

Charter School Proposal to Milwaukee Public Schools

Next Door Charter School 2011-2016

1) The name of the person who is seeking to establish a charter school.

Next Door Foundation, Inc. (NDF) seeks to establish a charter school to be known as the Next Door Charter School. Many community partners including the Educare Community Council comprised of the following have endorsed this initiative:

Buffett Family Foundations
Children's Hospital and Health System
Medical College of Wisconsin
Milwaukee Family Literacy Partnership
University of Wisconsin Milwaukee
NDF Parent Policy Committee

Educare Community Council
Alfonzo Thurman, Chair
Buffett Family Foundations
Milwaukee Public Schools
NDF Head Start Board of Directors
State of Wisconsin / DCF

2) The name of the person who will be in charge of the charter school and the manner in which administrative services will be provided.

Kathleen Linscott, principal, will be the person in charge of the Next Door Charter School. Ms. Linscott is the person authorized by NDF's Board of Directors to address contractual issues.

Staff members of NDF will deliver administrative services for the Next Door Charter School. These services include the following: Human resources management, information technology and fiscal management. A full time controller, with the support of 3.5 fiscal staff will be administering the charter-school contract.

3) A description of the educational program of the school.

The educational program of our charter school will reflect Milwaukee Public School's commitment to high standards of achievement for all children. The goal of Next Door Charter School will be to support the surrounding community by offering an intensive and comprehensive approach to school readiness Through the Educare model school of blended public and private funding and support, NDF Charter School utilizes MPS funding, Head Start, local foundations, and combines that funding with national foundations. This contribution of local and national foundations in support of local education provides the extensive resources needed to create an MPS Charter School that was recognized by the State of Wisconsin as a Center of Excellence in 2010.

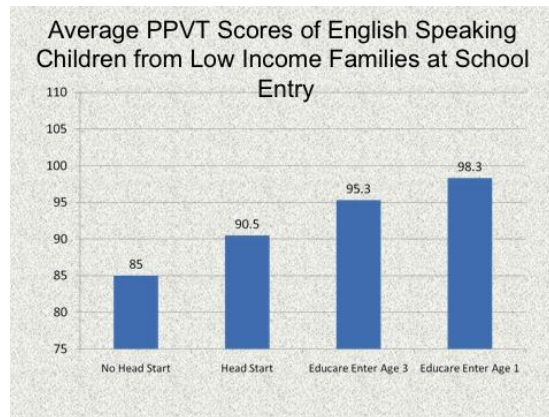
NDF, as an Early Head Start (birth to three) grantee is in a unique position to provide continuity of care for the critical years of a student's early development. As part of a seamless comprehensive approach to students and their families, NDF Charter School will serve 154 students in the fall of 2011. The NDF research to practice based Educare model school extends the beginning of each child's educational experience from infancy through K4 by providing full day educational programs and services. The NDF Charter School extends the Educare model and practices to 60 5K students.

The Educare model for schools has demonstrated student outcomes that are at or above the national averages in Milwaukee and across Educare sites. The Educare model schools have expanded to 12 sites in 2011 and will expand to 20 sites in 2012 across the nation. The Educare Model and NDF's Charter is based on a research model of continual student, classroom and teacher assessment - provided in part by the University of Wisconsin-Milwaukee using valid research based assessment tools; DPI accredited teachers; and low student to teacher ratios. Each of our 8 classrooms will serve between 17 and 22 children and have 2 fulltime staff permanently assigned to each room. All lead teachers have DPI licenses required for educators working with students in the Milwaukee School District. All assistant teachers have qualifications that meet or exceed MPS' requirements.

The NDF Charter School is supported through our Head Start contract and includes a community-based program addressing the needs of the whole child within the context of family and community. Students attending K4 and K5 at NDF will benefit from an extended day of services through a partnership with Head Start. K4 students will have 6 hours of programming (1/2 day of K4 class and 1/2 day of Head Start) in the same classroom and with the same teaching staff. Most 4K children will receive additional hours of educational programming through NDF's full day programming. Although K5 students are not eligible for Head Start programming, NDF will provide 6 hours of programming with additional hours of educational programming dedicated to improving the student's proficiency in all academic core domains.

