



Meeting Minutes: August 24, 2018

The special meeting of Northside Education Inc. dba Atlanta Classical Academy was held on August 24, 2018 at 10 a.m. at Atlanta Classical Academy, 3260 Northside Drive, N.W., Atlanta, GA 30327, the Board Chair being in the chair and the Secretary being present.

In attendance: Board Chair Matthew Kirby, Cat McAfee, Joe Santifer, Sean Barry, Karen Evans, and Principal Chris Knowles. With the majority of the directors in office in attendance, a quorum was established for the transaction of business.

Renewal Petition Discussion and Action

The board discussed its APS and GADOE renewal petitions.

The motion is to incorporate the attached enrollment policy proposal for APS and GADOE consideration.

*Moved: Mr. Kirby
Second: Mr. Barry
Vote: Unanimous approval*

The motion is to authorize the Board Chair to execute the authorizer's statement of assurances.

*Moved: Mr. Kirby
Second: Ms. Evans
Vote: Unanimous approval*

The motion is to approve the Resolutions by the Board of Directors of Northside Education Inc. dba Atlanta Classical Academy, approving the Charter Renewal Applications.

*Moved: Mr. Kirby
Second: Mrs. McAfee
Vote: Unanimous approval*

At approximately 12:25 p.m., the Chair adjourned the meeting.

Respectfully submitted,

Joe Santifer, Board Secretary

Exhibit 9. Current enrollment policies

Policy change proposal follows this section.

ENROLLMENT POLICY

GENERAL

With regard to enrollment and the lottery procedures, the School will abide by TITLE 20. EDUCATION CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION ARTICLE 31. CHARTER SCHOOLS ACT OF 1998 O.C.G.A. § 20-2-2066 (2012).

In accordance with the Charter Agreement, for the 2017-2018 school year, Atlanta Classical will enroll approximately 54 students per grade in Kindergarten through 11th grade. For the 2018-2019 school year, the school will become a K-12 academy.

Space permitting, all students who reside within the Atlanta Public Schools District are eligible to attend Atlanta Classical Academy. Atlanta Classical Academy will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

In accordance with Atlanta Classical Academy's charter and as permitted by OCGA § 20-2-2066, Atlanta Classical Academy grants enrollment preference to the siblings of currently-enrolled students, to the children of Board members, and to the children of full-time employees.

ADMISSIONS DURING THE CURRENT SCHOOL YEAR

The school will maintain a public wait list for each grade, as required. If the Principal chooses to fill a vacant seat, he/she will draw from the first name on the wait list, moving down the wait list until the position is filled. If there is no wait list, vacant seats will be filled on a first-come, first-served basis. On the date of the lottery, the wait list for the current school year will terminate, and no vacant seats will be filled after the lottery.

ENROLLMENT FOR THE 2019 – 2020 SCHOOL YEAR

The school will host informational sessions in November, December, January, and February.

Open enrollment for the 2019-2020 school year will occur from January 1, 2019 – February 28, 2019. Interested families will complete an online or hard-copy "Intent to Enroll" form. The enrollment process will a) fill a new grade of Kindergarten students, and b) position students to take seats that may come available in first grade and above.

The result of the lottery for rising Kindergarten students will be a list of 54 "seated" students, plus a numerical wait list. The Enrollment Coordinator will establish procedures for completing the enrollment process that will include a series of administrative deadlines.

The result of the lottery for first grade students and above will be a numerical wait list.

The school will use the wait list to offer available seats to students on a grade-by-grade basis as they become available. It is likely that the school will not be able to offer seats to new students until June 15, because the school will not be able to confirm the number of available seats until a) students declare officially that they will not be returning, b) the Principal determines which students, if any, will be retained, and c) the school places the students of full-time employees that will be hired in the spring.

By April 1, existing students will be required to express their intent to return for the following school year by providing proof of residency.

Policy change proposal

ACA proposes to change the terms of its charter agreement and its enrollment policies to the following. The rationale is articulated in other parts of this renewal application. With the proper legal documentation, ACA would implement these changes immediately in preparation for its March 2019 lottery for the 2019-2020 school year.

“Enrollment Policy

General. With regard to enrollment and the lottery procedures, the School will abide by TITLE 20. EDUCATION CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION ARTICLE 31. CHARTER SCHOOLS ACT OF 1998 O.C.G.A. § 20-2-2066.

Atlanta Classical will enroll approximately 54 students per grade in Kindergarten through 12th grade. Atlanta Classical Academy will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

Attendance zone. Space permitting, all students who reside within the Atlanta Public Schools District are eligible to attend Atlanta Classical Academy.

