



South Carolina Whitmore School Charter School Application

Initially submitted to:
South Carolina Charter School Advisory Committee
Office of Public School Choice
South Carolina Department of Education
April 30, 2010

Updated charter submitted to:
South Carolina Public Charter School District
April 16, 2021

School Contact:
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School Address:
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Student Enrollment Projections Form

SC Whitmore School (Based on 2021 Renewal)

GRADE	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Pre-Kindergarten										
Kindergarten										
First										
Second										
Third										
Fourth										
Fifth										
Sixth										
Seventh										
Eighth										
Ninth	122	128	135	141	148	156	164	172	180	189
Tenth	98	103	108	113	119	125	131	137	144	151
Eleventh	171	180	188	198	208	218	229	240	252	265
Twelfth	98	103	108	113	119	125	131	137	144	154
TOTALS	489	514	539	565	594	624	655	686	720	759

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Mission Statement

To provide a high-quality education to students across South Carolina and graduate self-sufficient learners who excel at using technology to further their understanding of the world.

The vision statement for South Carolina Whitmore School is:

To inspire innovation and create opportunities for students beyond high school through the power of online learning.

South Carolina Whitmore School embraces the intent of the South Carolina Charter School

Act and is committed to:

- improving student learning
- increasing learning opportunities for students
- encouraging the use of a variety of productive teaching methods
- establishing new forms of accountability for schools
- creating new professional opportunities for teachers
- assisting South Carolina in reaching academic excellence

Population and Systems

There are two main targeted student populations for South Carolina Whitmore School (SCWS). The first being “at-risk” students in grades 9-12, who reside anywhere in the state of South Carolina. The second group is students, in the aforementioned academic grades and geographic location, who wish to accelerate their pace of high school graduation.

SCWS defines “at-risk” students as a group of students' whose skills, knowledge, motivation, and/or academic ability are significantly below those of the 'typical' student in the state. In addition, Ender and Wilkie (2000) state that these types of students are likely to display any number of other characteristics such as “low academic self-concept, unrealistic grade and career expectations, unfocused career objectives, extrinsic motivation, external locus of control, low self-efficacy, inadequate study skills for college success, a belief that learning is memorizing, and a history of passive learning”.

SCWS considers students accelerated when they desire to move through the traditional curriculum at rates faster than typical. Advanced Placement and Dual Enrollment courses or early graduation are some examples of acceleration. Such students may feel constrained by the traditional school approach that may not offer the opportunity to graduate early or earn several college credits before graduation.

In order to meet the needs of both “at-risk” and accelerated students, South Carolina Whitmore School will provide a supportive and personalized online learning environment, with an extended school year- SCWS will support South Carolina high school students in grades 9 – 12 who have been unsuccessful in the traditional classroom, have dropped out, or have time constraints that make attending traditional school difficult as well as those desiring an accelerated pace through high school.

The extended academic calendar, known as the Extended School Year, offers additional weeks of school, which span each year into June and July. This flexibility allows for an individualized approach, which promotes student retention, while providing attention to the needs of a variety of student populations including students failing core academic courses, those who need to maintain a job, pregnant teens, substance abuse recoverers, students with social anxiety, and accelerated learners. The online personalized curriculum allows all students to start

coursework at any time during the school year and reside in any of the 46 counties in South Carolina.

Starting in the 2021-22 school year, South Carolina Whitmore School will implement the courses provided by Edgenuity. Edgenuity is a well-established worldwide company that is currently in partnership with a variety of traditional public schools, as well as public charter schools, throughout the state of South Carolina. There are several key advantages to this transition. Firstly, this transition will increase the number of courses available to students by 107%, including the areas of AP and Honors courses to accelerated students. South Carolina Whitmore School anticipates that the expansion of our course offerings will improve student preparation for college and career. Edgenuity will also allow for integration with PowerSchool, a tool that was previously inaccessible with past providers. Utilizing Edgenuity's sophisticated integration system with PowerSchool will allow South Carolina Whitmore School to maximize resources while also decreasing human error. All Edgenuity courses are customizable, which empowers the South Carolina Whitmore School teachers to retain their personal touch on their courses while maximizing their professional experience in preparing each course for students. Lastly, South Carolina Whitmore School will save approximately 80% in the overall curriculum cost with Edgenuity, as compared to our previous provider. This will enable SCWS to strategically and immediately invest a significant amount of resources back into the school, such as hiring additional teachers and school counselors, thereby promoting continuous school growth and development.