The positive effects of an Educare based school are shown in the graph below that measures the student's ability in language and literacy based on the Peabody Picture Vocabulary Test (PPVT). Looking at the bar on the far right, students who are in an Educare school for 3 years scored in the 98 percentile and students enrolled in an Educare school for 2 years scored at 95%. The graph below was developed based on research conducted by the Frank Porter Graham Institute and is based on outcomes for the 5 original Educare Centers – that includes the Educare Center of Milwaukee. The graph shows that the earlier a child is enrolled in an Educare School (the effect of “age of entry”), the greater their potential for success in school. The outcomes for children shown here are based on a normal curve of 95% - 105% indicating that Educare children are performing at or above proficiency for all children entering kindergarten.

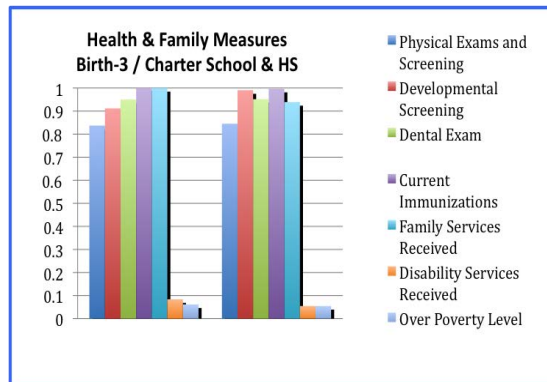
This graph is based on 475 children across the country that entered kindergarten from 2007-2010. These are adjusted means, taking into account site, child gender, child race/ethnicity, whether child has an IEP or not, mother's education level, single parent, and teenage mom or not. The effect of age of entry is $p < .0028$, statistically significant with all the covariates taken into account.



Through Head Start funds, each family will have the support of a trained family advocate who will provide family support services that include health and mental health services. Family advocates have social work or human development degrees and are supervised by a MSW. The 4 family advocates with caseloads of 30 – 40 families, work with individual Charter School families to help develop goals for their students and family members. The family goals focus on self-sufficiency as 90% of our families are at or below poverty or receive W2 funding. The family advocates provide parent trainings and support meetings including a fatherhood and healthy relationship group.

Students are screened at enrollment to provide support for health concerns beyond the standard public school immunization requirements. In 2010-2011 NDF Charter School had 100% of the children receiving the required immunizations for kindergarten. Additionally, the K4 and K5 students are screened for body mass index, lead exposure, vision and dental health. NDF's has a full time pediatric nurse practitioner and a health aide to coordinate health screenings, refer families and children for follow up, and support family advocates and teaching staff in their communication with families regarding all areas of health and nutrition. Families feel confident and are accepting of medical information that is delivered from this medical professional. NDF is also home to the only pediatric clinic in our target area. A new dental clinic on NDF's Charter School grounds will open May 16, 2011. Also consistent with Head Start Performance Standards, students are screened within 45 days of enrollment to ensure the program has the opportunity to properly address learning or other developmental disabilities. NDF Charter School typically serves a minimum of 10% of the students with diagnosed disabilities each year. NDF is implementing an RTI plan that meets MPS requirements. In the second row of columns, in the chart below, shows the progress during the 2010-2011 school year in ensuring students are physically ready for school.

Also noted in the chart are the numbers of students enrolled whose earnings are greater than 100% of poverty (note: significantly less than 10% of our student population).



Curriculum: As part of the Educare program design, NDF’s Head Start has adopted the Creative Curriculum for Preschool - 4th edition (2002, Teaching Strategies, Inc.). This curriculum complements the instructional approach of the Milwaukee Public School. The Creative Curriculum is grounded in recognized theories of child development and is aligned with the Wisconsin Model Early Learning Standards (WMELS). The curriculum defines the following broad goals for four major areas of child development.

Social and Emotional Development

- Achieving a sense of self
- Taking responsibility for self and others
- Behaving in a pro-social way

Physical Development

- Achieving gross motor control
- Achieving fine motor control

Cognitive Development

- Learning and problem solving
- Thinking Logically
- Representing and thinking symbolically

Language Development

- Listening and speaking
- Reading and writing

Key to NDF’s educational program will be the Creative Curriculum’s approach to helping teachers better understand, observe, and document child development, establish appropriate learning environments, and assume a wide variety of roles in facilitating student learning. Three learning coordinators support the Charter School teaching staff in all areas of assessment and curriculum development. A typical day at NDF will illustrate our deep commitment to early childhood practice that is developmentally appropriate and serves the purpose of fostering children’s learning. Teachers will implement a cognitively challenging curriculum. Development of language and emergent literacy skills will be directly connected to project-based learning experiences that are drawn from the student’s initiative, curiosity, and culture. The daily schedule will offer a balance of teacher-directed activities in large and small groups as well as time in each day for child choice planned activities in stations. The K5 classrooms will follow the programming guidelines for the MPS Comprehensive Literacy Program (CLP). The day is structured to give ample time for a math and writing block. All activities in all

subject areas as well as the planned choice activities are integrated with a focused project or study.

