

**New Jersey Department of Education
Charter School Application Request for Addenda
July 3, 2012**

Name of Proposed School: DaVinci Charter School of Hoboken

The applicant is asked to clarify the following sections of their proposal.

Application Section	Addenda Requested	Page Reference
1.1: Mission, Vision, Educational Philosophy	1. Please explain how the school will measure progress towards and achievement of its mission.	Pg 1
1.2. Goals & Objectives	1. Please explain why goals for state test performance are only in the 3rd and 5th grade. 2. How is "significant growth" defined?	Pg 15 Pg 18
1.3. Educational Program	1. Please explain how teachers will know what to teach and when to teach it. 2. Please describe the instructional resources that will be created by the Curriculum Committee to guide teachers' instructional planning? 3. Please explain how the time allotted in the schedule is sufficient for readers and writers workshop. 4. Please explain the rationale for 60 minutes of recess plus 45 minutes of lunch for students. 5. Please explain how often and to whom Spanish and art will be offered.	Pg 43 Pg 43 Pg 46 Pg 46 Pg 46
1.4. Student Populations	1. Please describe how often Personalized Learning Plans will be reviewed and revised.	Pg 53
1.5. Student Assessment	1. Who coordinates administration of assessments and manages data? 2. How will the school ensure the validity and reliability of staff-created assessments?	Pg 57 Pg 57
1.6. School Climate, Culture, Discipline	1. Please explain the social emotional learning program, including how it will be developed, implemented, monitored, supported and evaluated. 2. Please explain the expectations and systems used for classroom management. 3. Please describe specific behaviors that will result in discipline and the consequences for each. 4. Please explain the parents' role in discipline, including suspensions and expulsions.	Pg 63 Pg 63 Pg 65 Pg 68
1.7. Family, Community, Consultant Involvement	1. Please explain the process for selecting Victory Education Partners, the specific role Victory will play in the school, and the specific services and costs associated with this partnership. 2. Please identify Victory's costs in the budget. 3. Bidding procedures were not discussed in reference to	Pg 75

	<p>VEP. Please clarify.</p> <p>4. A discrepancy exists between what services are stated that VEP will provide and what is budgeted for; this also affects the loan that will be provided by VEP. Please clarify and revise.</p> <p>5. There is also a discrepancy between what was budgeted for SBA services provided by VEP and what was described in Appendix U. Please clarify and revise.</p>	
1.8. Facility	<p>1. Please explain whether the facility costs are fair market value.</p> <p>2. Facility section including appendix does not agree to budget narrative. Appendix document includes 5% and 2.5% fees in addition to lease cost, totaling \$22,500, which are not included in BS/BN. Revise.</p> <p>3. Include a statement in the lease that releases charter school from lease in the event that the charter is revoked, surrendered or denied at any time in the process. Revise.</p>	Pg 81
1.9. Founder Information	<p>1. Please describe any experience the founders have with business or non-profit start-up, management and/or operations.</p> <p>2. Please explain the role of the Advisory Board and its relationship to the school's board.</p>	<p>Pg 83</p> <p>Pg 86</p>
1.10. Assurances		
1.11. Governance Structure	<p>1. Please explain why the board president will have powers belonging to the chief executive officer of a non-profit school.</p> <p>2. Please include duties/responsibilities of SBA.</p>	Pg 110
1.12. Admissions Policy & Criteria	<p>1. Please explain your policy for enrolling students during the school year.</p>	
1.13. Human Resources	<p>1. Please explain the role of apprentice teachers.</p> <p>2. Please explain your rationale for the principal and director of operations' salaries.</p> <p>3. Staffing salary and number of positions should tie to budget.</p> <p>4. SBA does not report to Principal, but to Board of Directors.</p> <p>5. SBA cannot be employee of CMO.</p> <p>6. SBA is authorized signatory for bank accounts along with the Board President.</p>	<p>Pg 130</p> <p>Pg 136</p>

	<p>7. SBA is responsible for implementation and use of GAAP accounting system per NJSA 18A:4-14.</p> <p>8. DOE-Net no longer exists – it was replaced several years ago by the Charter School Enrollment System. Revise.</p>	
1.14. Self-Evaluation & Accountability Plan		
1.15. Timetable		
1.16. Conversion Documentation		
1.17. Waivers or Equivalencies of Regulation		
THE APPLICANT MAY ALSO BE ASKED TO CLARIFY BUDGET ITEMS FROM SECTION 2 OF THE APPLICATION.		