In addition to implementing courses provided by Edgenuity, starting in the 2021-22 school year, South Carolina Whitmore School will concurrently adopt the Student Information System (SIS) provided by Genius SIS. Genius SIS is a well-known worldwide company that is currently

in partnership with a variety of traditional public schools, as well as public charter schools throughout the state of South Carolina. The South Carolina Department of Education's own virtual program, Virtual SC, has also implemented Genius SIS as their Student Information System.

Genius SIS will provide South Carolina Whitmore School with many advantages over our current Learning Management System (LMS). First, Genius SIS allowed for a higher level of customized reports for both faculty and staff members. Genius SIS provides a built-in custom daily pacing calendar for students, which will help further support course completion. Lastly, Genius SIS fully integrates with all Google products as well as Edgenuity.

SC Whitmore School Goals

Goal 1.

South Carolina Whitmore School will increase its graduation rate to 70% by a measure of 1.6% each year until the year 2031, as measured by state calculations of graduation rate.

Goal 2:

The South Carolina Whitmore School will retain 75% of its eligible students in the educational system each year. Students will either reenroll in SCWS, enter a GED program, or return to a local education program, as measured by school return data.

Goal 3:

By 2031, the South Carolina Whitmore School will increase the technical knowledge of its students from an average of 63% to an average of 90%, as measured by a technical knowledge

assessment.

Educational Program

South Carolina Whitmore School will provide students throughout South Carolina with a public school that offers options for completing high school which allows increased learning opportunities for students through a personalized instructional environment in a virtual setting.

Students in ~~the~~ South Carolina Whitmore School will be assessed at the time of enrollment to establish a baseline achievement and potential for online success. Transcripts and standardized test scores will be evaluated to determine how a student can best benefit from this program. This will determine grade level and curriculum for the student. The results will be used to develop a personal plan for academic success with an end result of completing high school with a South Carolina state-issued diploma. Through ongoing communications between students, parents/guardians, teachers, school counselors and school staff, the student will be supported in completing the requirements for graduation.

Students enrolled in the South Carolina Whitmore School will have the opportunity to access personalized online learning, which allows students faced with challenging time constraints to set their own schedule. Students may have their learning styles accommodated while working in a flexible environment. This eliminates some of the challenges of working, parenting, pregnancy, illnesses, accidents, social anxiety, and substance abuse. It also allows a student to work for more extended periods to accelerate earning credits or to catch up on credits.

South Carolina Whitmore School offers a flexible learning environment. However, SCWS retains some conventional elements from traditional schools. SCWS believes that the traditional teacher/student relationship is vital to academic success. Technology should be used

to enhance this relationship, not replace it. The use of technology, combined with personalized, supportive one-to-one teacher interaction, enables students to start at any time during the school year and work at their own pace to complete courses. All students who enroll in the South Carolina Whitmore School will be provided with daily teacher interaction that highlights their accomplishments and areas requiring additional work. All students and families will be provided with bi-weekly progress reports, showing work accomplished and areas needing correction(s) for competency..

SC Whitmore students are also allowed the opportunity for face-to-face interactions with staff and peers through school events. Field trips, activities, student government, and clubs offer in-person or virtual, real-time interactions. Students are also expected to meet with teachers, school counselors, and/or staff one-to-one in real-time interaction situations on a regular basis during the school year. This allows for discussion of instruction, goal setting, and support services, among other topics.

All students are required to complete state standardized testing while enrolled at South Carolina Whitmore School. All standardized testing will be locally proctored examinations, administered by a South Carolina-certified test administrator. All students and parents will be notified upon enrollment of this requirement, and will be notified in a timely manner of all details, prior to any examination.

Academic Standards

In order to receive the South Carolina high school diploma, a student must complete all required state standardized testing and complete a minimum of 24 credits in the appropriate categories. The South Carolina high school diploma curriculum corresponds to the 24 units

required for South Carolina high school graduation.

Students enrolling as 12th graders wishing to earn a South Carolina high school diploma must be enrolled as a full-time student, and complete a minimum of 2 credits including 1 credit of English 12, and 1 additional credit in any core course, such as English, Math, Science, or Social Studies. Students enrolling in the 12th grade must be enrolled for no less than one half of their graduating senior year, or one traditional semester, prior to graduation.