Relationships between staff and children as well as peer-to-peer relationships are a tenant of positive outcomes for children in academic domains. Breakfast and the mid-day meal offer an authentic opportunity for young students to expand language skills, deepen their vocabulary, and develop listening and speaking skills through extended conversations with adults and more experienced peers. NDF teaching staff remain with their children during these meals to facilitate these conversations. Students receive 80% of their daily requirements for nutrition through their NDF meal service.

ND has created a school climate where students and their families feel welcomed and supported to reach their full potential. Our 5K program offers an extra year of continuity of care with comprehensive services and lower teacher/pupil ratios. This strengthens the social and emotional development for the high-risk population that NDF serves. Our local choice of curriculum with the adaption of the MPS CLP will promote the development of confident, independent and pro-social learners who will transition from Next Door Charter School to elementary schools throughout the Milwaukee Public School district. Some families and students are offered the option of continuing with the same teacher who taught in their K4 classroom; this continuity of care has demonstrated higher rates of proficiency scores in our NDF Charter School.

4) The methods the school will use to enable students to attain the educational goals under 118.01, and promotion/graduation requirements, as well as the manner in which bilingual and special education services will be delivered to support the identified educational goals.

The Next Door Charter School will operate according to the Milwaukee Public School calendar. As mentioned above, children enrolled in K4 will also be enrolled in Head Start so they can attend for a full day. NDF will also provide an extended day for K5 students for parents needing childcare. The extended day for K5 students will incorporate learning targets and the extended day will include focused teaching toward those individual student targets.

Creative Curriculum is designed for teacher instruction that fosters student growth in all areas and promotes adapting and varying instruction for individual differences. Ongoing professional development and weekly oversight of student progress by the learning coordinators support improved child outcomes and overall school achievement. Each teacher creates an annual professional development plan with their supervisor and the Principal. In addition, teachers receive significant, research based training through our Educare partnership, the University of Wisconsin-Milwaukee, and opportunities through MPS.

An aspect of the Educare model that has been adopted for the Next Door Charter School is the practice of reflective supervision with teaching staff. Through reflective supervision teachers will consider the impact of their behaviors and decisions on

student outcomes. Two learning coordinators support the teaching staff through the process. These discussions are biweekly or as needed. They include a link between assessments and lesson plan decisions. The Charter School leadership team members are the Principle, Head Start Director, the learning coordinators. This team analyzes all assessment data to inform their decisions on programmatic changes and professional development plans.

Successful outcomes for students can be enhanced with authentic partnerships between schools and parents. The Head Start approach to parent involvement promotes the development of parenting skills through participation in classroom, program governance, recruitment of new families, and advocacy in the community. NDF is also home to a highly successful GED preparation program that includes family members from the Charter School. Parents are supported through these opportunities to develop their own skills and learn the value of education to promote learning in the home. NDF has a Family Literacy and Education program. The Director of this program has an advanced degree in adult education and teaches at the University of Wisconsin Extension. The Director works closely with the education leaders, teaching staff, and the family advocates in developing meaningful parent/ child literacy activities and events. This program also maintains an on-site library, *Books for Kids*. Books are donated and properly shelved to create an onsite library where families are encouraged to come and select books for their home "library" .

Special education services are delivered by a team lead by a trained special education teacher. The team includes a speech specialist, an OT specialist, a special education aide, and support services from an MSW. In 2009 -2010 school year, 23% of our K5 children were provided with special education services based on their IEP.

5) The method by which pupil progress in attaining the educational goals under s.118.01 will be measured.

