



State Public Charter School Commission Charter Contract Renewal Application and Guidance

**Charter Application for
<Name of Charter School>**

Charter Contract Renewal Application and Guidance

This renewal application fulfills the requirements of HRS§302D-18 and Hawaii Administrative Rules §8-505-12 to provide an opportunity for the public charter school to:

- (1) Submit any corrections or clarifications to the performance report;
- (2) Present additional evidence, beyond the data contained in the performance report, supporting its case for charter renewal;
- (3) Describe improvements undertaken or planned for the school; and
- (4) Detail the charter school's plans for the next charter term.

Pursuant to HRS §302D-18, the Hawaii State Public Charter School Commission (“Commission”) will award contracts based on the school’s performance across the academic, organizational, and financial performance frameworks over the term of the current charter contract.

All charter schools with contracts that expire on **June 30, 2023**, are eligible to apply for a new contract. In **November 2022**, the Commission will issue a Charter School Performance Report (Performance Report) to each charter school whose charter contract is in its final contract year. The Performance Report summarizes the charter school's performance record to date, based on the data required by HRS§302D and the charter contract, and will provide notice of any weaknesses or concerns the Commission has concerning the charter school that may jeopardize its position in seeking renewal. A completed application is due 30 days after the issuance of the Performance Report.

Application Instructions:

This application has been pre-populated for the School’s convenience. The form is fillable and the school is able to make necessary changes.

To apply for renewal, the applicant shall:

- 1) Complete the entire contract renewal application;
- 2) If your school currently has an online/virtual or blended program, or would like the Commission to authorize an online/virtual or blended program, the applicable sections of the application must be filled out;
- 3) Review and verify any information pre-populated in this application by the Commission for accuracy and make changes as necessary;
- 4) Submit Board of Education graduation waiver (if applicable);
- 5) Submit a current, executed lease for each school site;
- 6) Submit a completed five-year budget workbook;
- 7) Submit Board Member Information Form for each governing board member
- 8) Submit the governing board resolution authorizing the current governing board chairperson to sign and submit the application;
- 9) Applications must be signed by the current governing board chairperson;
- 10) Submit a hard copy of the completed application to the Commission by 4:30 PM, HST thirty days after the mailing of the performance report.



Hawaii State Public Charter School Commission

Charter Contract Renewal Application

for Charter Contract term **July 1, 2023 to June 30, 2028**

School Information	
Name of School	<Commission to pre-populate/school to verify>
School Location (List addresses of all instructional and non-instructional sites. Attach executed lease for each site)	<Commission to pre-populate/school to verify>
School Website Address	<Commission to pre-populate/school to verify>
School Telephone Number	<Commission to pre-populate/school to verify>
School Fax Number	<Commission to pre-populate/school to verify>
Type of Charter	<input type="checkbox"/> Start Up <input type="checkbox"/> Conversion <Commission to pre-populate/school to verify>
Initial Year of Charter School Operations	<Commission to pre-populate/school to verify>
School Hours	<Commission to pre-populate/school to verify>
Island Served	<Commission to pre-populate/school to verify>
Hawaiian Immersion	<input type="checkbox"/> Yes <input type="checkbox"/> No <Commission to pre-populate/school to verify>
Current Contract - Authorized Virtual Learning Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <Commission to pre-populate/school to verify>
Current Contract - Authorized Blended Learning Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <Commission to pre-populate/school to verify>
Educational Service Provider (if applicable)	<Commission to pre-populate/school to verify>
Current Contract Grade Span	<Commission to pre-populate/school to verify>
Is school seeking expansion beyond current grade levels?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If school is seeking expansion of grade levels, indicate which grade levels are being sought for the new contract term. Please submit Charter Contract Amendment Form.	Additional Grade Levels Requested:
Does your school require a graduation waiver from the Board of Education?	<input type="checkbox"/> Yes <input type="checkbox"/> No <Commission to pre-populate/school to verify>
Since graduation waivers expire with the current contract, please indicate if school is in the process of obtaining a graduation waiver from the Board of Education	<input type="checkbox"/> Yes <input type="checkbox"/> No

Governing Board Information	
Name of Governing Board Chair	<Commission to pre-populate/school to verify>
Governing Board Chair Address	<Commission to pre-populate/school to verify>
Governing Board Chair Phone Number	<Commission to pre-populate/school to verify>
Governing Board Chair Email Address	<Commission to pre-populate/school to verify>
School's Mission and Vision	
Mission Statement	<Commission to pre-populate/school to verify>
Revisions to the school's Mission Statement (if applicable)	
Vision	<Commission to pre-populate/school to verify>
Revisions to the school's Vision (if applicable)	

Application to Continue an Existing Virtual and/or Blended Learning Programs

Please complete this section if your school currently operates a virtual and/or blended program and are planning to continue offering the program with the current grades served. If your school currently operates a virtual and/or blended program and would like to expand the program(s) to include additional grades, please complete the Application for a New and/or Expanded Virtual Learning Program form.

