000 as a leap year.

Problems affecting a wide range of governmental activities will likely result if computers and other electronic equipment that are dependent upon date-sensitive coding are not corrected. These problems have the potential for causing a disruption to some government operations and may temporarily increase the cost of those operations.

There was no significant amount committed - contracted at August 31, 1999 - by the Academy to address year 2000 issues for computer systems and other electronic equipment.

The following stages of work have been identified by GASB Technical Bulletin 98-1, "Disclosures about Year 2000 Issues," as amended by GASB Technical Bulletin 99-1, as necessary to address the year 2000 issue. These stages were adapted by the GASB from U.S. Securities and Exchange Commission ("SEC"), *Division of Market Regulation Year 2000 ("Y2K") Work Program* (January 1998).

1. Awareness Stage - Encompasses establishing a budget and project plan for dealing with the year 2000 issue.
2. Assessment Stage - When the organization begins the actual process of identifying all of its systems (preparing an inventory) and individual components of the systems. An organization may decide to review all system components or, through a risk analysis, identify only mission-critical systems and equipment -- systems and equipment critical to conducting operations.
3. Remediation Stage - When the organization actually makes changes to systems and equipment. This stage deals primarily with the technical issues of converting existing systems, or switching to compliant systems. During this stage, decisions are made on how to address year 2000 system or equipment issues, and the required changes are made.
4. Validation/Testing Stage - When the organization validates and tests the changes made during the conversion process. The development of test data and test scripts, the running of test scripts, and the review of test results are crucial for this stage of the conversion process to be successful. If the testing results show anomalies, the tested area needs to be corrected and retested.

The School currently is in the validation/testing stage as defined above. However, the completion of these stages of work is not a guarantee that the School is or will become year 2000 compliant.

OTHER REPORTS

SAULS & PECHACEK
P.O. Box 549
Bellville, Texas 77418
409-865-3169

Independent Auditor's Report

Report on Compliance and on Internal Control over Financial
Reporting Based on an Audit of Financial Statements Performed
in Accordance with *Government Auditing Standards*

Board of Directors
West Oak Cliff Nova Charter School
Dallas, Texas

We have audited the general purpose financial statements of West Oak Cliff Nova Charter School as of and for the year ended August 31, 1999, and have issued our report thereon dated December 28, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

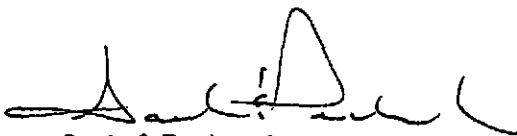
Compliance

As part of obtaining reasonable assurance about whether West Oak Cliff Nova Charter School's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered West Oak Cliff Nova Charter School's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we considered to be material weaknesses.

This report is intended solely for the information and use of management, others within the organization and the Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.



Sauls & Pechacek

December 28, 1999

WEST OAK CLIFF NOVA CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED AUGUST 31, 1999

APPLICATION
Attachment #7
Audit

A. Summary of Auditor's Results

An unqualified opinion was issued on the general purpose financial statements.

The audit disclosed no noncompliance which is material to the general purpose financial statements.

The federal expenditures of the Academy did not meet the threshold requirements for a single audit.

B. Findings Relating to the Financial Statements which are Required to be Reported in Accordance with Generally Accepted Government Auditing Standards

NONE

Attachment #8
Charter School Public Meeting

Synopsis
January 16, 2000
White Rock Open Meeting

Sixteen community members attended this meeting. The presenter, Dr. Hillery M. Motsinger of Nova Charter School covered the following items:

1. What is a charter school
2. How it differs from a traditional public school
3. How is the charter school governed
4. Who can attend and what are the qualifications of the students to enroll
5. The curriculum that is used
6. The testing program that is used, TAAS and ITBS
7. Parent involvement requirements
8. What grades will be offered
9. The disciplinary policies

Several questions were asked. Such as:

1. How are the teachers recruited, evaluated and paid?
2. Does the school calendar match that of Dallas ISD?
3. Will transportation be offered?
4. What are the school hours?
5. Will before and after school programs be offered?

The meeting lasted one hour.

Public Hearing Charter School

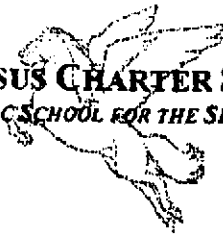
- When:** Sunday, January 16, 2000
From 4:00 to 5:00pm
- Where:** White Rock Church of Christ
9220 Ferguson Road Dallas, Texas
75228
- Why:** To provide information regarding
a proposed Nova Charter
elementary (Pre-K through grade
Six) school to be located at the
above address
- Who:** Everyone interested in
understanding charter schools is
invited. This is a public meeting.
- Call:** Hillery Motsinger, Ed. D. at 214-
333-8450

White Rock

Jan 16 - 2000

APPLICATION

THE PEGASUS CHARTER SCHOOL
A SECONDARY PUBLIC SCHOOL FOR THE SERIOUS LEARNER



Attachment #9
 Partnership Letters

January 20, 2000

VISION
 To be an interdisciplinary public junior and senior high school, located in the heart of Dallas, designed for serious learners, and committed to continuous improvement.

To Whom It May Concern:

Nova Charter School is a participating charter school in the four and one-half million dollar 21st Century Grant recently awarded to a consortium of Charter Schools, headed up by Pegasus Charter School.

Dr. H. M. Motsinger is to be congratulated on his efforts to provide quality after school programs to his students, through participation in this Department of Education grant.

Sincerely,

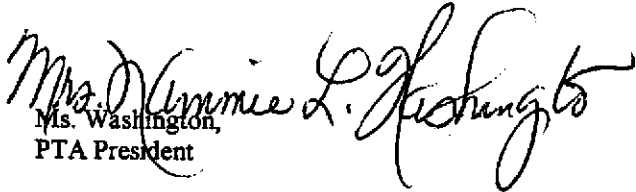
Virginia Pendergrass Lannen
 Chair and CEO

MISSION
 To educate individuals in the liberal arts and sciences in order to prepare them for productive and meaningful lives in an increasingly complex world.

January 19, 2000

To Whom It May Concern:

As president of the Nova Charter PTA, I am happy to be working as partners toward achievement with the administration and staff of Nova Charter School. The PTA looks forward to the many activities through which students will receive the best in public education.


Mrs. Washington,
PTA President

APPLICATION

Attachment #10
Newspaper Publication



write the
x 227415
TX 75222
83.7445
1943.7103



Member of
Daily Newspaper
Association

Visit our web site
or send E-mail to
www.dallastimes.com

PUBLISHER
Thomas Lewis

MANAGING EDITOR
Maryjane DeSalvo

ENTERTAINMENT
Linda Gill MacAdams

CARTOONIST
Anton Ballard

AUTOMOTIVE COLUMNIST
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Texas Auto Writers Association

OUTDOORS COLUMNIST
Reavis Z. Wortham
Texas Outdoors Writers Association

COLUMNISTS
Billy Porterfield
George C. Roman

JOURNALISTS

Notice of Intent to Apply for Open-Enrollment Charter School

The Nova Charter School is applying to the State Board of Education for approval to operate open-enrollment charter schools ("charter school") to be located in the White Rock, Pleasant Grove and Southeast Richardson areas. Charter schools are public schools established by nonprofit organizations, institutions of higher education, or governmental agencies. These schools are publicly funded and are free from many state regulations that apply to other public schools. The following descriptive information about the proposed schools is being provided for the benefit to the community in which the schools would be located if approved.

Nova Charter School

Dr. Hillery M. Motsinger, Superintendent

Dr. Kenneth R. Greene President of the School Board

Delores Chappell, Raul Elizondo, Alvin Golston, Sandra Hogg, Vonda Lacy,
Carla Sanders, Valerie Thomas and Morales Calado, Board Members.

The same persons serve as the board for the sponsoring agency and the school.

The Pleasant Grove location is 7605 C.F. Hawn Freeway

The SE Richardson location is 1302 Greenville Avenue.

The White Rock location is 9220 Ferguson Rd.