The Creative Curriculum is aligned with the Wisconsin Model Early Learning Standards and is used in many of Wisconsin's K4 public school programs and in many Head Start programs across the country. This curriculum approach also supports the achievement of Milwaukee Public School's Learning Targets for K4 students. Creative Curriculum's Developmental Continuum is an observational assessment that allows teachers to identify children's developmental level in each of 50 objectives that are imbedded within the 4 developmental domains identified in #3 of this proposal. NDF uses this Continuum for guidance in daily observations. NDF Charter uses the Portage Guide assessment and the Phonological Awareness Literacy Screening (PALS) for formal assessments for 4K students . NDF Charter uses the MAP assessment. These ongoing observations and formal assessments drive the curriculum choices for each class and individual children. The data from the PALS is specifically used in developing literacy activities.

The Creative Curriculum instruction design has a balance of large group, intentionally planned small groups, and child selected activities integrated around a study or focus topic. This model for 4K at NDF has helped the 5K staff and children transition to the

MPS 90 minute CLP model. A learning coordinator is assigned to the NDF's three 5K classrooms as a .50 FTE literacy coach. *Break through to Literacy and Everyday Math* are used to expand curriculum development in literacy and math. PALS is used as a formal literacy assessment. The data from the PALS and the MAP inform instruction. The principal and learning coordinator have attended CPL and MAP PD trainings. As a team they provided PD to all Charter staff. In addition, the lead staff have attended an MPS MAP training.

Compliance with Required Assessments and Reporting

As a part of NDF's current agreements with MPS and Head Start, all children participate in some form of on-going assessment of their academic progress as cited above. The progress of 4 and 5 year old students can be tracked by MPS through NDF's adherence to MPS's MAP window for data entry.

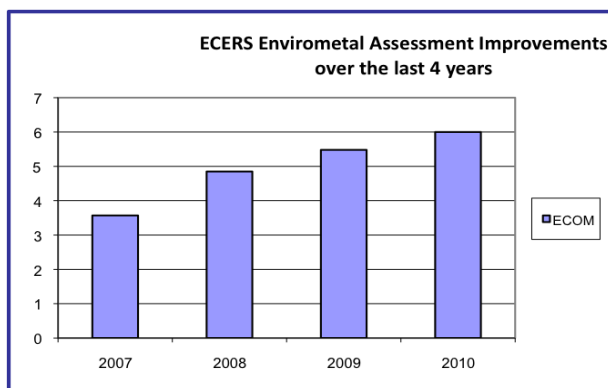
The achievement of students is dependant on the quality of their programs. Therefore an integral component of NDF's charter program will be the on-going professional development, monitoring and supervision of the teaching staff. As previously mentioned, a key component of the Educare model that NDF Charter School has adopted comes from the use of reflective supervision with all staff. Reflective supervision in practice ensures quality by providing the time and methods for staff to step away from their immediate classroom experiences and with the help of their supervisor sort through their thoughts and feelings about their work. The learning coordinators implement this practice weekly.

On-going Professional Development

All teaching staff are required to participate in training on implementing the Creative Curriculum, Additional required training for K5 teaching staff includes: Breakthrough to Literacy; observing and documenting individual child progress; and connecting the results of the PALS and MAP data to develop curriculum plans. The education leadership team provides training to all staff on a monthly basis.

Monitoring Classroom Quality

Monitoring program and classroom quality is done using a classroom observation tool, Early Childhood Environmental Rating Scale – Revised (ECERS-R) (1998, Teachers College Press) and the Classroom Assessment Scoring System (CLASS) (2008, Paul H. Brookings Publishing Co.) Classroom observations by CLASS certified trainers will provide constructive feedback and ongoing support for teachers in areas needing improvement. Classroom environmental observations, using the ECERS-R will provide teaching staff with an overview of their classroom's potential to maximize the learning of each individual student. Below is a graph showing the strength of the learning environments for NDF Charter students. A 5 on this scale is rated as very good. In 2010 the classrooms had reached a level of 6 on the ECERS-R scale.



Additionally, full day classrooms meet Educare Implementation Standards that reflect rigid requirements for staff, environments, and school administration (see Implementation Checklist attachment).

Governance Structure: The governance structure of the school, including the method to be followed by the school to ensure parental involvement and the plan for addressing parental complaints.

All affairs of Next Door Foundation, including the Charter School, are managed by or under the direction of its Board of Directors (NDF By-Laws, Article III, Section 1). The Executive Director, who is the principal officer of the Next Door Foundation, is subject to the control of the Board of Directors (NDF By-Laws, Article IV, Section 2). . The Charter School Principal is responsible for the day-to-day operations of Next Door Charter School and reports directly to NDF's Executive Director. The learning coordinators report directly to the Charter School Principal and oversee curriculum implementation for the Charter School and manage the teaching staff. Serving as an advisory group for Next Door Charter School, the Educare Oversight Committee and the Executive Director oversees implementation of the Educare program model. The Educare Site Director is part of the governance team and reports directly to NDF's Executive Director.