The South Carolina Whitmore School instructional program meets or exceeds the state's adopted student academic standards. South Carolina Whitmore School utilizes Edgenuity for all curriculum needs. Edgenuity is a company with an extensive presence in South Carolina, working with numerous public and private schools across the state. All courses are aligned to state standards. All Edgenuity courses are consistently reviewed and updated to maintain their alignment with South Carolina standards.

At the time of enrollment at the South Carolina Whitmore School, each student will be evaluated to determine their readiness for learning. The school counseling department is responsible for conducting pre-assessments and individualizing student placement. Rather than fit a person into coursework based on age or grade level, the curriculum will be matched with the student's personal goals and Individual Graduation Plan.

The primary method for determining progress is through the intensive one-to-one daily

student-teacher interaction. Teachers monitor student learning and provide feedback on the concepts of the lesson. Teachers can provide individualized feedback that is relevant to each student. Students are not compared to their peers, but rather to their own level of competency. Students are encouraged to become as proficient as possible in each course.

Students are also monitored for pace in the course. The pace for each course is discussed with the student upon entry to the course. Progress reports are sent bi-weekly to parents and students, reporting the pace through the course and course standing. Students are in control of their own learning efforts and participation.

The online system is designed to focus on students' strengths and achievements, rather than failures. For example, the individually paced system eliminates the "need for speed" present in a standard classroom and allows students to learn at their own pace. Students may begin a new course at any time during the calendar year and progress at their own pace. Students are thereby able to complete one course earlier than the rest to complete that credit. They do not have to wait until the end of a semester or quarter to progress.

South Carolina High School Diploma as of 2021

24 units of credits to obtain the South Carolina State High School Diploma:

- 4.0 Units of English
- 4.0 Units of Mathematics
- 3.0 Units of Science (one in Biology)
- 1.0 Unit of U.S. History and Constitution
- 0.5 Unit of Economics
- 0.5 Unit of U.S. Government
- 1.0 Unit of other social studies
- 1.0 Unit of Physical Education or Junior ROTC
- 1.0 Unit of Computer Science
- 1.0 Unit of Foreign Language or Career and Technology Education
- 7.0 Units of Electives
- 24.0 Total Units**

Compliance

The South Carolina Whitmore School will comply with all federal and state laws and constitutional provisions that prohibit discrimination based on disability, race, creed, color, gender, national origin, religion, ancestry, or the need for special education services. SCWS will adhere to the same health, safety, civil rights, and disability rights requirements as are applied to all public schools. SCWS will conform to the same financial audits, audit procedures, and audit requirements as are applied to all public schools. SCWS will comply with all federal and state laws involving Title IX, sexual discrimination, and harassment. SCWS will also comply with all FERPA and other student record requirements.

SCWS will not exceed the allowed ratio of uncertified teachers permitted by the charter law. The school will admit all children eligible to attend public school, subject to teacher case-load limitations. Students enrolled in the school the previous year will be given preference for re-enrollment. SCWS is subject to the ethics and government accountability requirements for public members and public employees as contained in Chapter 13, Title 8.

SCWS has a system of supports and services for students with disabilities (IDEA and Section 504 of the Rehabilitation Act of 1973). The program will meet state and federal requirements for services to students with disabilities. Certified teachers will be employed to provide services for students under IDEA. SCWS also has supports in place for students under Title III and the McKinney-Vento Act.

South Carolina Whitmore School will operate on a traditional 180-day school calendar with an extended academic year to include time in June and July of each year for students to finish their yearly credits, to catch up on credits, or to accelerate on credits. The extended academic year enables students to enter SCWS at any time during the year and still earn the necessary credits.

Academic Assistance

SC Whitmore implements a multi-tiered system of support for students who are showing difficulties.

	Intervention Provider	Progress Monitoring	Standard of time	Parent/Guardian Communication
Tier 1	Classroom Teacher	Teacher provides core instruction and identifies any students who are not responding to that instruction. The teacher uses good instructional practices to assist the student in understanding the core content.	The teacher monitors grades, lesson completion, and participation to gauge the success for 4-5 weeks. Since we are an asynchronous school, the monitoring of response to instruction may	School counselor, teacher - phone calls, emails, teacher messages at the beginning of the process and throughout.