The schools will be open to children of all academic levels. The focus will be on the basic skills and knowledge in a safe, friendly and nurturing environment. Nova will be open for children from Pre-school through the sixth grades. The opening date will be August 15, 2000.

The State Board of Education invites comments about any aspect of the proposed school or its sponsoring entity. Comments must be communicated in the form of a signed letter directed to the State Board of Education. Only letters specifically addressing a proposed school will be considered by the board. Letters may be sent to the following address: Texas Education Agency, Division of Charter Schools, 1701 N. Congress, Austin, Texas 78701.



Summer 2000
At Casa

Bye Bye Birdie

The Dallas Times Church
directory is coming soon.

Iradu Lupu the Meyers

FORT WORTH, TEXAS,

One of this century's greatest pianists, Radu Lupu, returns to the Metroplex in his fourth Cliburn Concerts recital January 18, 2000 at the Morton H. Meyers Symphony Center, in Dallas. The Grammy-Award-winning Romanian pianist won the gold medal at the Second V. Cliburn International Piano Competition, and is regularly heard today in the major music capitals of the world. His Cliburn Concerts recital, one of only four he will perform in the U.S. this season, including Carnegie Hall. Mr. Lupu's program features works by Brahms and Schubert, two composers with whom he is often associated, as well as Chopin and the Czechoslovakian composer Leos Janacek. "Quiet grandeur, transparency, subtlety, pianists' pianissimo."

EVANGELIS
BETTY CA

Z 272 208 196

Z 272 208 198

US Postal Service
Receipt for Certified Mail
No Insurance Coverage Provided.
Do not use for International Mail (See reverse)

Sent to: Mayor's Office
Street & Number: 1500 Marilla
Post Office, State, & ZIP Code: Dallas, TX 75201

Postage	\$ 0.33
Certified Fee	1.40
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	1.25
Return Receipt Showing to Whom, Date, & Addressee's Address	
TOTAL Postage & Fees	\$ 2.98

Postmark or Date: Store: USFS
Clerk: KBBFV1
01/05/00

US Postal Service
Receipt for Certified Mail
No Insurance Coverage Provided.
Do not use for International Mail (See reverse)

Sent to: Jim Hamlin
Street & Number: 100 Commerce
Post Office, State, & ZIP Code: Dallas, TX 75202

Postage	\$ 0.33
Certified Fee	1.40
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	1.25
Return Receipt Showing to Whom, Date, & Addressee's Address	
TOTAL Postage & Fees	\$ 2.98

Postmark or Date: Store: USFS
Clerk: KBBFV1
01/05/00

COMPLETE THIS SECTION ON DELIVERY

A. Received by (Please Print Clearly) **JAN 06**

C. Signature: **X Kerry J**

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below:

#11
Stmt to
Mailed Council
or City Council
or both

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below:

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

SENDER: COMPLETE THIS SECTION

1. Article Addressed to:
The Honorable Mayor
and Members of the City
Council
1500 Marilla
Room 5FN
Dallas, TX 75201

2. Article Number (Copy from service label)

PS Form 3811, July 1999 Domestic
75201

SENDER: COMPLETE THIS SECTION

1. Article Addressed to:
Mr. Jim Hamlin
Dallas County District
Clerk
George L. Allen Bldg
100 Commerce
Dallas, TX 75202-4606

Article Number (Copy from service label)

January 5, 2000

The Honorable Mayor
And Members of the
City Council
1500 Marilla
Room 5FN
Dallas, Texas 75201

Dear Mayor and Council:

Nova Charter School is making application for additional charters to operate in the city of Dallas. I am instructed to notify you of our desire to serve more students with our program. Therefore we are sending you the enclosed "Notice of Intent." If you have any questions please let me know.

Cordially yours,

Hillery M. Motsinger, Ed. D.
Superintendent

Enclosure: Letter of Intent

January 5, 2000

Mr. Jim Hamlin
Dallas County District Clerk
George L. Allen Bldg.
600 Commerce
Dallas, Texas 75202-4606

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APPLICATION

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NOVA CHARTER SCHOOL

4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

January 17, 2000

I support the application for an additional charter because it will give parents another choice in where they send their children to school.

A handwritten signature in black ink, appearing to read "Alvin Golston".

Alvin Golston

References Include:

1. George Sanders 972-203-8081
2. Sandra Singh 214-508-5363
3. Herman Lacy 214-653-6828

Metro Church of Christ

**4650 South Hampton Road, Suite 119
Dallas, Texas 75232
(214) 330-1343**

January 18, 2000

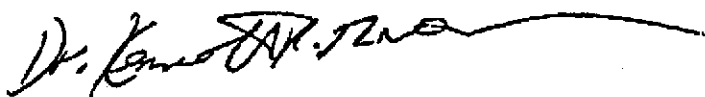
To Whom It May Concern:

My, name is Dr. Kenneth Greene, president and founder of STAAF, Ministries, Inc. (Strengthening the African-American Family) and I am writing this letter to encourage your support of Nova Charter school establishing another charter in our community. Nova Charter School is doing a fine job educating a culturally and ethnically mixed body. I feel they meet a critical need in our community; therefore I think they deserve another school.

The following are three references that have been requested:

- (1) Dr. David Jones, 1234 Schrader Lane, Ten 37208 (615) 329-0950.**
- (2) Dr. Alfred Jumper, 7830 west 79th Street, Playa Delray, Ca. 90203 (310) 827-8685.**
- (3) Larry James, 409 North Haskel, Dallas, Texas 75371 (214) 823-8710, ext. 20.**

Sincerely Yours,



Dr. Kenneth R. Greene



NOVA CHARTER SCHOOL

4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

January 19, 2000

I believe that Nova Charter School should have another charter because the current school almost doubled its enrollment from the first to its second year of operations. Also, it came through its first year with a top evaluation by the financial auditors. To achieve these two feats, the school must be doing quality work. We need more quality schools.

My three references are given below.


Raul Elizondo

References:

1. Frank Romero 214-372-3920
2. W. H, Roberts 214-943-1930
3. Warren Rutherford 214-947-4555



NOVA CHARTER SCHOOL

4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

APPLICATION

January 19, 2000

Nova Charter School, being a small school, has offer personalized learning very successfully at its first school. I believe it can do it at any future school that it will operate. My three references are given below.

Sandra Hogg

A handwritten signature in cursive script that reads "Sandra Hogg". The signature is written in black ink and is positioned below the printed name.

1. Karen Jackson 972-216-5757
2. Tommie Tennison 214-948-6083
3. Felicia Lyles 972-293-9794



NOVA CHARTER SCHOOL
4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

APPLICATION

January 18, 2000

Because Nova Charter School is a positive force in the lives of our current students, I think other students in other parts of the county deserve a Nova Charter School in their community.

My three references are as follows:

1. Angela Hamilton 972-283-3035
2. Jo Ann Carter 214-358-5172
3. Kim Edwards 972-790-7766

Vonda Lacy

A handwritten signature in cursive script that reads "Vonda Lacy".

A small, handwritten mark or signature in the right margin, possibly initials.

APPLICATION



NOVA CHARTER SCHOOL
4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

January 19, 2000

I believe that Nova Charter School should have another charter because children need the individualized instructional program that Nova Charter School used as well as high parental involvement. My three referencs are given below.

Valerie Thomas

A handwritten signature in cursive script that reads "Valerie Thomas". The signature is written in black ink and is positioned below the printed name.

1. James Tinsley 972-390-9039
2. Phyllis Johnson 817-467-4237
3. Inez Fisher 972-235-1555



NOVA CHARTER SCHOOL
4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

APPLICATION

January 18, 2000

I think Nova should have another charter so that we will extend our services in developing good citizenship and making productive citizens.

My three references are as follows:

1. Rev. Levy Laguardia 214-358-1989 or 214-398-9502
2. Enriqueto Queano 214-467-2577
3. Ms. Maria Luz Farris 817-268-2042

Virginia Morales Calado
Ms. Morales Calado

Allstate
You're in good hands.