The Head Start Parent Committee, which oversees Head Start program operations, will have parent members from Next Door Charter School. The committee will act as a resource channel for parents who have complaints or grievances with the school. The committee will also work closely with NDF staff to encourage parent sponsored events, promote classroom volunteer opportunities, evaluate programming, offer educational forums/support groups, inform parents about ongoing activities, distribute parent evaluation surveys and raise overall program awareness.

7) Subject to sub. (7)(a) and (am) and ss. 118.19(1) and 121.02(1)(a) 2. the qualifications that must be met by the individuals to be employed in the school. Subject to sub. (7) And (am) 118.9 (1) AND 121.02 (1) (a) 2. All lead teachers hired to teach at Next Door Charter School will meet the teacher education and teacher licensure requirements of the Wisconsin State Department of Public Instruction.

The Charter School Principal, Ms. Linscott, has a MS in Curriculum and Instruction and a BS in Elementary Education. Ms. Linscott has 8 years teaching experience in Wisconsin Public Schools, holds a current DPI teaching license, and has 15 years of experience in educational supervision. Ms. Linscott has the required DPI training for mentoring and reading Professional Development Plans for Initial Educators as outlined in DPI Rule 34.

All lead teachers are DPI qualified.

8) The procedures and requirements that the school will follow to ensure the health and safety of the pupils, including identifying steps to address safety concerns that may arise.

NDF exceeds the standards for pupil health and safety. A licensed PNP is on staff and available every day during school hours. NDF also houses a Children's Medical Group Pediatric Clinic that is available to the community on a daily basis. Each classroom is monitored for health and safety issues. (see Health and Safety Checklist attachment)

Health program services and activities are as follows:

- A health curriculum that teaches physical health, mental health, exercise, healthy eating, and gross motor activities is in place for each classroom.
- Integrated Services Resources through MPS that provides occupational, speech, physical and special education therapies.
- Marquette University provides dental screenings for all students.
- Mental Health Consultation through Ssempijja Family Clinic
- Health and Nutrition Advisory Committee
- Children's Hospital of Wisconsin Onsite Health and Dental Clinic

The NDF PNP oversees immunizations, hemoglobin screening, hearing and vision screenings, blood pressure screenings and oversees necessary medications, in-services to staff on Blood Borne Pathogens, first aid, CPR training, communicable disease control and nutrition issues. The PNP works closely with the Parent Committee, the Health and Nutrition Advisory Committee and provides pre-natal in-services and dental health information for children in classrooms. The Health and Nutrition Advisory Committee meets semiannually and includes community physicians, public health staff, dentists, and mental health experts. This Committee helps NDF Charter School successfully access resources and create partnerships with community health resources. In addition, the Committee advises and helps to articulate health policies and procedures that are in the best interests of our students and families. For example, during the flu epidemic, the group provided important insights on staff, family and student procedures if there were an outbreak in our school. The PNP coordinates health fairs on-site and regularly prepares health related memos and information in parent newsletters.

Lead poisoning is a significant challenge for children in the central city. As a result, NDF collaborates with the Milwaukee Health Department for lead poisoning referrals. The

NDF PNP screens for blood lead levels in children as needed and when a positive lead level is detected; the Milwaukee Health Department is contacted. NDF Charter School in 2011 will be part of a pilot project in partnership with the Milwaukee Health Department in utilizing a student database to screen and eliminate lead in the homes of students more quickly and effectively.

Asthma is an increasing concern for Milwaukee central city children. NDF provides teacher and parent education on Asthma issues including one-on-one sessions when appropriate. Medication is given to children with asthma as directed by a physician during school hours. An Asthma Care Plan is developed by the PNP and is in place for each diagnosed child.

Nutrition issues including obesity are increasingly prevalent in our student population. NDF provides 2 healthy meals and a health snack per day. Healthy nutritious meals is a high priority and NDF Charter School will providing meal service on-site in the 2011-2012 school year. The PNP currently works with NDF students to determine BMI (Body Mass Index) to detect if students are overweight and then provides trainings for parents on childhood obesity food portion sizes, meal planning, and appropriate foods.