Random lottery. If the number of timely applicants received during the open enrollment period exceeds the capacity of a grade level or building, the School shall ensure that such applicants have an equal chance of being admitted through a random selection process in accordance with O.C.G.A. code 20-2-2066(a)(1)(A). The School shall conduct only one lottery, per grade, per admissions cycle.

Statutory enrollment priorities. The school may give enrollment priority to the following categories of applicants and in the following priority:

- i. A student whose parent or guardian is a member of the governing board of the school or is a full-time employee of the school;
- ii. A sibling of a student already enrolled in the school.

Sibling preference refers to giving preference in the lottery to students who already have a sibling enrolled at the school. The lottery will be conducted on a grade-by-grade basis, and the results of the lottery for one sibling will have no bearing on the results of another sibling who is also participating in the lottery.

Weighted lottery. In accordance with O.C.G.A. § 20-2-2066(a)(1)(A), the school may utilize a weighted lottery to provide an increased chance of admission to the following category of disadvantaged students:

- a. Students who are economically disadvantaged. An economically disadvantaged shall be defined as a student whose family lives below the poverty line, qualifies for free or reduced lunch, or whose family qualifies for federal benefits including SNAP, TANF, WIC, Medicaid, or PINS.
- b. The weight for economically disadvantaged students will be calculated to achieve at least 30% of newly admitted students who are economically disadvantaged. The minimum weight shall be 1.5 and the maximum weight shall be 8. ACA will use the weighted lottery until the percentage of enrolled students is greater than or equal to the 3-year average of the percentage of educationally disadvantaged students enrolled at all other North Cluster (APS) schools.
- c. To facilitate the weighted lottery, applicants may indicate their “educationally disadvantaged” status on the admissions application and such status will be verified as a part of the post-lottery registration process.”

ASSURANCES FORM AND SIGNATURE SHEET

Georgia law, State Board of Education Rule and Atlanta Public Schools require your school to provide assurances that it will do certain things and comply with certain laws. This Assurance Form enumerates all of these requirements and, when you submit this signed Signature Sheet with this Assurance Form as part of your Charter School Application Package, you are providing the legal assurance that your charter school understands and will do these things. This form must be signed by the school's governing board chair.

As the authorized representative of the applicant, I hereby certify that the information submitted in this application for a charter for Atlanta Classical Academy located in Fulton County is true to the best of my knowledge and belief; I also certify that if awarded a charter the school:

1. Shall be nonsectarian in its programs, admissions policies, employment practices, and all other operations;
2. Shall be subject to the control and management of the local board of the local school system in which the charter school is located, as provided in SBOE Rule 160-4-9-.05 in relations to pre- and post-charter approval, in the charter contract, and in a manner consistent with the U.S. and Georgia Constitutions;
3. Shall not discriminate against any student or employee on the basis of race, color, ethnic background, national origin, gender, disability, age, or sexual orientation;
4. Shall accept any student if space is available;
5. Shall be subject to all federal, state, and local rules, regulations, court orders, and statutes relating to civil rights; insurance; the protection of the physical health and safety of school students, employees, and visitors; conflicting interest transactions; and the prevention of unlawful conduct;
6. Shall ensure that all personnel will be in compliance with the Drug Free Public Work Force Act of 1990;
7. Shall not enroll new students while on probation without GaDOE Charter School Division consent;
8. Shall inform charter school employees they are not employees of Atlanta Public Schools and are not eligible for any benefits provided by the Atlanta Board of Education;
9. Shall be subject to the provisions of O.C.G.A § 20-2-1050 requiring a brief period of quiet reflection;
10. Shall ensure that the charter school and its governing board are subject to the provisions of O.C.G.A. § 50-14-1 *et seq.* (Open and Public Meetings) and O.C.G.A. § 50-18-70 *et seq.* (Open Records);

11. Shall ensure that the charter school's governing board members may only receive compensation for their reasonable and actual expenses incurred in connection with performance of their duties;
12. Shall ensure that the charter school's governing board members receive initial training and annual training thereafter, provided by a SBOE-approved vendor pursuant to O.C.G.A. § 20-2-2072 and State Board of Education Rule 160-4-9-.06;
13. Shall ensure that the charter school's governing board adopts and abides by a conflict of interest policy;
14. Shall ensure that at least one board member is LKES credentialed;
15. Shall comply with O.C.G.A. §20-2-210(b)(1) and implement an evaluation system as adopted and defined by the State Board of Education for elementary and secondary school teachers of record, assistant principals, and principals;
16. Shall comply with the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41 and federal accountability requirements, and participate in statewide assessments;
17. Shall administer all state mandated assessments according to the policies and procedures of the Atlanta Public Schools;
18. Shall designate a testing coordinator who will be responsible for test material distribution and collection, as well as all other testing processes and operations within the school;
19. Shall attend all APS mandated testing and assessment training;
20. Shall provide, by the APS established deadlines, all accountability data, assurances and verifications as required by the Georgia Department of Education. This includes, but is not limited to FTE, CPI and student demographic data;
21. The school leader will register and maintain a working account within the MyGADOE portal, used for secure data transfer;
22. Shall adhere to all provisions of federal law relating to students with disabilities, including the IDEA, Section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, as applicable;
23. Shall provide state and federally mandated services for English Learners, as applicable;
24. Shall provide for supplemental educational services as required by federal law and pursuant to SBOE Rule 160-4-5-.03, and for remediation in required cases pursuant to SBOE Rule 160-4-5-.01;
25. Shall hire or contract with a licensed school counselor, certified school psychologist or a licensed clinical psychologist, licensed school social worker, and a licensed school nurse to provide services to students in accordance with state guidelines and APS policy;