Attachment #12
Letters from Original
Incorporators

January 18, 2000

George Sanders
N.O.A. Agent
6330 Broadway Blvd
Suite A-2
Garland, TX 75043
972-203-8081

APPLICATION

CARLA SANDERS
721 COCKRELL HILL RD
DESOTO, TX 75115

To whom it may concern:

Nova should open more charter schools so parents can have a choice between public schools with larger number of students or charter schools with smaller number of students in classrooms.

ref. names: Willie Roy Beal Sr.
Marie Fleming
Doris Golston

Carla D. Sanders



NOVA CHARTER SCHOOL
4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

APPLICATION

January 18, 2000

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3. Ms. Maria Luz Farris 817-268-2042

Angela Morales Calado
Ms. Morales Calado

**Nova Charter School
4111 W. Illinois
Dallas, Texas 75211
(214) 333-8450**

APPLICATION

**Salary Schedule
Approved June 1, 1998
Based on 200 Days of Service**

Years	Bachelor Plus Certification*	Masters Plus Certification*
0	\$26,000	\$27,000
1	\$26,500	\$27,500
2	\$27,000	\$28,000
3	\$27,500	\$28,500
4	\$28,000	\$29,000
5	\$28,500	\$29,500
6	\$29,000	\$30,000
7	\$29,500	\$30,500
8	\$30,000	\$31,000
9	\$30,500	\$31,500
10	\$31,000	\$32,000
11	\$31,500	\$32,500
12	\$32,000	\$33,000
13	\$32,500	\$33,500
14	\$33,000	\$34,000
15	\$33,500	\$34,500
16	\$34,000	\$35,000
17	\$34,500	\$35,500
18	\$35,000	\$36,000
19	\$35,500	\$36,500
20	\$36,000	\$37,000
21	\$36,500	\$37,500
22	\$37,000	\$38,000
23	\$37,500	\$38,500
24	\$38,000	\$39,000

193

*Bachelors without certification is \$500 less

*Masters without certification is \$500 less

Incentives:

Each teacher can earn up to \$500 per year via certain activities and achievements, plus \$500 for education courses and workshops. person must earn at least a B grade to be reimbursed for the courses.

Teacher's Contract (Probationary)

STATE OF TEXAS

APPLICATION

COUNTY OF DALLAS

} AT WILL CONTRACT

This contract made and entered into by and between the Board of Directors of the Nova Charter School, referred to herein as "School" and _____ referred to herein as "Teacher"

WITNESSETH

EMPLOYMENT & TERM: The School hereby agrees to employ the Teacher and the Teacher hereby agrees to serve the Employer by engaging in classroom instruction of academic subjects as assigned by the administrator of the School for a period of 10 months each school year for the school year commencing on the _____ day of _____, 20____, and ending on or about the _____ day of _____, 20____, unless terminated at an earlier date by the mutual consent of both parties hereto or pursuant to the provisions hereinafter set forth. Should this probationary contract be for more than one school year, the exact dates of teaching service each year shall be determined by the approved school calendar for the year concerned. It is agreed that the School may terminate this contract pursuant to the terms and policies adopted by the School and as they may be amended from time to time. This contract is not to be construed so as to grant any right of renewal. No showing of good cause shall be necessary to non-renewal hereof. No tenure or right of continued employment is created by this contract. It is understood and agreed that no property interest, express or implied, is created in continued employment beyond the contract term, or in any specific assignment to any position, duties or responsibilities.

CONDITIONS: All contracts of employment are subject to any necessary reduction of school personnel. The School may terminate this contract in the event that any necessary reduction of school personnel may be required. This contract is further subject to available funds and subsequent salary schedules and such other adjustments in duration and rate of compensation as determined by the School Board of Trustees to be necessary for the School to operate within its adopted budget and appropriations. It is understood and agreed by the parties to this contract that employment in a federal or state funded position is expressly conditioned upon availability of sufficient federal or state funding for the position.

COMPENSATION: The school agrees to pay Teacher for services rendered pursuant to this contract a salary as may be provided in salary schedules approved, adopted, and authorized by the Board of Trustees applicable for or to the position to which, from time equal consecutive monthly installments.

REASSIGNMENT: The School reserves the right through its administrator to assign and/or reassign said Teacher to different teaching positions and/or different teaching locations at any time during the term of this contract if the school or its administrator deems proper and/or is the best interest of the School. Its further agreed that the administrator shall have the right to assign such duties to the Teacher as the Employer shall deem proper, and may, from time to time, assign or reassign the Teacher to other or additional duties than those contemplated hereunder.

DUTIES AND RESPONSIBILITIES: It is understood and agreed by the parties hereto that said Teacher shall perform his/he assigned duties to the best of his/he skills and abilities and shall discharge the duties required by the rules and regulations of the School and any other applicable government agencies, and such rules and regulations as may be determined by said School and/or its administrator in effect when this contract is signed or as may hereafter be adopted during the term of this contract. Failure to comply with any of these rules and regulations may be cause for immediate termination of this contract.

TERMINATION: The School may terminate the employment of the Teacher at the end of the contract period set forth herein, if in the judgment of the School, the best interest of the School will be served. Provided, however, notice of intention to terminate the employment shall be given by the School to the Teacher on or before the 1st day of May preceding the end of employment term fixed herein.

In the event that the Teacher is notified by the School of its intention to terminate the Teacher's employment at the end of the contract period set forth herein, the Teacher shall have the right, upon written request filed within ten (10) days after such notification, to a hearing before the School, and at such hearing, the Teacher shall be given reasons for termination of his or her employment. After such hearing, the School may confirm or revoke its previous action of termination, but in any event, the decision of the School shall be final and non-appealable.

The Teacher may be discharged and salary payments terminated by the School during the school year for one or more of the following reasons, which shall constitute lawful cause for discharge:

- ❖ Immorality;
- ❖ Conviction of any felony or other crime involving moral turpitude;
- ❖ Drunkenness;
- ❖ Repeated failure to comply with official directives and established school board policy;
- ❖ Physical or mental incapacity preventing performance of the contract of employment;
- ❖ Repeated and continuing neglect of duties;

The Teacher may relinquish his or her position and leave the employment of the School at the end of any school year by written resignation addressed to and filed with the School prior to the 1st day of July preceding the end of the school year that resignation is to be effective. A written resignation mailed by prepaid certified or registered mail to the administrator of the School at the post office address of the School shall be considered filed at the time of mailing.

PERSONNEL RECORDS: Said Teacher agrees that prior to entering upon his/her duties under this contract, he/she will file with the administrator the following documents or credentials: service record, valid teaching certificate/failed deficiency plan transcript, birth certificate, executed statutory oath of office, and such records and credentials that may be required. It is understood and agreed upon by the parties hereto that no salary check will be issued until all of these required records and credentials have been turned in to the administrator or his/her designee. Any misrepresentation of these records may be grounds of dismissal.

COMPLETION OF RECORDS: It is further agreed that said Teacher shall make a full and complete term report and shall deliver all required reports and records properly completed to the administrator or his/her designee before receiving pay for the last month of service to the School.

COMPLIANCE: Said Teacher is responsible for creating a learning environment that will insure the success of all assigned students. Acceptance of this contract acknowledges Teacher's diligence of all board policies as expressed in the "Staff Handbook" and the "Code of Ethics and Standard Practices for Texas Educators."

COMMUNICATION: Said Teacher is expected to communicate to a parent/guardian of every assigned student something positive before communicating something negative. This must occur at least once every six weeks. Teacher is expected to make two home visits per year of each assigned student. Parents are to immediately be notified if at any time their child's behavior is disruptive in Teacher's class or if a student's academic performance is not acceptable. All communications with parent/guardian are to be documented.

CHARTER REQUIRED PROFESSIONAL DEVELOPMENT: Based upon attendance of approved off campus workshops and/or participation in local campus workshops and/or activities, said Teacher will satisfy the charter required professional development in the areas of learning styles, multiple intelligence's, special education/ special populations, classroom management, integrated curriculum, authentic student assessments, technology, and conversational Spanish.

ADDITIONAL PROFESSIONAL DEVELOPMENT: Said Teacher will be required to satisfy an acceptable proficiency level in the use of Microsoft Office and authoring applications as described in the staff handbook by the end of the _____ school year.