Dr. Sebastian Ssempijja, Ph.D. will provide mental health consultation, treatment and referral for Next Door Charter School students and families on a contract and as needed basis. Dr. Ssempijja provides mentoring for teaching staff during monthly meetings where individual teachers make case presentations. NDF Charter School has also developed a Positive Behavior Support Team, lead by the Principal and Dr. Ssempijja, to help preempt and provide continual support for classrooms with children exhibiting challenging behaviors.

Fire and Emergency drills are conducted according to state and local statues. Safety policies and procedures are in place for all aspects of the student day to ensure adequate protection for children. An NDF Emergency Plan is in place, and all teachers/staff are trained in its execution. In case of an emergency, we have immediate contact with Clarke Street School, which is located across the street. If necessary, NDF may use these buildings to house students and staff during an emergency situation. All classroom and support staff receive annual training on the detection and reporting of suspected cases of child abuse and neglect.

9) The procedures and requirements by which the school will welcome and recruit a student body diverse in race, language, economic status, and special education needs reflective of the school district population.

Next Door Charter School's primary service area will be bounded by 40th Street on the west and 10th Street on the east, Capitol Drive on the north and I-94 on the south. Recruitment will be focused toward the Metcalfe Park neighborhood. As such, it is expected that the majority of students applying for and being admitted into the program will be of African-American heritage and meet the definition of at-risk or have a diagnosed disability. Additionally, the Next Door Charter School will make special effort

to reach out to at-risk students of other cultural and linguistic backgrounds, particularly Hmong, who live in the neighborhoods surrounding Metcalfe Park and within NDF's target area. Recruitment efforts will also target parents of other backgrounds including Somalian that have settled in our target geographic area. .

NDF recruitment efforts are multi-dimensional, utilizing a combination of area-wide marketing and personal selling that includes: print media, radio, television, outdoor advertising, direct mail, brochures, flyers, door-to-door canvassing, participation at fairs and festivals and word of mouth. The Next Door Charter School will comply with MPS regulations regarding informing the public of the school, including participation in the Annual Preschool Open House, listing in the MPS annual directory and promotion of the availability of seats in local newspapers. NDF Charter maintains full enrollment with the exception of 1 student who moved out of state at the midpoint in the year.

10) The procedures and requirements for admission to the school.

Next Door Charter School does not discriminate against students on the basis of sex, race, religion, national origin, national ancestry, or physical, emotional or learning disability.

Family advocates are on staff and available to consult with parents regarding whether the school is the best site for their child.

With the aim of creating a neighborhood school, priority is given to students who are currently involved in NDF programs, have a sibling enrolled at NDF or live in the area. When there are more applicants than seats available, first-come, first served is the basis for selection.

11) Enrollment and grade level distribution expectations for the school, including the following:

A. Requested contract term, grades and enrollment numbers for each of the term year

B. Enrollment timeline

C. Reassignment process

Implemented if charter school does not meet minimum enrollment of by.

Enrollment and grade level distribution expectations for the school are as follows:

Funded Enrollment (FTE)			
YEAR	4 KINDERGARTEN	5 KINDERGARTEN	TOTAL FTE
1	56.4	60	116.4
2	56.4	60	116.4
			136 (6/2012)

			154 (11/12)
3	56.4	60	116.4
4	56.4	60	116.4
5	56.4	60	116.4

Headcount		
YEAR	4 KINDERGARTEN (HALF-DAY)	5 KINDERGARTEN (FULL-DAY)
1	94	60
2	94-138	60-71 (11/2012)
3	94	60
4	94	60
5	94	60

Enrollment will begin in Spring 2011, subject to approval of this proposal. NDF presently operates a MPS Community Diversified School offering 4K and 5K services; the current contract is for 116.4 FTEs. Continued funded enrollment is achievable goal based on the high-degree of public interest of NDF as a leader in early childhood education in Milwaukee.

Next Door Charter School will follow the .6 FTE membership aide formula for calculation of funded enrollment of four-year-old students as a result of the collaboration between Head Start and the charter school. NDF maintains a staff of family advocates to provide a minimum of 87.5 hours of direct outreach services to parents, in addition to 437 classroom hours per year.