Virtual Learning Definition: Instruction takes place in an online environment

Blended Learning Definition: A combination of online educational materials and opportunities for interaction online and in-person on site instruction, requiring the use of a school facility or authorized location

Maximum enrollment of virtual learning program allowed by current contract	<Commission to pre-populate/school to verify>
Maximum enrollment of virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the virtual learning program allowed by current contract	<Commission to pre-populate/school to verify>
Maximum percentage of total student population enrolled in the virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the virtual learning program allowed by current contract	<Commission to pre-populate/school to verify>
Grades served by the virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum enrollment of blended learning program allowed by current contract	<Commission to pre-populate/school to verify>
Maximum enrollment of blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the blended learning program allowed by current contract	<Commission to pre-populate/school to verify>
Maximum percentage of total student population enrolled in the blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the blended learning program allowed by current contract	<Commission to pre-populate/school to verify>
Grades served by the blended learning program requested for contract period July 1, 2023 through June 30, 2028	
School must develop and provide for review, curriculum tailored to the school's educational program that at a minimum includes:	

<p>a. Alignment with school mission and vision, Hawaii State Standards (currently the Common Core Standards) or DOE standards; and</p> <p>b. Alignment and coherence with your school's brick and mortar program.</p>	
Provide a copy of the Hawaii State Teachers Association approved teacher evaluation instrument for virtual and/or blended learning program teachers.	
Identify and itemize all cost items including but not limited to: specialized training, dates and supplemental pay for recall days, and cost, including fringe, for each teacher and administrator.	
Provide a listing of the teacher(s) and administrator(s) employed for the virtual and/or blended learning program as differentiated from those supporting any brick-and-mortar program.	
Provide teacher certifications, and professional qualifications including any specifically related to teaching in an online format;	
Provide administrator certifications or qualifications to evaluate a virtual and/or blended learning teacher	
Provide evidence that teachers employed to teach the blended and/or learning class are evaluated for performance	
Provide a student to teacher ratio for every class being taught by each teacher employed by the school.	
Provide a description and evidence of professional development for its blended and/or virtual learning teacher(s).	

Application for a NEW or EXPANDED Virtual and/or Blended Learning Program

Please complete this section if your school would like to ADD a virtual or blended learning program or EXPAND the grades served by a virtual or blended learning program at your school.

Virtual Learning Definition: Instruction takes place in an online environment

Blended Learning Definition: A combination of online educational materials and opportunities for interaction online and in-person on site instruction, requiring the use of a school facility or authorized location

Program(s) school is requesting	<input type="checkbox"/> New/Expanded Virtual Learning Program <input type="checkbox"/> New/Expanded Blended Learning Program
Maximum enrollment of virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum enrollment of blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Maximum percentage of total student population enrolled in the blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the New/EXPANDED virtual learning program requested for contract period July 1, 2023 through June 30, 2028	
Grades served by the New/EXPANDED blended learning program requested for contract period July 1, 2023 through June 30, 2028	
Provide State assessment results compared to statewide and complex area data, in language arts, math, and science covering the most recent three-year period, for the existing virtual/blended program or school as compared to statewide and complex area data.	
Provide evidence the virtual/blended program has met its current Academic Performance Framework targets	
Provide additional assessment results and measurements used to evaluate learning progress covering the most recent three-year period for the existing virtual/blended program or school	