EXECUTED IN DUPLICATE THIS _____ DAY OF _____ APPLICATION
20_____.

TEACHER:

BOARD OF DIRECTORS OF
NOVA CHARTER SCHOOL

By: _____
Chief Education Officer

ATTEST:

Secretary, Board of Directors

TEXAS EDUCATION AGENCY
OPEN-ENROLLMENT CHARTER SCHOOL APPLICANT
BIOGRAPHICAL AFFIDAVIT
(Print or Type)

Full Name of Sponsoring Entity and Name of Proposed Charter School: Nova Charter School

In connection with the above-named organization and charter school application, I herewith make representations and supply information about myself as hereinafter set forth. (Attach addendum or separate sheet if space hereon is insufficient to answer any questions fully.)

IF ANSWER IS "NO" OR "NONE", SO STATE.

1. Full Name (Initials Not Acceptable): Hillery M. Motsinger

2. Have you ever had your name changed? no If yes, give reason for the change: _____

b. Maiden Name (if female) _____

c. Other names used at any time _____

3. Social Security Number*: [REDACTED]

4. Date and Place of Birth: [REDACTED] Winston-Salem, N.C.

5. Business Address: 4111 W. Illinois Ave Dallas, TX 75211

Business Telephone: 214-333-3450

6. List your residences for the last ten (10) years starting with your current address, giving:

<u>DATES</u>	<u>ADDRESS</u>	<u>CITY AND STATE</u>	<u>ZIP CODE</u>
1976-Present	8308 Moorcroft	Dallas, TX	75228

7. Education: Dates, Names, Locations and Degrees

College Elon College 1954-58 Elon, N.C. B.A. degree

Graduate Studies Abilene Christian Univ 1960-63 M. Ed. Education

Univ. of North Texas 1964-1969 Denton, TX Ed. D. Education

Others _____

8. List Membership in Professional Societies and Associations: _____

Phi Delta Kappa

Texas Counseling Asso.

9. Present or Proposed Position with the Proposed Charter School: _____

Superintendent

10. List complete employment record (up to and including present jobs, positions, directorates or officerships) for the past twenty (20) years:

DATES	EMPLOYER	ADDRESS	TITLE
1998-present	Nova Charter School	4111 W. Illinois Dallas, Tx 75211	Supt.
1996-1998	Renaissance Charter School	4250 N. Beltline Irving, TX	Pres.
1981-1996	Self-employed	8308 Moorcroft Dallas TX 75228	Pres.

11. Present employer may be contacted: Yes No (Circle One)

Former employers may be contacted: Yes No (Circle One)

12. a Have you ever been in a position which required a fidelity bond? No

If any claims were made on the bond, give details: _____

b Have you ever been denied an individual or position schedule fidelity bond, or had a bond cancelled or revoked? No

If yes, give details: _____

13. List any professional, occupational or vocational licenses issued by any public or governmental licensing agency or regulatory authority which you presently hold or have held in the past. (State date license was issued, issuer of license, date terminated, reasons for termination): Tex Secondary Teacher License 1960

Texas Secondary Principal License 1963

Texas Licensed Professional Counselor 7-13-83

14. During the last ten (10) years, have you ever been refused a professional, occupational or vocational license by any public or governmental licensing agency or regulatory authority, or has such license held by you ever been suspended or revoked? No If yes, give details: _____

15. Will you or members of your immediate family be employed by (directly or through contract) or receive remuneration from the proposed charter school? Yes
If yes, give details: I will be the superintendent. No other member of my family will be involved.

16. Have you ever been adjudged bankrupt? No

17. Have you ever been convicted or had a sentence imposed or suspended or had pronouncement of a sentence suspended or been pardoned for conviction of or pleaded guilty or nolo contendere to any information or indictment charging any felony, or charging a felony or misdemeanor involving moral turpitude, or have you been the subject of any disciplinary proceedings of any federal or state regulatory agency? _____
If yes, give details: _____

18. Have you ever been an officer, director, trustee, investment committee member, key employee, or controlling stockholder of any business, which, while you occupied any such position or capacity with respect to it, became insolvent or was placed under supervision or in receivership, rehabilitation, liquidation or conservatorship? No

19. Are you now, or have you been, within the past five years, a plaintiff or defendant in any lawsuit? No. If so, please furnish details: _____

Dated and signed this 18th day of January, 2001, at Dallas, Texas

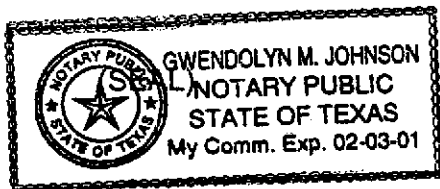
I hereby certify under penalty of perjury that I am acting on my own behalf, and that the foregoing statements are true and correct to the best of my knowledge and belief.

Hillery M. Motesinger
(Signature of Affiant)

State of Texas
County of Dallas

Personally appeared before me the above named Hillery M. Motesinger personally known to me, who, being duly sworn, deposes and says that he/she executed the above instrument and that the statements and answers contained therein are true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to before me this 18th day of January, 19 2001



Gwendolyn M. Johnson
(Notary Public)
My commission expires 02-03-01

Affidavit
Hillery M. Motsinger, Ed. D.
January 18, 2000

Dr. Hillery M. Motsinger, Superintendent of Nova Charter School has 18 years of experience as an educator at the elementary and secondary levels. He has been a teacher, coach and principal, and an educational consultant. Dr. Motsinger taught graduate level education at Pepperdine University, where he also served as the Dean of Continuing Education for six years. He also had a private counseling practice as a Licensed Professional Counselor for 15 years.

Dr. Motsinger's master's and doctor's degrees are both in the field of educational administration. He has 18 semester units of graduate credit in the field of counseling.

During the 15 years of counseling, Dr. Motsinger spoke at state and regional conferences on the topic of Success in School via Parental Involvement. His videotapes were marketed through out the United States and Canada.

In August 1998, Dr. Motsinger began working for the Renaissance Charter School in Irving, Texas as the president. His duties were mainly developing relationships between the business and professional communities and Renaissance Charter School.

Dr. Motsinger's leadership skills center around "bringing people together" to effect a major event or ongoing cause, such as a school. Dr. Motsinger has demonstrated the skills to raise funds for a worthy cause. He has an understanding of curriculum and effective teaching practices.

To show his skills in founding, directing and expanding a charter school, Dr. Motsinger founded Nova Charter School in August, 1998. The school started with 86 students. The second year, the student enrollment went to 160. The first year's financial audit showed the school to be fiscally fit. During the first year, Dr. Motsinger served as a teacher, principal and superintendent. The ITBS pretest and posttest scores showed that school wide scores were from three to six months above the national norms.

In 1984, Dr. Motsinger began a faith-based prison program. Since that time Dr. Motsinger has taken the program from one class in the Dallas County Jail to an international work, involving hundreds of volunteers and thousand of inmates. The work has been granted the Governor George W. Bush Award for Quality. The budget for the program has been balanced every year. Dr. Motsinger has never been involved in a bankruptcy or accused of any dishonest action.

Nova Charter School

Attachment #16

Job Descriptions/ Staff

**Job Description
CHIEF EXECUTIVE OFFICER**

Name: _____

Title: Chief Education Officer

Supervision: Reports directly to the Board

Days of Employment:

Duties:

- Supervise and control all aspects of the Corporation's business and affairs, including the business of the _____ Charter School
- Overseeing and directing the implementation of the vision and mission of the school
- Maintaining the school's operational commitments under the Charter
- Act as the Board's agent with respect to encumbrance of funds, the payment of financial obligations, entering into contracts, and authorizing expenditures within the guidelines of the bylaws and the budget.
- Serve as the school's public relations officer, support the board in fund-raising and institutional advancement efforts
- Guide and direct all fund-raising activities and institutional advancement efforts, including the approval of all grant proposals, at the staff level
- Oversee and direct the development and implementation of a budget, a school calendar, and policies for presentation to the Board
- Develop job descriptions and has sole hiring and firing authority.
- Develop linkages in the community and elsewhere that furthers the educational mission and vision of the school.
- Oversee and direct implementation of activities that foster open lines of communication with all stakeholders and that foster the development of a community of learners, as well as oversee and direct implementation of enrichment programs

Qualifications: Describe what qualifications both educationally and experientially for this person.