26. Shall participate in workshops, in-services and/or training offered by APS for persons serving in these fields;
27. Shall use APS forms for services;
28. Shall report all allegations of child abuse and/or neglect to the charter school social worker and to the persons required to receive such reports pursuant to state law;
29. Shall integrate the Infinite Campus system and the school's operational technology plan will fully comply with district expectations;
30. Shall report its progress in meeting goals and objectives by October 1 of each year, in accordance with the Charter School Act of 1998 and the Atlanta Public Schools Board of Education policy;
31. Shall maintain all student records in accordance with applicable federal and state laws, regulations, rules and policies and ensure the privacy and confidentiality of each student's educational record in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g, and shall not disclose to any unauthorized third party any personally identifiable information concerning any student enrolled in the charter school without first obtaining prior written parental permission;
32. Shall participate in collecting Federal Impact Aid Questionnaires and all other documents required to secure or retain federal funds and shall submit completed forms by the stated deadline of each year to the APS;
33. Shall determine the annual Full Time Equivalent (FTE) required by the State Board of Education, no later than September 15, November 15 (special education students only), and February 15 of each school year;
34. Shall submit electronic data for the state Student Data Record report according to the schedule provided by the state;
35. On years it is due and the Charter School has been designated by the federal office to participate, the Charter School shall complete and submit the biennial Office of Civil Rights Report two weeks prior to the due date in a format as specified by the Office of Civil Rights to APS;
36. For the purpose of completing the Certified/Classified Personnel Information Data Collection Report (CPI) required by the Georgia Department of Education, no later than September 15, and February 15 of each school year, the Charter School shall submit personnel information to APS;
37. Shall notify the state of any intent to contract with any entity for education and/or management services;
38. Shall notify the state of any changes in any entity contracted with for education and/or management services;

39. Shall be subject to the requirement that it shall not charge tuition or fees to its students except as may be authorized by local boards by O.C.G.A. § 20-2-133;
40. Shall comply with federal due process procedures regarding student discipline and dismissal;
41. Shall be subject to all laws relating to unlawful conduct in or near a public school;
42. Shall have a written grievance procedure to resolve student, parent, and teacher complaints;
43. Shall have a written procedure for resolving conflicts between the charter school and the local board of education;
44. Shall comply with the provisions of O.C.G.A. § 20 -2-211.1 relating to fingerprinting and criminal background checks;
45. Shall ensure that all teachers have a clearance certificate;
46. Shall remit payments to Georgia Teacher Retirement System (TRS) on behalf of employees and shall employ teachers in accordance with TRS;
47. Shall ensure that if transportation is provided for its students, the school shall comply with all applicable state and federal laws;
48. Shall ensure that if the charter school participates in federal school meals programs, then it shall comply with all applicable state and federal laws and rules;
49. Will adhere to the following documentation guidelines:
 - a. Georgia Certificate of Immunization (Form 3231) must be on file.
 - b. Affidavit affirming that immunization requirements conflicting with parents' religious beliefs will be allowed.
 - c. Each student must have a Certificate of Ear, Eye, Dental Examination (Form 3300).
 - d. Students must present an updated certificate within 30 days after the date of expiration.
 - e. Students out of compliance must be excluded.
 - f. Children entering grades K-12 for the first time must show proof of vaccination or immunity to varicella and proof of a second dose of the vaccine that includes measles (usually in the form of MMR).
 - g. Hepatitis B Vaccine is required for all new students enrolling in school at any age
 - h. Enrollment and Registration Requirements by showing proof of the following documents for each student.
 - i. proof of residence requirements
 - ii. birth certificate
 - iii. parent/legal guardian photo identification
 - iv. immunization certificate or religious exemption to immunization
 - v. eye, ear and dental certificate
 - vi. social security card or objection to use of social security card
 - vii. transcript from previous school*