			vary by individual.	
Tier 2	Classroom teacher, school counselor	Students not making adequate progress in the regular classroom in Tier 1 are provided with increasingly intensive instruction tailored to their needs, based on their levels of performance and rates of progress. The teacher monitors the success of the intervention. These interventions may include additional partial posts, meetings with the teacher, chunking of assignments, and shortening of assignments.	No more than 5 weeks with the intervention. However, often it takes several days for a lesson to be completed after feedback is given. Data is shared with the school counselor.	School counselor, teacher -phone calls, emails, teacher messages, texts. At the beginning of the process and throughout.
Tier 3	School Counselor, Teacher, Director of Compliance	At this level, students receive individualized, intensive interventions that target the students' skill deficits. Students who do not achieve the desired level of progress in	3 weeks of intervention at most. RTI does not delay the decision of whether to consider a disability.	Director of Compliance, School Counselor -phone calls, emails, teacher messages, texts. At the beginning of the process and throughout.

		<p>response to these targeted interventions are then referred for a comprehensive evaluation and considered for eligibility for special education services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004). These interventions may be some modification of content for the student.</p>		
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Personnel

Administrative and Teaching Staff

South Carolina Whitmore School’s instructional leader will be the School Leader. The school leader will hold a current South Carolina certification in administration or have at least one year of experience in the field of educational administration. The school leader will be offered a performance contract. It will include provisions regarding the due process protections to be afforded to school leaders and the procedures for termination. The performance contract

will also include performance criteria or goals that have been negotiated between the Board of Directors and the school leader.

Directors: As needed, one or more individuals will serve in Director positions to assist the school leader in carrying out administrative duties.

School Counselors: South Carolina Whitmore School will contract with school counselors who possess valid school counseling credentials for students in grades 9 – 12.

Teachers: A minimum of 75% of South Carolina Whitmore School teachers will hold South Carolina teaching credentials in their subject, students requiring special education

Employee Relations

SCWS produces an employee handbook that is reviewed yearly and updated as necessary. SCWS follows state charter school policies and procedures for employment.

Budget and Accounting System

The South Carolina Whitmore School will continue to partner with an independent consulting company for back-office, financial reporting, payroll, and general human resources assistance. The involvement of an independent third-party in SCWS's finances will continue to improve accuracy while also promoting transparency. SCWS will also continue to operate, within its Board of Directors, a Finance Committee, consisting of: the Board Chair, Board Treasurer, Director of Human Resources, and the School Leader. The School Leader will communicate regularly with the Finance Committee all relevant information concerning the school's finances. This information will then be shared with the full Board of Directors at each regularly scheduled board meeting. SCWS will continue to follow all rules and regulations, as determined by the SC Department of Education, as well as the SC Public Charter School District. This includes, but is not limited to, the submission of an annual

audit, to be conducted by an approved third-party entity. SCWS will adhere to all state and federal financial regulations.

Annual Budget

South Carolina Whitmore School
3-Year Projection of Revenues and Expenses

	ADM	430.07	445.42	460.42
		<u>FY 2020-2021</u>	<u>FY 2021-2022</u>	<u>FY 2022-2023</u>
REVENUE				
Revenue from Local Sources				
Earnings on Investments				
1510 - Interest Income		\$255	\$260	\$265
1511 - Gain (Loss) on Investment		\$18,812	\$18,812	\$18,812
Total Earnings on Investments		<u>\$19,067</u>	<u>\$19,072</u>	<u>\$19,077</u>
Total Revenue from Local Sources		<u>\$19,067</u>	<u>\$19,072</u>	<u>\$19,077</u>
Revenue from State Sources				
Restricted State Funding				
3118 - EEDA Career Specialists		\$35,926	\$37,580	\$38,846
3180 - Fringe Benefits Employer Contributions		\$500,000	\$505,000	\$510,050
3186 - State Aid Classroom T/S		\$46,612	\$48,759	\$50,401
3187 - Teacher Supplies (No Carryover Provision)		\$5,000	\$5,000	\$5,000
Total Restricted State Funding		<u>\$587,538</u>	<u>\$596,339</u>	<u>\$604,297</u>
Education Finance Act (EFA)		\$2,498,800	\$2,587,986	\$2,675,140
Education Improvement Act				
3532 - EIA Revenue - National Board Salary Supplement		\$35,275	\$36,534	\$37,765
3538 - EIA Revenue - Students at Risk of School Failure		\$44,280	\$45,861	\$47,405
3550 - EIA Revenue - Teacher Salary Increase		\$32,702	\$33,869	\$35,010
3555 - EIA Revenue - Teacher Salary Fringe		\$4,430	\$4,588	\$4,742
3571 - EIA Revenue Technical Assistance Revenue - State Priority School		\$90,000	\$0	\$0
3595 - EIA Revenue - EEDA Supplies and Materials		\$1,665	\$1,725	\$1,783
3597 - EIA Revenue - Aid to Districts		\$7,156	\$7,411	\$7,661
Total Education Improvement Act		<u>\$215,508</u>	<u>\$129,988</u>	<u>\$134,365</u>
Total Revenue from State Sources		<u>\$3,301,846</u>	<u>\$3,314,313</u>	<u>\$3,413,802</u>