Compensation: Put Range of Salary

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Nova Charter School

Attachment #16

Job Descriptions/ Staff

JOB Description for Assistant Superintendent

Name: _____

Title: Assistant to the CEO

Supervision: _____ will be supervised by the Chief Education Officer and will receive direction from the Board of Directors.

Days of Employment:

Duties:

- Maintain the integrity of the Vision and Mission of _____ Charter
- Participate in fund raising activities
- Participate in the development of active partnerships
- Manage human resources of the school
- Negotiate and make contract recommendations to CEO and Staff
- Participate in the development of active partnerships for the school
- Provide Professional Development activities in Technology, Curriculum Development, Authentic Assessment, and other identified areas of need
- Participate in personnel issues regarding hiring and firing
- Develop policies and resources needed by the school
- Participate with the CEO to evaluate programs and performance of the principal
- Provide leadership in Curriculum Development
- Interface with federal agencies, TEA, and Charter Resource Center of Texas
- Provide resources to CEO, Board of Directors and Parents
- Provide Grant Writing Assistance
- Complete Federal and State Programs Forms and Implement Programs
- Work directly with the CEO and perform duties that are needed that will insure academic success for the students enrolled at _____ Charter School.
- Work with CFO on state finance procedures

Qualifications: Describe what qualifications both educationally and experientially for this person.

Compensation: Put Range of Salary

.....
 The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Nova Charter School
Staff

Attachment #16

Job Descriptions/

JOB Description for Principal

Name: _____

Title: Principal

Supervision: Supervised by the Chief Education Officer,
and/or by his/her designee.

Days of Employment:

Domain I General Duties

- Implement the vision and mission statement according to the vision and mission statements outlined within the charter
- Manage the day-to-day affairs of the school focusing on curriculum, instruction and students and other duties as may be assigned by the CEO and/or designee
- Ensure that all necessary records are obtained and maintained as required by law and for audit purposes
- Ensure that all laws relating to charter schools are followed by all staff including federal programs and special populations
- Coordinate substitutes, textbooks, and other operations required by the school to provide quality educational services
- Work with CEO and/or designee to prepare necessary reports
- Perform other duties as assigned by the CEO and/or designee

Domain II Curriculum and Instruction

- Work with the CEO and/or designee, and faculty on developing and implementing curriculum and evaluation methods of students that supports the vision and mission
- Work closely with team leaders in utilizing flexible scheduling and in creating thematic project-based learning that incorporates all disciplines
- Utilize interdisciplinary and other innovative learning endeavors as outlined in the white paper and charter
- Coordinate technology as a learning tool

Domain III Supervision

Nova Charter School
Staff

Attachment #16

Job Descriptions/

- Supervise other faculty
- Evaluate faculty and staff on predetermined job performance criteria
- Interview and make hiring and firing recommendations to the CEO or her designee
- Ensure that all faculty are fully informed of pay procedures, Board policies and directives, and policies and directives of CEO and/or designee
- Handle student discipline
- Establish a safe, peaceful, and clean learning environment
- Work with faculty on professional development activities, development of lesson plans, scope and sequence, IAP portfolios, and rubrics for each course

Domain IV Programs

- Implement, monitor and participate in the evaluation all federal and state programs provided at the school
- Implement peer mediation and peer court when directed by the CEO and/or designee
- Develop and implement free/reduced lunch program when required maintaining appropriate records required by the state and federal guidelines that may be audited
- Implement enrichment programs in conjunction with the CEO and/or designee

Domain V Parent/Public Involvement

- Assist with student recruiting and open houses
- Maintain a cooperative working relationship with building tenants and owners
- Coordinate and ensure that parents stay informed regarding student progress
- Maintain open lines of communication with parents
- Encourage and facilitate parental involvement and the development of a community of learners
- Create an environment that fosters continuous improvement

Qualifications: Describe what qualifications both educationally and experientially for this person.

Compensation: Put Range of Salary

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

JOB Description for Counselor

Name: _____

Title: Counselor

Supervision: Supervised by the Principal

Days of Employment:

Duties:

- Plan, implement, and evaluate a comprehensive program of guidance, including counseling services.
- Provide guidance to individuals and groups to develop educational, career, and personal plans.
- Provide input to other school district staff in planning testing and appraisal programs for students.
- Coordinate and supervise the compiling and maintenance of reports, records, and other required documents.
- Use an effective information and referral process to help students and others utilize special programs and services.
- Comply with policies established by federal and state law, State Board of Education rule, and the local board policy as they relate to the guidance and counseling program.

School Climate:

- Present for students a positive role model that supports the mission of the school district.
- Consult with parents, teachers, administrators and other relevant individuals to enhance their work with students.
- Advocate for students.
- Participate in student registration and orientation.
- Demonstrate skills in conflict-resolution with administrators, parents, teachers, and/or the community.
- Effectively communicate with colleagues, students, and parents.

School Climate:

- Assist the administration in adapting school programs to meet student needs.
- Develop and coordinate a continuing evaluation of guidance and counseling service and implement revisions based on findings.
- Conduct, participate in and/or use the results of valid research.

Student Management:

- Consult with teachers, parents, administrators, and multi-disciplinary teams to promote effective student management and assist in the development of individualized educational plans.
- Participate in case conferences and staffing regarding students with special needs.
- Assist students in course selection to meet graduation requirements and/or needs.
- Assist students in evaluating and developing their aptitudes and abilities through interpretation of individual standardized test scores.
- Assist in the identification of students that may have special needs.
- Provide individual and small group counseling.
- Develop and maintain effective working relations with students and their parents.
- Assist in the coordination of at risk programs and Section 504 referrals.

Professional Growth and Development:

- Develop needed professional skills appropriate to job assignment.
- Demonstrate behavior that is professional, ethical, and responsible.
- Participate in workshops, seminars, and conferences to enhance counseling knowledge and skills.

School/Community Relations:

- Articulate the district's mission and goals in the area of guidance and counseling to the community and encourage support on realizing the mission.
- Develop and maintain positive working relationships with representatives of community resources.
- Coordinate with school and community personnel to bring together resources for students.
- Educate the school staff, parents, and the community about the guidance program.
- Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
- Encourage the use of appropriate and effective techniques for community and parent involvement.
- Model an accepting and optimistic attitude about the potentialities of people and the belief that people can change in positive ways.

Qualifications: Describe what qualifications both educationally and experientially for this person.

Compensation: Put Range of Salary

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

JOB Description for Teacher

Name: _____

Title: Teacher

Supervision: Supervised by the Principal

Days of Employment:

Duties:

• Instructional Strategies:

- Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
- Present the subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.
- Plan and use appropriate instructional/learning strategies, activities, materials, and equipment that reflect accommodation for individual needs of students assigned.
- Work cooperatively with special education teachers/staff to modify curricula as needed for special education students according to guidelines established by Individual Education Plans (IEP).
- Cooperate with other members of the staff in planning and implementing instructional goals, objectives, and methods according to district requirements.
- Plan and supervise purposeful assignments for teacher aid(s) and/or volunteer(s).
- Use appropriate technologies in the teaching/learning process.

Student Growth and Development:

- Assist students in analyzing and improving methods and habits of study.
- Consistently assess student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
- Present a positive role model for students that supports the mission of the campus and the school district.

Classroom Management and Organization:

- Create a classroom environment conducive to learning and appropriate to the intellectual, physical, social, and emotional development of students.
- Manage student behavior in the classroom and other areas as appropriate and administer discipline according to board policies, administrative regulations, and IEP.

- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in the selection of books, equipment, and other instructional materials.

Communication:

- Establish and maintain open lines of communication with students and their parents which includes home visits.
- Maintain a professional relationship with all colleagues, students, parents, and community members.
- Use appropriate and acceptable communication skills to present information accurately and clearly.

Professional Growth and Development:

- Demonstrate current knowledge, understanding, and skill in teaching strategies and the learning process.
- Participate in district and campus staff development programs.
- Demonstrate interest and initiative in professional improvements.
- Demonstrate behavior that is professional, ethical, and responsible.