- viii. report card from previous school*
- ix. discipline report from previous school*
- x. proof of legal guardianship*
- xi. proof of legal custody *
*if applicable

50. Shall prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and submit and obtain approval from the Georgia Emergency Management Agency;
51. Shall comply with the state facility requirements regarding site codes, facility codes, schools codes, the submission of architectural plans for any new facility that the school may build or occupy during the charter term, and all other facility requirements as established by the Department;
52. Shall be subject to all reporting requirements of O.C.G.A. § 20-2-160, subsection (e) of O.C.G.A. § 20-2-161, O.C.G.A. § 20-2-320, and O.C.G.A. § 20-2-740;
53. Shall be subject to an annual financial audit conducted by the state auditor or by an independent certified public accountant licensed in Georgia;
54. Shall designate a Chief Financial Officer that meets all requirements as established by the Charter Schools Rule 160-4-9-.05(2)(h)(1);
55. Shall secure adequate insurance coverage prior to opening and shall maintain such coverage throughout the charter term in accordance with the laws of the State of Georgia;
56. Shall acknowledge that none of the criteria used to calculate QBE funding may be waived;
57. Shall ensure that 90% of QBE funds earned for out-of-system students enrolled in a virtual school must be spent on their instruction pursuant to O.C.G.A. § 20-2-167.1; and
58. Shall follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school;
59. Shall in the event that the charter is not renewed or is terminated, any balance of public funds or assets purchased with public funds will revert back to Atlanta Public School;
60. Shall in the event that the charter is not renewed or is terminated, submit a financial audit for the final year of operation, prepared by an independent Georgia-licensed certified public accountant. This audit shall include a detailed inventory of all assets;
61. Shall in the event that the charter is not renewed or is terminated, within one month of the board decision, along with the district employees, develop a specific timeline for closure with regard to finances, students, staff and district property;

This Charter School Application, Assurance Form, and attached Exhibits were approved by the Charter School's Governing Board on the 24th day of August, 2018.

[Signature]
Governing Board Chair, Charter School

August 24, 2018
Date

This Charter School Application, Assurance Form, and attached Exhibits were approved by the Atlanta Board of Education on the _____ day of _____, 2018.

Chair, Local Board of Education

Date

Superintendent, Local Board of Education

Date

If a Charter is granted, Petitioners assure that the proposed charter school's programs, services, and activities will operate in accordance with the terms of the Charter and all applicable federal, state, and local laws, rules, and regulations.

Governing Board Chair, Charter School

Date

Chair, Local Board of Education

Date

Superintendent, Local Board of Education

Date

**RESOLUTIONS BY THE BOARD OF DIRECTORS OF NORTHSIDE EDUCATION, INC. DBA
ATLANTA CLASSICAL ACADEMY**

WHEREAS, Northside Education, Inc. DBA Atlanta Classical Academy, a Georgia non-profit corporation (“ACA”) operating a charter school, Atlanta Classical Academy, authorized by Atlanta Board of Education and the State Board of Education (“**Authorizers**”) under a five year charter contract (the “**Charter Contract**”), which will expire on June 30, 2019; and

WHEREAS, ACA intends to seek renewal of the Charter Contract from its Authorizers for an additional five year term, through June 30, 2024; and

WHEREAS, the Georgia Department of Education Charter School Renewal Application requires the filing of an application starting on or before Aug 24 2018, including a signed Governing Board Resolution approving the charter school’s application;

WHEREAS, the Board of Directors of ACA (the “**Board**”) desires to delegate to Matthew Kirby, Chairman, the authorization and power on behalf of ACA and the Board to execute, acknowledge, approve, deliver, and authorize the Georgia Department of Education Charter School Renewal Application and all additional documents (“**Charter Renewal Application**”) that may be necessary or desirable to carry out or effectuate its submission.

NOW, THEREFORE, BE IT RESOLVED by the Board of ACA, and it is hereby resolved by the authority of the same, as follows: _

Section 1. Execution of Charter Renewal Application. The execution of the Charter Renewal Application is hereby authorized and approved. The Chairman is hereby authorized, empowered and directed to execute and deliver the Charter Renewal Application to the Authorizers. The execution of the Charter Renewal Application by the Chairman as herein authorized shall be conclusive evidence of any such approval.

ADOPTED this 24th day of August, 2018.

CERTIFICATION OF THE BOARD ACTION

I, MATTHEW KIRBY, DO HEREBY CERTIFY that I am the Chairman of the Board of Directors for Northside Education, Inc. (the “Board”), and that the foregoing resolution was adopted by the Board at its meeting on Aug 21 2018.

GIVEN under my hand and the seal of the Northside Education, Inc. this 24th day of August 2018.



Chairman