**New Jersey Department of Education
Office of Charter Schools
Proposed Charter School: DaVinci Charter School of Hoboken
Phone #: 609-292-5850
Fax #: 609-633-9825
Review of Addendum to Application March 2012**

Due Date: July 11, 2012

Note: A new revised budget summary, narrative and cash flow statement must be submitted to reflect any applicable changes.

Application Section	Page #	Comments	Status
Financial Plan	General	<p>Per DOE calculation, the budget is in a \$135,510 deficit. Under budgeting various expenditures will also result in a larger deficit.</p> <p>Instructional % is 56.57%, as recalculated by DOE.</p> <p>“Support Services Fee Proposal”, Appendix U – costs in this schedule do not agree with other costs discussed within the budget, nor with the loan proposed by VEP. Revise statement or revise various line items within the budget, including the cost of the loan and interest cost. It also appears that VEP is offering a Line of Credit at 4% interest, but charging a 3% interest rate plus admin costs in addition to the stated interest rate. Please explain and/or revise.</p>	
Budget Summary/Narrative	<p>Line 43</p> <p>Line 44</p> <p>Line 45</p>	<p>Budget Narrative does not tie to Budget Summary and Staffing Section. Teachers are generally awarded a contract with a term of 7/1-6/30 and are paid the total of the contract, not a pro-rated amount based on time actually worked. Revise.</p> <p>Budget Narrative does not tie to Staffing Section. See comment for Line 43.</p> <p>Reclass Curriculum Dev and Professional Dev to Instructional; exp. for Work Sampling System was excluded.</p>	

**New Jersey Department of Education
Office of Charter Schools
Proposed Charter School: DaVinci Charter School of Hoboken
Phone #: 609-292-5850
Fax #: 609-633-9825
Review of Addendum to Application March 2012**

Due Date: July 11, 2012

	Line 48	Is \$132/child for textbooks realistic?	
	Line 54	NJ Unemployment is understated. Revise.	
	Line 55	Budget Narrative plus costs included in other sections of the application are not budgeted for and do not tie to Budget Summary. Revise.	
	Line 56	Budget Narrative does not tie to Budget Summary and enrollment. Reclassify Curriculum Dev and Prof Dev from Instructional.	
	Line 58	Cost seems quite low. Please include explanation on budgeted low cost.	
	Line 63	Budget Narrative does not tie to Budget Summary.	
	Line 69	See Facility Comment Above. Budget Narrative does not agree with Budget Summary, revise.	
	Line 71	Budget Narrative does not tie to Budget Summary. Itemize expense or provide quote.	
	Line 81	Include itemized description of items that will be purchased under lease-purchase agreement.	
Cash Flow Schedule		Cash Flow Schedule was incomplete and did not include TOTAL Ending Cash Balance and several other ending fund balances for line items. DOE calculates that the TOTAL ending Cash Balance does not agree with Budgeted Ending Cash Balance. Revise.	

New Jersey Department of Education
Office of Charter Schools
Proposed Charter School: DaVinci Charter School of Hoboken
Phone #: 609-292-5850
Fax #: 609-633-9825
Review of Addendum to Application March 2012

Due Date: July 11, 2012

		<p>Revise cash flow based on budget summary/narrative revisions.</p> <p>Every month end cash balance must be in a positive balance.</p> <p>Payments will not start in July, but rather when the charter is granted (after the preparation visit As the August payment as shown on the application Cash Flow Statement is included in error, the months of August and September will be in deficit.). Revise the local share to show a retroactive payment in September.</p>	
Other		<p>Ensure Instructional % is at least 60% and that the budget is not in a deficit after changes from above have been incorporated.</p>	