Revenue from Federal Sources

Elementary & Secondary Education Act of 1965 (ESEA)

4312 - CARES Act/ESSER	\$113,047.05	\$0	\$0
4325 - Title II Mathematics and Science Partnerships Program	\$8,165.59	\$8,457	\$8,742
Total Elementary & Secondary Education Act of 1965 (ESEA)	\$121,213	\$8,457	\$8,742

Programs for Children with Disabilities

IDEA Revenue	\$51,000	\$52,820	\$54,599
Total Prog. for Children with Disab.	\$51,000	\$52,820	\$54,599
Total Revenue from Federal Sources	\$172,213	\$61,277	\$63,341

TOTAL REVENUE	\$3,493,125	\$3,394,662	\$3,496,219
Total Revenue % of Increase Over Prior Year	0.00%	-2.82%	2.99%

EXPENSE

High School Program

6110 - Regular Salary	\$768,060	\$906,463	\$951,786
6210 - Group Health & Life Insurance	\$112,558	\$118,186	\$124,095
6220 - Employee Retirement	\$17,022	\$20,090	\$21,094
6230 - Social Security	\$55,574	\$69,344	\$72,812
6260 - Unemployment Compensation Tax	\$4,477	\$5,284	\$5,548
6270 - Worker's Compensation Tax	\$9,957	\$10,455	\$10,977
6311 - Contracted for Services	\$122,000	\$126,500	\$131,000
6316 - Testing & Assessments	\$50,000	\$55,000	\$60,000
6410 - Supplies	\$101,385	\$120,004	\$123,540
6445 - Technology and Software Supplies	\$4,100	\$4,500	\$5,000
6446 - Instructional Software & Supp	\$474,617	\$56,500	\$58,500
6545 - Technology Equipment and Software	\$4,000	\$4,143	\$4,282
Total High School Programs	\$1,723,750	\$1,496,468	\$1,568,635

Learning Disabilities

6110 - Regular Salary	\$111,123	\$115,089	\$118,965
6210 - Group Health & Life Insurance	\$23,026	\$24,177	\$25,386
6220 - Employee Retirement	\$2,541	\$2,631	\$2,720
6230 - Social Security	\$8,501	\$8,804	\$9,101
6260 - Unemployment Compensation Tax	\$689	\$713	\$737
6311 - Contracted for Services	\$6,823	\$7,066	\$7,304
Total Learning Disabilities	\$152,703	\$158,482	\$164,214

Guidance Services

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South Carolina Whitmore School

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6110 - Regular Salary	\$241,623	\$253,704	\$266,390
6210 - Group Health & Life Insurance	\$38,395	\$40,315	\$42,330
6220 - Employee Retirement	\$9,325	\$9,791	\$10,281
6230 - Social Security	\$17,834	\$19,408	\$20,379
6260 - Unemployment Compensation Tax	\$1,378	\$1,446	\$1,519
Total Guidance Services	\$308,555	\$324,665	\$340,898
Psychological Services			
Student Services	\$5,000	\$5,178	\$5,353
Total Psychological Services	\$5,000	\$5,178	\$5,353
Improvement of Instr. Curric. Development			
6110 - Regular Salary	\$230,512	\$242,038	\$254,139
6210 - Group Health & Life Insurance	\$4,001	\$4,201	\$4,411
6220 - Employee Retirement	\$4,578	\$4,807	\$5,048
6230 - Social Security	\$17,634	\$18,516	\$19,442
6260 - Unemployment Compensation Tax	\$1,722	\$1,808	\$1,899
Total Reading Coach	\$258,447	\$271,370	\$284,938
Staff Training			
6240 - Tuition Reimbursement	\$457	\$480	\$504
6312 - Professional Development	\$15,000	\$20,000	\$20,000
6332 - Travel	\$4,000	\$6,000	\$8,000
Total Staff Training	\$19,457	\$26,480	\$28,504
Board of Directors			
6318 - Audit Services	\$18,000	\$19,000	\$20,000
6319 - Legal Services	\$3,000	\$4,000	\$5,000
6640 - Membership Dues & Fees	\$19,143	\$20,100	\$21,105
6650 - Liability Insurance	\$17,286	\$18,150	\$19,058
Total Board of Directors	\$57,429	\$61,251	\$65,163
School Administration			
6110 - Regular Salary	\$442,739	\$464,875	\$488,119
6210 - Group Health & Life Insurance	\$55,564	\$58,342	\$61,259
6220 - Employee Retirement	\$13,376	\$14,045	\$14,747
6230 - Social Security	\$33,869	\$35,563	\$37,341
6260 - Unemployment Compensation Tax	\$2,755	\$2,893	\$3,038
6332 - Travel	\$12,000	\$14,500	\$16,000