Finance and Government	
What are the costs associated with your proposed virtual and/or blended learning program and its various components?	
How do these costs change over the life of their proposed contract?	
How are these costs affected by different student populations and contextual factors?	
What are the implications for weights and adjustments in the accountability or funding system due to the proposed expansion of the virtual and/or blended program?	
Provide a 5-year budget showing how the proposed expanded program will operate, including a breakdown of teacher costs (including specialized training, dates and supplemental pay for recall days if necessary), facilities, technology, internet access, curriculum, and any other associated costs.	
Provide a demographic breakdown of the students you are proposing to serve through this program, e.g. Free and Reduced Lunch, geographic home location, grade level, general demographics.	
What geographic area(s) will your proposed program be serving?	
How is the proposed expanded program staffing model sufficient to address all of the requirements of reporting and oversight?	
Instructional Program Quality	
What is the educational need served by this program?	
What differentiates this program from other programs in the community(ies) to be served?	
Explain the process used to decide on the proposed curriculum and curricular model/mode of delivery.	
Provide documentation of curricular alignment to the Hawaii State Standards (currently the Common Core Standards).	
Provide a copy of scope and sequence for each grade level served.	
In addition to the state assessments (i.e., Smarter Balanced Assessment, Kaiapuni Assessment of Educational Outcomes (KĀ'EO), Hawaii State Alternate Assessment, WIDA), what other measures will be employed to evaluate student progress and growth?	

Describe where and how state testing will be held for all students	
What additional assessments will be used to evaluate learning progress, and how will staff monitor that progress and ensure that students are meeting the required standards?	
How will students demonstrate subject mastery leading to eligibility for promotion?	
Teacher and Administrator Quality to run a Virtual or Blended Learning School/Program	
What specific training have the proposed teacher(s) and administrator(s) completed that address the unique needs of virtual and/or blended learning?	
What are the qualifications of administrator(s) to evaluate, manage, and support teachers of virtual and/or blended learning students?	
How will the school provide professional development and support to virtual and/or blended learning teachers?	
Special Education and Section 504 of the Rehabilitation Act of 1973 requirements	
Detail how the proposed expanded program will meet the requirements of the Individuals with Disabilities Education Act (IDEA)	
Detail how the proposed expanded program will meet the requirements of the Section 504 of the Rehabilitation Act of 1973 (504)	

School Enrollment

*Final Enrollment Count must include total number of students in blended and virtual programs if offered

	2021-2022	2021-2022	2022-2023	2022-2023	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
	Projected Enrollment	Final Enrollment Count*	Projected Enrollment	Final Enrollment Count*	# of students waitlisted	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment	Projected Enrollment
Pre-K										
Grade K Brick and Mortar										
Grade K Virtual										
Grade K Blended										
Grade 1 Brick and Mortar										
Grade 1 Virtual										
Grade 1 Blended										
Grade 2 Brick and Mortar										
Grade 2 Virtual										
Grade 2 Blended										
Grade 3 Brick and Mortar										

<Commission to pre-populate/school to verify>

<School to fill in this information>

	2021-2022 Projected Enrollment	2021-2022 Final Enrollment Count*	2022-2023 Projected Enrollment	2022-2023 Final Enrollment Count*	2022-2023 # of students waitlisted	2023-2024 Projected Enrollment	2024-2025 Projected Enrollment	2025-2026 Projected Enrollment	2026-2027 Projected Enrollment	2027-2028 Projected Enrollment
Grade 3 Virtual										
Grade 3 Blended										
Grade 4 Brick and Mortar										
Grade 4 Virtual										
Grade 4 Blended										
Grade 5 Brick and Mortar										
Grade 5 Virtual										
Grade 5 Blended										
Grade 6 Brick and Mortar										
Grade 6 Virtual										
Grade 6 Blended										
Grade 7 Brick and Mortar										
Grade 7 Virtual										
Grade 7										

<Commission to pre-populate/school to verify>

<School to fill in this information>

	2021-2022 Projected Enrollment	2021-2022 Final Enrollment Count*	2022-2023 Projected Enrollment	2022-2023 Final Enrollment Count*	2022-2023 # of students waitlisted	2023-2024 Projected Enrollment	2024-2025 Projected Enrollment	2025-2026 Projected Enrollment	2026-2027 Projected Enrollment	2027-2028 Projected Enrollment
Blended										
Grade 8 Brick and Mortar										
Grade 8 Virtual										
Grade 8 Blended										
Grade 9 Brick and Mortar										
Grade 9 Virtual										
Grade 9 Blended										
Grade 10 Brick and Mortar										
Grade 10 Virtual										
Grade 10 Blended										
Grade 11 Brick and Mortar										
Grade 11 Virtual										
Grade 11 Blended										
Grade 12 Brick and										

<Commission to pre-populate/school to verify>

<School to fill in this information>

	2021-2022 Projected Enrollment	2021-2022 Final Enrollment Count*	2022-2023 Projected Enrollment	2022-2023 Final Enrollment Count*	2022-2023 # of students waitlisted	2023-2024 Projected Enrollment	2024-2025 Projected Enrollment	2025-2026 Projected Enrollment	2026-2027 Projected Enrollment	2027-2028 Projected Enrollment
Mortar										
Grade 12 Virtual										
Grade 12 Blended										
Total										

<Commission to pre-populate/school to verify>

<School to fill in this information>

Additional Information for Commission Consideration

Please take advantage of this important opportunity that acknowledges the work of your school by providing additional data (both quantitative and qualitative) which the Commission will use in consideration of your school's renewal. Additional information is especially critical for any of the performance frameworks (academic, organizational, and/or financial) which the school did not meet the performance targets. Attach supporting documents if applicable.