Policy Implementation:

- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers and charter schools.
- Compile, maintain, and file all reports, records, and other documents required.
- Adhere to the Professional Code of Ethics.

Qualifications: Describe what qualifications both educationally and experientially for this person.

Compensation: Put Range of Salary

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

JOB Description for Paraprofessional

Name: _____

Title: Paraprofessional

Supervision: Supervised by the Principal

Days of Employment:

Duties:

- Develop and implement plans for the curriculum program assigned and show written evidence of preparation as required.
- Assist identified learners in the learning prescriptions, lessons, or activities as assigned by the classroom teacher that reflect accommodation for individual learning needs.
- Work cooperatively with instructional staff to modify curricula as needed for students according to guidelines established by policies and procedures and the instructional and administrative staff.
- Enlist classroom management strategies that provide an orderly and engaging environment for learning.
- Communicate effectively and efficiently with staff, students, and parents.
- Use appropriate technologies in the teaching/learning process.
- Maintain required records in audible form.
- Perform other duties as assigned.

Qualifications: Describe what qualifications both educationally and experientially for this person.

Compensation: Put Range of Salary

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

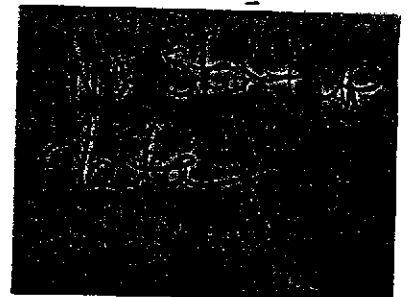
Charter School Nova Charter School – White Rock
For the Fiscal Year Ended August 31, 2001 Year 1

APPLICATION
 Page 1

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				\$0
Estimated Revenues:				
Local Sources				\$0
State Sources	5812	307,300		\$307,300
Federal Sources				\$0
Other Sources	5922	100		\$100
Total Estimated Revenues		\$0	\$0	\$0 307,400
Estimated Expenses:				
Payroll Costs	6100			\$230,475
Professional and Contracted Service	6200			\$12,292
Supplies and Materials	6300			\$30,730
Other Operating Costs	6400			\$30,730
Debt Expense	6500			\$0
Total Estimated Expenses		\$0	\$0	\$0 304,227
Gains	7950			\$3,073
Losses	8950			\$0
Change in Net Assets		\$0	\$0	\$3,073
Net Assets at End of Year		\$0	\$0	\$3,073

NOVA ADA
 Payroll 7690
 Prof. & Cont Svcs. 4%
 Sup. & Mat. 1090
 Other Oper. 1090
 Debt. N/A
 100/500 MAX
 \$400,000



Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2001 Year 1

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instruction	11				
Payroll Costs		6100			\$200,475
Professional and Contracted Service		6200			\$5,492
Supplies and Materials		6300			\$29,230
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Instruction			\$0	\$0	\$239,997
Instructional Resources and Media Services	12				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Instructional Resources and Media Services			\$0	\$0	\$0
Curriculum Development and Instructional Staff Development	13				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Curriculum and Instructional Staff Development			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2001 Year 1

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			\$15,000
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$750
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Instructional Leadership			\$0	\$0	\$15,750
School Leadership:	23				
Payroll Costs		6100			\$15,000
Professional and Contracted Service		6200			\$2,000
Supplies and Materials		6300			\$750
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total School Leadership			\$0	\$0	\$15,750
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$4,700
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Guidance, Counseling and Evaluation Services			\$0	\$0	\$4,700

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2001 Year 1

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Social Work Services:	32				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Social Work Services			\$0	\$0	\$0
Health Services:	33				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Health Services			\$0	\$0	\$0
Student Transportation	34				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Student Transportation			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2001 Year 1

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Food Services:	35				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$100
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Food Services			\$0	\$0	\$100
Cocurricular/Extracurricular Activities:	36				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Cocurricular/Extracurricular Activities:			\$0	\$0	\$0
General Administration:	41				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$30,730
Debt Expense		6500			\$0
Total General Administration			\$0	\$0	\$30,730

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Plant Maintenance and Operations:					
	51				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Plant Maintenance and Operations			\$0	\$0	\$0
Security and Monitoring Services:					
	52				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Security and Monitoring Services:			\$0	\$0	\$0
Data Processing Services:					
	53				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Data Processing Services			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2001 Year 1

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Community Services:	61				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Community Services			\$0	\$0	\$0
Fund Raising:	81				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Fund Raising			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				\$3,073
Estimated Revenues:				
Local Sources				\$0
State Sources	5812	480,000		\$480,000
Federal Sources				\$0
Other Sources	5922	156		\$156
Total Estimated Revenues		\$480,156	\$0	\$480,156
Estimated Expenses:				
Payroll Costs	6100			\$360,117
Professional and Contracted Service	6200			\$19,206
Supplies and Materials	6300			\$48,016
Other Operating Costs	6400			\$48,017
Debt Expense	6500			\$0
Total Estimated Expenses		\$0	\$0	\$475,355
Gains	7950			\$4,802
Losses	8950			\$0
Change in Net Assets		\$0	\$0	\$4,802
Net Assets at End of Year		\$0	\$0	\$7,875

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instruction	11				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$320,117
Supplies and Materials		6300			\$12,250
Other Operating Costs		6400			\$45,615
Debt Expense		6500			\$0
Total Instruction			\$0	\$0	\$375,447
Instructional Resources and Media Services	12				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Instructional Resources and Media Services			\$0	\$0	\$0
Curriculum Development and Instructional Staff Development	13				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Curriculum and Instructional Staff Development			\$0	\$0	\$0

Charter School Nova Charter School – White Rock
For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			\$20,000
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$1,200
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Instructional Leadership			\$0	\$0	\$21,200
School Leadership:	23				
Payroll Costs		6100			\$20,000
Professional and Contracted Service		6200			\$2,000
Supplies and Materials		6300			\$1,201
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total School Leadership			\$0	\$0	\$21,201
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$4,800
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Guidance, Counseling and Evaluation Services			\$0	\$0	\$4,800

\$23,201

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			\$20,000
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$1,200
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Instructional Leadership			\$0	\$0	\$21,200
School Leadership:	23				
Payroll Costs		6100			\$20,000
Professional and Contracted Service		6200			\$2,000
Supplies and Materials		6300			\$1,201
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total School Leadership			\$0	\$0	\$21,201
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$4,800
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Guidance, Counseling and Evaluation Services			\$0	\$0	\$4,800

Charter School Nova Charter School – White Rock

For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Social Work Services:	32				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Social Work Services			\$0	\$0	\$0
Health Services:	33				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Health Services			\$0	\$0	\$0
Student Transportation	34				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Student Transportation			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Food Services:	35				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$156
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Food Services			\$0	\$0	\$156
Cocurricular/Extracurricular Activities:	36				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Cocurricular/Extracurricular Activities:			\$0	\$0	\$0
General Administration:	41				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$48,017
Debt Expense		6500			\$0
Total General Administration			\$0	\$0	\$48,017

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2002 Year 2

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Plant Maintenance and Operations:	51				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Plant Maintenance and Operations			\$0	\$0	\$0
Security and Monitoring Services:	52				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Security and Monitoring Services:			\$0	\$0	\$0
Data Processing Services:	53				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Data Processing Services			\$0	\$0	\$0

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Community Services:	61				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Community Services			\$0	\$0	\$0
Fund Raising:	81				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Fund Raising			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2003 Year 3

Charter School Budget Categories

	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Net Assets at Beginning of Year				\$7,875
Estimated Revenues:				
Local Sources				\$0
State Sources	5812	614400		\$614,400
Federal Sources				\$0
Other Sources	5922	200		\$200
Total Estimated Revenues		\$614,600	\$0	\$614,600
Estimated Expenses:				
Payroll Costs	6100			\$460,950
Professional and Contracted Service	6200			\$24,584
Supplies and Materials	6300			\$61,460
Other Operating Costs	6400			\$61,460
Debt Expense	6500			\$0
Total Estimated Expenses		\$0	\$0	\$608,454
Gains	7950			\$6,146
Losses	8950			\$0
Change in Net Assets		\$0	\$0	\$6,146
Net Assets at End of Year		\$0	\$0	\$14,021