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6398 - District Admin. Offset 2%	\$49,976	\$51,760	\$53,503
6410 - Supplies	\$38,457	\$40,380	\$42,399
6540 - Instructional Equipment	\$1,678	\$2,000	\$2,500
Total School Administration	\$650,414	\$684,358	\$718,906
Fiscal Services			
6315 - Management Services	\$48,600	\$49,572	\$50,563
6690 - Other Fees and Charges	\$760	\$798	\$838
Total Fiscal Services	\$49,360	\$50,370	\$51,401
Operation and Maintenance of Property			
6321 - Public Utility Services (Excl energy)	\$4,868	\$5,111	\$5,367
6322 - Cleaning Services	\$7,725	\$8,001	\$8,270
6323 - Repairs & Maintenance Serv	\$24,150	\$25,357	\$26,625
6324 - Property Insurance	\$4,500	\$4,725	\$4,961
6329 - Other Property Services	\$2,184	\$2,249	\$2,317
6340 - Communication	\$5,150	\$5,408	\$5,678
6470 - Energy (Elect/Gas/Heating Fuel)	\$7,210	\$7,571	\$7,949
6610 - Interest	\$41,340	\$42,843	\$33,287
6620 - Interest	\$9,706	\$8,204	\$5,502
Total Operation and Maintenance of Property	\$106,832	\$109,467	\$99,955
Security			
6690 - Other Fees and Charges	\$1,176	\$1,235	\$1,297
Total Security	\$1,176	\$1,235	\$1,297
Information Services			
6350 - Marketing	\$60,000	\$63,000	\$66,150
Total Information Services	\$60,000	\$63,000	\$66,150
Technology and Data Processing			
6345 - Technology	\$12,000	\$6,000	\$0
Total Technology and Data Processing	\$12,000	\$6,000	\$0
Pupil Activity			
6660 - Pupil Activity	\$4,000	\$4,143	\$4,282
Total Pupil Activity	\$4,000	\$4,143	\$4,282
TOTAL EXPENSE	\$3,409,124	\$3,262,467	\$3,399,697

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Total Net Income	\$84,001	\$132,195	\$96,523
Total Expense % of Increase Over Prior Year	0.00%	-4.30%	4.21%
Beginning Cash	\$1,869,500	\$1,953,502	\$2,085,697
Non-Expense Cash Activities			
April 2023 final mortgage balloon payment	\$0	\$0	\$148,163
Total Non-Expense Cash Activities	\$0	\$0	\$148,163
Ending Cash	\$1,953,502	\$2,085,697	\$2,034,057
Projected Total Monthly Expenses	\$284,094	\$271,872	\$295,655
Projected Months Cash on Hand	7	8	7
Recommended Months Cash on Hand (per School Board of Directors Policy)	6	6	6
Surplus Days Cash on Hand	1	2	1
Surplus Cash (Board Discretionary)	\$248,940	\$454,463	\$260,127

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In accordance with the guidelines set forth in the South Carolina Pupil Accounting Manual and the South Carolina Student Accountability Manual, we will adhere to the reporting procedures, policies, and regulations applicable to all public schools in South Carolina. Reports will be maintained and filed in accordance with district, state, and federal requirements.

Insurance

South Carolina Whitmore School will have in place all of the following required insurance in the amounts detailed below, provided by a South Carolina licensed insurance company.

i. Worker's Compensation Insurance

Include a description of worker's compensation insurance and the amounts. In the appendices, include a statement from a South Carolina-licensed insurance company or the state insurance reserve fund stating the charter school applicant's ability to secure the insurance and an estimate of the cost of the insurance.