Act 48: 4K Outreach Activities: Direct Services to Parents

Parents will be an essential part of each child's education at Next Door Charter School. Staff members will involve parents through a variety of activities. These include:

- general communications
- home visits
- parent meetings at school or elsewhere
- parent education classes
- parent child activities, such as: family nights, potluck dinner meetings, field trips
- orientation to 4K or transition to 5K
- classroom involvement training
- family resource center
- parent policy council

The reassignment process should be implemented if the Next Door Charter School does not achieve funded enrollment of 116.4 FTE's by the third Friday count in September.

12) A proposed budget based on the established per pupil funding amounts for the particular level involved. If other funding is to be included, written confirmation of the purpose, amount, and duration of the funding source should be stated, as well as a plan for the program to maintain sustainability once other funding ends.

Description	Budget Year 1	Budget Year 2 and beyond
Program Income:		
Charter School Revenue	905,010	928,335
Title Aids	66,209	68,195
Head Start	549,052	565,524
Total Income	\$ 1,520,271	\$ 1,562,054
School Expenses:		
Instruction	565,304	580,838
Materials	85,802	88,160
Instructional Support	195,466	200,838
Teacher Support	44,368	45,588
Transportation	29,248	30,052
Staff Benefits	201,285	206,815
Total Direct Cost	\$ 1,121,473	\$ 1,152,291
Leadership	103,834	106,688
Facilities	169,074	173,726
Business Services	75,262	77,330
Insurance and Audit	24,669	25,347
Staff Benefits	25,959	26,672
Total Indirect Cost	\$ 398,798	\$ 409,763
Total School Expenses	\$ 1,520,271	\$ 1,562,054
Number of Students	154	154
Annual Cost per Student	\$ 9,872	\$ 10,143

13) The manner in which annual audits of the financial and programmatic operation of the school will be performed.

Next Door's Board of Directors is responsible for the fiscal oversight of the Next Door Charter School. This Board is comprised of 28 business and community leaders and has established a Finance & Administration (F&A) Committee that meets monthly. The

F&A Committee is responsible for the preparation of the annual budget of the charter school. Other duties of this committee include 1) develop long-range financial plans, 2) review all non-budgeted expenditures over \$5,000 and recommend action to the Board of Directors, 3) arrange for an annual audit, 4) insure that proper internal controls are in place, and 5) review monthly financial reports (balance sheet, income statement, changes in financial position).

14) The procedures for disciplining pupils.

The procedure for disciplining pupils at NDF Charter:

Step #1 Teaching staff will conference with the student and take him/her to a quiet space in the room to think about and change the inappropriate behavior. This may be repeated many times but staff will note reduction in the incidents or in the severity of the incidents.

Step #2 Teaching staff will inform the Learning Coordinator of the incident (s) and schedule a classroom observation (by the Learning Coordinator). The teacher will make a call to the student's home to inform the parent / legal guardian of the incident. After the classroom observation is conducted a meeting that includes the Charter School Principal and the Head Start Director will be scheduled. The classroom observation and teaching staff concerns will be reviewed.

Step #3 Teaching staff will request a student case review meeting to include the Learning Coordinator, Mental Health manager, Family Advocate, Principal, and the Head Start Director. The parent / legal guardian will be informed of the meeting and encouraged to attend. This Team will discuss further interventions which may include observation by the Mental Health Consultant and or possible referral of services. An Individual Action Plan will be developed and regular scheduled follow up meetings will be set. The parent will be informed of all additional meetings and observations, and be encouraged to attend. Legal guardians will have signed consents that allow the school Mental Health Consultant to conduct an appropriate observation / interview.

Step #4 The learning Coordinator will request a conference with the Principal, head Start Director, parent / legal guardian and the teacher to discuss possible alternatives which may include referral to a more appropriate program or a reduction in hours.

The mission of all programs at NDF is to "support the intellectual, spiritual, and emotional development of children, so they can become self-sufficient, contributing members of the community." As children will be dually enrolled in NDF's Head Start and MPS, each family will receive a copy of the MPS Parent/Student Handbook on Rights, Responsibilities and Discipline, and the code of discipline will be enforced. NDF preschool and kindergarten programs will concentrate on developing a positive behavioral support system. The policies of these programs, which are in compliance with the MPS Code of Conduct, respect the fact that positive behavior is one of many areas of development that can and should be taught and modeled by caring adults.

NDF has been recognized by MPS for the low number of children suspended from the school. During the current school year, no children have been suspended.

15) The public school alternatives for pupils who reside in the school district and do not wish to attend or are not admitted to the charter school.

Next Door Charter School is a private school.