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2003 Year 3

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instruction	11				
Payroll Costs		6100			\$415,950
Professional and Contracted Service		6200			\$17,584
Supplies and Materials		6300			\$58,387
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Instruction			\$0	\$0	\$491,921
Instructional Resources and Media Services	12				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Instructional Resources and Media Services			\$0	\$0	\$0
Curriculum Development and Instructional Staff Development	13				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Curriculum and Instructional Staff Development			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2003 Year 3

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Instructional Leadership:	21				
Payroll Costs		6100			\$22,500
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$1,536
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Instructional Leadership			\$0	\$0	\$24,036
School Leadership:	23				
Payroll Costs		6100			\$22,500
Professional and Contracted Service		6200			\$2,000
Supplies and Materials		6300			\$1,537
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total School Leadership			\$0	\$0	\$26,036
Guidance, Counseling and Evaluation Services	31				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$4,800
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Interest		6500			\$0
Total Guidance, Counseling and Evaluation Services			\$0	\$0	\$4,800

Charter School Nova Charter School – White Rock
For the Fiscal Year Ended August 31, 2003 Year 3

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Social Work Services:	32				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Social Work Services			\$0	\$0	\$0
Health Services:	33				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Health Services			\$0	\$0	\$0
Student Transportation	34				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Student Transportation			\$0	\$0	\$0

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2003 Year 3

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Food Services:	35				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$200
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Food Services			\$0	\$0	\$200
Cocurricular/Extracurricular Activities:	36				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Cocurricular/Extracurricular Activities:			\$0	\$0	\$0
General Administration:	41				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$61,460
Debt Expense		6500			\$0
Total General Administration			\$0	\$0	\$61,460

Charter School Nova Charter School -- White Rock
For the Fiscal Year Ended August 31, 2003 Year 3

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Plant Maintenance and Operations:					
	51				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Plant Maintenance and Operations			\$0	\$0	\$0
Security and Monitoring Services:					
	52				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Security and Monitoring Services:			\$0	\$0	\$0
Data Processing Services:					
	53				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Data Processing Services			\$0	\$0	\$0

Charter School Budget Categories (Continued)

	Function Code	Object Code	Unrestricted Net Assets	Temporarily Restricted Net Assets	Total
Community Services:	61				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Community Services			\$0	\$0	\$0
Fund Raising:	81				
Payroll Costs		6100			\$0
Professional and Contracted Service		6200			\$0
Supplies and Materials		6300			\$0
Other Operating Costs		6400			\$0
Debt Expense		6500			\$0
Total Fund Raising			\$0	\$0	\$0

Cash Flow Projection Worksheet Yr 1
For the Fiscal Year Ended August 31st 2001

Name of Charter School Nova Charter School-White Rock
 Contact Person H. M Motzinger
 Telephone 214.333.8450

Rounded to Even Dollars

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Beg Balance	\$0	\$249	\$497	\$745	\$992	\$1,241	\$1,487	\$1,736	\$1,983	\$2,331	\$2,579	\$2,828
Cash Inflows												
Local Sources	\$											
State Sources	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600
Federal Sources	\$							\$100				
Loans	\$											
Total Receipts	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,600	\$25,700	\$25,600	\$25,600	\$25,600
Cash Outgoes												
Payroll	\$19,206	\$19,206	\$19,206	\$19,207	\$19,206	\$19,206	\$19,206	\$19,207	\$19,206	\$19,206	\$19,206	\$19,207
Services												
Professional Services	\$1,024	\$1,024	\$1,025	\$1,024	\$1,024	\$1,025	\$1,024	\$1,024	\$1,025	\$1,024	\$1,024	\$1,025
Rent	\$1,536	\$1,537	\$1,536	\$1,537	\$1,536	\$1,537	\$1,536	\$1,537	\$1,536	\$1,537	\$1,536	\$1,537
Utilities	\$											
Other Services	\$1,024	\$1,024	\$1,025	\$1,024	\$1,024	\$1,025	\$1,024	\$1,024	\$1,025	\$1,024	\$1,024	\$1,025
Supplies	\$2,561	\$2,561	\$2,560	\$2,561	\$2,561	\$2,561	\$2,561	\$2,561	\$2,560	\$2,561	\$2,561	\$2,561
Travel & Other Operating	\$											
Principal and Interest for Loans and Other Financing Obligations	\$											
Purchase of Equipment, Furniture, Buildings, Land and Other Capital Outlay	\$											
Total Cash Outgoes	\$25,351	\$25,352	\$25,352	\$25,353	\$25,351	\$25,354	\$25,351	\$25,353	\$25,352	\$25,352	\$25,351	\$25,355
Excess (Deficiency) Cash Inflows to Cash Outgoes for the Month	\$249	\$248	\$248	\$247	\$249	\$246	\$249	\$247	\$348	\$248	\$249	\$245
Ending Balance	\$249	\$497	\$745	\$992	\$1,241	\$1,487	\$1,736	\$1,983	\$2,331	\$2,579	\$2,828	\$3,073

Cash Flow Projection Worksheet Yr 2
For the Fiscal Year Ended August 31st 2002

Name of Charter School Nova Charter School-White Rock
 Contact Person H. M Molsinger
 Telephone 214.333.8450

. Rounded to Even Dollars

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Beg Balance	\$3,073	\$3,463	\$3,849	\$4,237	\$4,623	\$5,012	\$5,397	\$5,785	\$6,171	\$6,714	\$7,100	\$7,489
Cash Inflows												
Local Sources	\$											
State Sources	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Federal Sources	\$								\$156			
Loans	\$											
Total Receipts	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,156	\$40,000	\$40,000	\$40,000
Cash Outgoes												
Payroll	\$30,009	\$30,010	\$30,009	\$30,010	\$30,010	\$30,010	\$30,010	\$30,010	\$30,010	\$30,010	\$30,010	\$30,009
Services												
Professional Services	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601
Rent	\$2,400	\$2,401	\$2,401	\$2,401	\$2,400	\$2,401	\$2,401	\$2,401	\$2,401	\$2,401	\$2,401	\$2,400
Utilities	\$											
Other Services	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601	\$1,600	\$1,601
Supplies	\$4,001	\$4,001	\$4,002	\$4,001	\$4,001	\$4,002	\$4,001	\$4,001	\$4,002	\$4,001	\$4,001	\$4,002
Travel & Other Operating	\$											
Principal and Interest for Loans and Other Financing Obligations	\$											
Purchase of Equipment, Furniture, Buildings, Land and Other Capital Outlay	\$											
Total Cash Outgoes	\$39,610	\$39,614	\$39,612	\$39,614	\$39,611	\$39,615	\$39,612	\$39,614	\$39,613	\$39,614	\$39,611	\$39,614
Excess (Deficiency) Cash Inflows to Cash Outgoes for the Month	\$390	\$388	\$388	\$386	\$389	\$385	\$388	\$386	\$543	\$386	\$389	\$386
Ending Balance	\$3,463	\$3,849	\$4,237	\$4,623	\$5,012	\$5,397	\$5,785	\$6,171	\$6,714	\$7,100	\$7,489	\$7,875

APPLICATION

APPLICATION

Cash Flow Projection Worksheet Yr 3
For the Fiscal Year Ended August 31st 2003

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Name of Charter School Nova Charter School-White Rock
Contact Person H. M Molsinger
Telephone 214.333.8450