The South Carolina Workers' Compensation Law is designed to provide medical and monetary benefits for an employee who sustains an accidental injury arising out of and in the course of his/her employment. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured employee's disability, and, in case of death, compensation for the deceased employee's dependents. South Carolina Whitmore School will purchase worker's compensation insurance in the appropriate amounts. A statement setting out the ability to secure this insurance and an estimate of the cost of this insurance is included in Appendix L: Documentation of Insurability and Estimate of Cost of Insurance.

ii. Liability Insurance

Include a description of liability insurance and the amounts to be obtained by the charter school. In the appendices, include a statement from a South Carolina-licensed insurance company or the state insurance reserve fund stating the charter school applicant's ability to secure the insurance and an estimate of the cost of the insurance. The minimum policy must cover the limits of the South Carolina Tort Claims Act (S.C. Code Ann. § 15-78-120 (Supp. 2008)).

The South Carolina Whitmore School will purchase liability insurance, and the policy will

cover, at a minimum, the limits specified in the South Carolina Tort Claims Act (S.C. Code Ann. § 15-78-120 (Supp. 2008)). Statements setting out the ability to secure this insurance and estimates of the cost of this insurance are included in Appendix L: Documentation of Insurability and Estimate of Cost of Insurance.

iii. Property Insurance

South Carolina Whitmore School will provide sufficient insurance to cover loss to the school building and contents for fire and theft. Statements setting out the ability to secure this insurance and estimates of the cost of this insurance are included in Appendix L: Documentation of Insurability and Estimate of Cost of Insurance.

iv. Indemnity Insurance

South Carolina Whitmore School provides indemnity insurance against civil and criminal liability for the charter school to protect or sponsor, the members of the board of the sponsor, and the employees of the sponsor acting in their official capacity with respect to all activities related to the charter school. A statement setting out the ability to secure this insurance and an estimate of the cost of this insurance is included in Appendix L: Documentation of Insurability and Estimate of Cost of Insurance.

v. Automobile Insurance

Include a description of automobile insurance and both property and liability insurance. In the appendices, include a statement from a South Carolina–licensed insurance company or the state insurance reserve fund stating the charter school applicant’s ability to secure the insurance and an estimate of the cost of the insurance.

South Carolina Whitmore School will purchase automobile insurance, both property and liability insurance, to cover the cost of vehicles and transportation for charter school students. Statements setting out the ability to secure this insurance and estimates of the cost of this

insurance are included in Appendix L: Documentation of Insurability and Estimate of Cost of Insurance.

vi. Other Insurance

Indicate whether the charter school will obtain any other type, or types, of insurance. For each type, include a description and estimated cost of coverage.

No other insurance coverage is included at this time.

Facilities and Equipment

Equipment

SCWS provides each teacher and staff member with a school-issued laptop, dual monitors, and a printer. Technology is updated as it fails or becomes outdated. Other equipment, such as a larger copier/scanner/FAX machine, ID card maker, general video equipment, etc. are maintained in the office.

Governance and Operation

Governing Board

The South Carolina Whitmore School Board of Directors will be elected annually, on or before November 1, 2011. All employees will be given one vote. Parents or legal guardians will have one vote for each student enrolled in the school. The election will be held electronically via technology, using the secure Learning Management System to facilitate anonymous online voting. Subsequent elections will be held annually. Procedures are detailed below in question 2.

Nominees for the Board of Directors may be submitted by Charter Committee members or any parent or legal guardian of enrolled students. The Charter Committee will ensure that the nominees represent a broad cross section of community organizations, businesses, educators and parents from across the state. Per the bylaws, the Board of Directors will be comprised of a minimum of seven(7) members from a variety of disciplines that qualify under the South Carolina Charter Schools Act and demonstrate commitment to the School's mission. All prospective and current Board of Directors members will be required to undergo a background check. Pursuant to South Carolina Code Ann 59-40-50 (B)(9), a person who has been convicted of a felony must not be elected to a board of directors.

Parents or legal guardians will have one vote for each student enrolled in the school. The election will be held electronically via technology. Board members will not receive any compensation from South Carolina Whitmore School unless specifically allowed by the conflict of interest provisions set forth in applicable South Carolina and federal law. Board members will participate in the required board orientation.