There are various public school alternatives throughout the City of Milwaukee, including nine MPS Community Diversified Schools offering Early Childhood education and 122 MPS Elementary and K-8 schools. Students may choose to apply to any of these schools, subject to eligibility. Several MPS schools are nearby including Clarke Street, Hi-Mount, LaFollette, Metcalfe, Thirty-seventh Street, Starms and Brown Street Academy.

Next Door Charter School has access to the school district catalog and consults with parents to provide advice on alternative sites. In addition, the Charter School provides materials and support to assist parents in helping their child to make an effective transition to a new school.

16) A description of the school facilities and the types and limits of the liability insurance that the school will carry. Include information regarding what is initially needed and what is ultimately needed, if you have a site, identify the facility/location and provide documentation of agreement. If planning a shared facility, provide documentation of agreement.

Next Door Charter School will operate in a facility that is wholly-owned by the NDF, Inc. The facility is located at 2545 North 29 Street in Milwaukee and has been operated as an early childhood center for over twenty years, having been extensively renovated for that purpose. The building is approximately 58,000 square feet and is licensed by the State of Wisconsin.

In addition to the charter school, this facility will house the following programs:

- Birth to three programs including: prenatal health care and childbirth education and support, center-based Early Head Start, home-based Early Head Start, and Conscious Fathering
- Center-based Head Start and home-based Head Start services for children three to four years old
- Educare full day education and care for children six weeks to four years old
- Bilingual support for Hmong and Spanish speaking enrolled families
- Books for Kids – free library/Read with Me
- Leaders of Tomorrow - after school and summer day camp programming for youth ages 6-12
- Adult Education/GED
- Family Literacy and Education – literacy activates for the entire family
- CHIMC-Children’s Health improvement for Milwaukee’s Children

- Next Door Pediatrics operated by Children’s Medical Group

Children’s Hospital of Wisconsin and the Next Door Foundation broke ground on a new 7,700 square-foot Children’s Hospital of Wisconsin medical and dental center, scheduled to open in spring 2011. Children’s Medical Group-Next Door Pediatrics, a member of the Children’s Hospital family, currently provides medical care to children at Next Door Foundation as well as those from the Metcalfe Park neighborhood. Next Door Pediatrics will move into the new building alongside the new dental center. The current clinic space will be used to house additional Children’s Hospital services.

A floor plan of the facility is included as an attachment to this proposal to clearly identify the square footage and common areas that will be used by the charter school. There are two distinct entrances to the building: one for school children and their parents and a second for adult students and visitors.

The facility is fully-accessible to individuals with disabilities. The building also includes a full-service kitchen, from which hot breakfasts, lunches, milk and snacks are served. There is an outdoor play area with appropriate equipment and security and several indoor play areas for development of gross motor skills.

17) The effect of the establishment of the charter school on the liability of the school district.

There will be no liability on the part of the MPS Board as a result of the establishment of the Next Door Charter School.

NDF complies with all applicable local, state and federal regulations and MPS board policies regarding health and safety standards and insurance requirements. Next Door Charter School certificate of insurance is attached:

General liability	\$1 million each occurrence
Excess liability	\$5 million each occurrence
Automobile liability	\$1 million
Workers’ Comp	\$500,000 each accident

18) The transportation plan for the school including how the petition/proposal utilizes transportation, the projected transportation costs and the procedure to inform parents of the school transportation policy.

Transportation is provided based on distance from Next Door Charter School and/or need. In general, transportation is planned to be provided for those students who live more than one mile walking distance (one way) from the school. Exceptions will be made, however, on receipt of parent(s) request or in cases of special needs.

If a student is eligible for transportation, a parental request for an alternate pick up or drop off address, such as baby sitter or day care, will be considered.

The projected transportation costs are:

Year 1	\$ 138,918
Year 2	\$ 143,012

Next Door maintains a small fleet of busses and employs bus drivers and bus monitors to deliver one-way and two-way routes daily based on distance or family need.

Transportation policies will be disseminated in writing at the time of enrollment. Appropriate parental consents will be obtained at that time and will be maintained throughout the school year.

19) Indicate whether the proposed charter school will be an instrumentality of non-instrumentality charter school.

Next Door Charter School will be a non-instrumentality charter school.

20) Indicate the school year that the charter status is requested to begin, and length (1 to 5 years) of the contract term sought.

Charter status is requested to begin for the 2011-2012 school year for a length of five years.