Rounded to Even Dollars

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Beg Balance	\$7,875	\$8,373	\$8,870	\$9,365	\$9,859	\$10,354	\$10,848	\$11,343	\$11,837	\$12,532	\$13,027	\$13,525
Cash Inflows												
Local Sources	\$											
State Sources	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200
Federal Sources	\$								\$200			
Loans	\$											
Total Receipts	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200	\$51,400	\$51,200	\$51,200	\$51,200
Cash Outgoes												
Payroll	\$38,412	\$38,413	\$38,412	\$38,413	\$38,412	\$38,413	\$38,412	\$38,413	\$38,412	\$38,413	\$38,412	\$38,413
Services Professional Services	\$2,048	\$2,048	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,048
Rent	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073	\$3,073
Utilities	\$											
Other Services	\$2,048	\$2,048	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,049	\$2,048	\$2,048
Supplies	\$5,121	\$5,121	\$5,122	\$5,122	\$5,122	\$5,122	\$5,122	\$5,122	\$5,122	\$5,121	\$5,121	\$5,122
Travel & Other Operating	\$											
Principal and Interest for Loans and Other Financing Obligations	\$											
Purchase of Equipment, Furniture, Buildings, Land and Other Capital Outlay	\$											
Total Cash Outgoes	\$50,702	\$50,703	\$50,705	\$50,708	\$50,705	\$50,706	\$50,705	\$50,706	\$50,705	\$50,705	\$50,702	\$50,704
Excess (Deficiency) Cash Inflows to Cash Outgoes for the Month	\$498	\$497	\$495	\$494	\$495	\$494	\$495	\$494	\$695	\$495	\$498	\$496
Ending Balance	\$8,373	\$8,870	\$9,365	\$9,859	\$10,354	\$10,848	\$11,343	\$11,837	\$12,532	\$13,027	\$13,525	\$14,021



NOVA CHARTER SCHOOL
4111 W. Illinois Dallas, TX. 75211
Ph: (214) 333-8450 Fax: (214) 333-0115

Lease Agreement

Nova Charter School agrees to pay the White Rock Church of Christ five (5) percent of its ADA income from TEA for the use of it facilities for classes, outdoor activities and parent meetings.

Nova will pay for the janitorial services and materials that relate to the educational program.

Nova will pay for their share of the utilities.

Nova will purchase its own desks and other educational related equipment and materials.

Nova will pay for all phone lines, phones and monthly use fees related to the educational program.

White Rock Church of Christ will provide clean hallways, classrooms and bathrooms on Monday and Thursday mornings.

White Rock Church of Christ will provide a building that meets the city codes to acquire a Special Use Permit (SUP) to operate a school.

White Rock Church of Christ will provide safety measures to protect children, teachers, parents et al and all materials and equipment.

White Rock Church of Christ will provide a driveway that enables cars to deliver and pickup children very close to the entrance to the facility.

The above agreement is subject to the approval by the City of Dallas. Either party can withdraw from this agreement with a ninety day notice.

Hilary M. Molsinger
Hilary M. Molsinger
Nova Charter School

Roy Justice
White Rock Church of Christ

Jan 17, 2000
Date

January 18, 2000
Date

Doing Good Things For Children

School Calendar 2000-2001

August 1	Teacher report
August 1-11	Staff Development
August 15	First day of classes
September 4	Labor day
September 26	End of 1 st six weeks (30)
September 27	Begin second six weeks
October 10	Fair day (no school)
November 7	End of 2 nd six weeks (30)
November 8	Begin third six weeks
November 22-24	Thanksgiving
December 21	Christmas
January 2	Start school
January 8	End of third six weeks (30)
January 9	Begin fourth six weeks
January 19	MLK Birthday (no school)
February 19	End of Fourth six weeks (30)
February 20	Begin Fifth six weeks (30)
March 20-24	(no school)
April 2	End of Fifth six weeks (30)
April 3	Begin sixth six weeks (30)
April 20	Staff Development
April 27	Bad Weather Day
May 18	Last day of school

School Hours: 8:30a.m. - 3:00p.m.

Early Morning care/ tutoring: 6:30a.m. - 8:30a.m.

After School care / Ed program: 3:00p.m - 6:00p.m.

Teacher contact hours: 8:00a.m. - 3:00p.m.

APPLICATION

**HARRY B. LUCAS
COMPANIES**

5000 Quorum Drive - Suite 450
Dallas, Texas 75247-7509 • 972-991-4567
Fax 972-490-4141

January 19, 2000

Mr. Chase Untermeyer
Chairman, State Board of Education
1701 N. Congress Ave.
Austin, Texas 78701-1494

Dear Mr. Untermeyer

For approximately eighteen months I have been following the efforts of Dr. Hillery Mottsinger to launch a successful charter school in West Oak Cliff. With minimal resources, he has organized a school that has elicited significant achievement from mostly at-risk students who entered Nova Charter School with significant deficiencies as measured by their entering ITBS scores. In its first year, Nova Charter School has attained a schoolwide average gain of 1.3 years in language, 1.3 years in math, 1.5 years in reading, and 1.7 years in vocabulary skills with students who were steadily falling behind their peers each year before entering Nova. Given the lower than average per-pupil expenditures, such academic achievement is especially commendable.

Nova Charter School has a unique governance structure. Its Board of Trustees is composed of four parents selected by parents, four members of the community at large selected by the sitting board, and one teacher elected by the teachers. Nova Charter School is, of course, state-chartered, but its ultimate charter comes from the parents and community members who must enroll their children and support the school. The parent survey conducted at the end of the first school year and the capacity enrollment of the school in the second year attest to the success of Nova Charter School in renewing its charter from its "customers" in the community.

My visits to Nova Charter School have been exciting and inspiring. The enthusiasm of the students is contagious, and their pleasure in learning is very evident. Moreover, their behavior at school is exemplary, and it is clear that the students are setting high standards and goals for themselves.

Enrollment at Nova Charter School is a choice. Given that Nova Charter School is at capacity and that there is clear demand from parents for more enrollment opportunities, Nova Charter School must open new facilities to accommodate more students. As a citizen concerned for our youth and for our state, I respectfully ask you to consider Nova Charter School's application to develop and operate additional facilities. The success attained by Dr. Mottsinger, his teachers, and his staff should be recognized, and they should be awarded with further opportunities and challenges.

Sincerely,

Harry B. Lucas, Jr.

HBL/tih

CC: Dr. Hillery Mottsinger

Attachment #21
Support Letters

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RAY & BERNDTSON

Linus Wright
Consultant

January 7, 2000

Mr. Chase Untermeyer
Chairman, State Board of Education
William B. Travis Building
1701 N. Congress Avenue
Austin, TX 78701-1494

Dear Chase:

I serve as chairman of a steering committee consisting of a group of Dallas business and professional leaders who are working to advance the goals and purposes of the Nova Charter School. We are supporters of Nova Charter School because it has provided parents and students a choice. In addition, it has provided more freedom and accountability for parents, students and school staff.

Personalized learning for students at Nova Charter School during the 1998-1999 school year has produced academic growth, as evidenced by ITBS scores. When a school like Nova can produce academic results from students that the public schools would normally classify as "at risk," and at a considerably lower cost - it is time to rejoice and support the call to request approval to expand Nova Charter Schools in the Dallas Metroplex.

Dr. Hillery Motsinger, the head of the Nova Charter School, has 25 years of experience in education and three and one half years developing and supervising charter schools. He is in his second year as the founder and CEO of Nova. He has proven that charter schools can work with the right kind of leadership and support from the community. Unlike some charter schools in Texas, Nova was recently audited by the state and was given a clean bill of health for good financial management.

Your consideration to allow Nova to develop and operate more charter schools in the Dallas Metroplex will be a step toward giving more Dallas students the academic education they deserve at a much lower cost to the taxpayer.

Sincerely,

Linus Wright

LW/bb

Attachment #21
Support Letters

cc: Dr. Hillery Motsinger
Mr. Jim Nelson, Commissioner of Education

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RAY & BERNDTSON, Inc.

Chase Tower 2200 Ross Avenue Suite 4500W Dallas, Texas 75201 Telephone 214-969-7620 Fax 214-754-0646

Amsterdam Atlanta Bangalore Barcelona Beijing Bombay Brussels Budapest Buenos Aires Calgary Caracas Chicago Copenhagen Dallas Fort Worth Frankfurt Helsinki
Hong Kong Houston Istanbul Lisbon London Los Angeles Madrid Melbourne Mexico City Milan Montreal New York Oslo Ottawa Paris Prague San Paulo Shanghai
Singapore Stockholm Sydney Tokyo Toronto Vancouver Vienna Warsaw Zürich