The South Carolina Whitmore School Board of Directors is responsible for all aspects of the school's policies, including legal, financial, academic, and staff management, and long range strategic planning. The Board will:

Ensure that established policies and procedures will uphold federal and state law.

Support the Mission of South Carolina Whitmore School.

Evaluate the achievements of the School.

Review financials to guarantee fiscal stability.

Retain minutes of all Board meetings.

Deciding all other matters related to the operation of the charter school, including budgeting, curriculum, and operating procedures.

The Board of Directors will be responsible for hiring the School Leader. The School Leader will be responsible for the hiring and any potential termination of all other SCWS employees. The Board of Directors is responsible for the annual performance review of the School Leader. The School Leader is responsible for the yearly performance review of all other SCWS employees. The Director of Human Resources will be responsible for ensuring *that all certified personnel, teachers, and noncertified staff members undergo background checks and other investigations before they are employed in the school.*

Admissions Policies and Procedures

Enrollment Procedures

SCWS utilizes a web-based enrollment system. Parents or adult students complete the enrollment

forms for submission. Enrollment forms are the state-required forms for enrollment in all public schools. Once the enrollment forms are submitted, they are reviewed for accuracy and completeness by school staff. If the forms are accurate and complete, the student is invited to attend an orientation for the school. Once the student has begun working in all classes, the student is considered fully enrolled.

As a charter school authorized by the SC Public Charter School District, our school has no geographical boundaries other than the boundaries of the State of South Carolina. Per Section 59-40-235 of the South Carolina Charter Schools Act, “The geographical boundaries from which a charter school sponsored by a public or independent institution of higher learning may accept students are the same as the boundaries of the State of South Carolina.” We cannot enroll students who reside outside of the State of South Carolina.

SCWS requires two forms of proof of residency, such as proofs of address, including mortgage or lease documents, and at least one utility bill with matching address no more than 90 days old, but can also include insurance documents with matching address, tax bill with matching address, or financial statements with matching address. These are updated annually.

If the number of applicants exceeds the capacity of the school or grade level at any point during the year, a waitlist will be started. Students will be enrolled based on the time they fully complete the enrollment forms.

South Carolina Whitmore School will give enrollment preference, not to exceed 20% of the total student population, to:

- students who were enrolled in the school the prior year
- siblings of enrolled students
- children of charter school employees

South Carolina Whitmore School does not anticipate denying admission to any student who documents South Carolina residency and is of age to attend school in the grades served by SCWS. Should a student wish to appeal a denial for admission, she or he may appeal in writing to the SCPDSD. The decision of the SCPCSD will be binding on both the student and SCWS.

Racial Composition

South Carolina Whitmore School's marketing strategies are to reach out to the general population throughout the state through traditional and online media. The demographic profile of the School is expected to reflect the demographic composition of the state of South Carolina, while also considering the counties from which the school enrolls students.

The marketing plan includes email campaigns, direct mail, online marketing, online information sessions, public relations, community informational meetings, and print and broadcast advertising.

Student Conduct, Rights and Responsibilities, and Discipline Procedures

SC Whitmore School provides a student handbook to students yearly that outlines expected student conduct, rights and responsibilities, and discipline procedures. The handbook is reviewed yearly and updated as needed. Parents and students must sign an acknowledgement of receipt.

Indemnification

Include a statement assuming the liability for the activities of the charter school and an agreement to hold harmless the school district, its servants, agents, and employees from any and all liability, damage, expense, causes of action, suits, claims, or judgments arising from injury to persons or property or otherwise that arises out of the act, failure to act, or negligence of the charter school, its agents and employees, in connection with or arising out of the activity of the charter school.

South Carolina Whitmore School hereby indemnifies and holds harmless the South Carolina Public Charter School District and its servants, agents, and employees from any and all liability for actions of the charter school.

South Carolina Whitmore School understands that it is responsible for its own operations,

including preparation of a budget, that it is subject to auditing requirements under state law, and that it may contract for services and personnel matters, thus making it solely responsible for these actions. The South Carolina Whitmore School Board of Directors may sue and be sued.

The South Carolina Public Charter School District is not liable for any acts or omissions of the charter school.

Works Cited

Ender, S.C. & Wilkie, C.J. (2000). Advising students with special needs. In V. N. Gordon & W.R. Habley (Eds.), *Academic advising: A comprehensive handbook* (pp. 118-143). San Francisco: Jossey-Bass