Describe school specific initiatives, systems, and tools used to monitor growth and well-being during the pandemic (SY 19-20, SY 20-21, and SY 21-22).

As many schools were affected by COVID-19, share your school's actions and steps taken during the pandemic to address your students' needs and describe in detail the adjustment of your school's programs/practices to address your students' needs, including relevant data to support your school's actions.

Appendix A: Renewal Application Certification Statement

This form must be signed by the governing board chair of the charter school. An application for renewal will be considered incomplete and will not be accepted if it does not include this signature.

Name of School:	<Commission will pre-populate>
------------------------	--------------------------------

I hereby certify under the penalties of perjury that the school's governing board is in compliance with the provisions of Section 302D-12, HRS. I further certify that the information submitted in this application for renewal of a public school charter contract is true to the best of my knowledge and belief and that this application has been approved by the school's Governing Board.

Signature: Chair of Governing Board

Date

Print/Type Name:	
Date of approval by governing board:	

Board Member Information

To be completed individually by each Governing Board member.

All forms must be signed by hand.

Charter school governing boards are subject to the provisions of Section 302D-12, HRS and the Chapter 84, HRS, the State Ethics Code. Serving on a public charter school governing board is a position of public trust and fiduciary responsibility. As a governing board member of a public school, you are responsible for ensuring the quality of the school's plans, competent stewardship of public funds, and the school's fulfillment of its public obligations and all terms of its Charter Contract.

The Commission requires that each governing board member respond individually to this questionnaire following the commencement of a new contract term (after July 1).

Background- describe your role

1. Name of charter school on whose governing board you serve:

Click or tap here to enter text.

2. Contact information:

Name:Click or tap here to enter text.

Phone:Click or tap here to enter text.

E-mail:Click or tap here to enter text.

Indicate your position on the governing board (e.g. chairperson, vice chairperson, secretary, treasurer, member)

Click or tap here to enter text.

Indicate the beginning and ending dates of your term on the governing board:

Click or tap here to enter text.

Indicate whether you currently serve on a governing board of another charter school.

☐ I serve on the governing board of: _____

☐ I do not serve on another charter school governing board.

Click or tap here to enter text.

Disclosures

1. Indicate whether you are a current employee or former employee of the charter school under the jurisdiction of the governing board that you serve. If you are a former employee, indicate when your employment with the school concluded.
 - ☐ I am a current employee
 - ☐ I am a former employee. My employment with the school concluded on: _____
 - ☐ I am not a current or former employee of the charter school under the jurisdiction of the governing board

2. Indicate whether you are a relative of an employee or former employee of the charter school under the jurisdiction of the governing board that you serve. Pursuant to Section 302D-12(k)(2) a relative is defined as “a spouse, fiancé, or fiancée of the employee; any person who is related to the employee within four degrees of consanguinity; or the spouse, fiancé, or fiancée of such person.” See attached chart for description of degrees of family relationships.
 - ☐ I am related to an employee of the school. My _____ is employed by the school.
 - ☐ I am related to a former employee of the school. My _____ was employed by the school. Their employment concluded on: _____.
 - ☐ I am not related to an employee or former employee of the school

3. Indicate whether you are a vendor or contractor providing goods and services (including but not limited to educational service provider or charter management organization services) to the charter school under the jurisdiction of the governing board that you serve. If you are a vendor or contractor, describe the services that you provide.
 - ☐ I am a vendor or contractor providing goods and services to the charter school under the jurisdiction of the governing board that I serve. I provide the following services to the school: [Click or tap here to enter text.](#)
 - ☐ I am a **former** vendor or contractor that provided goods and services to the charter school under the jurisdiction of the governing board that I serve. I provided the following services to the school: [Click or tap here to enter text.](#) My contract with the school concluded on: [Click or tap here to enter text.](#)
 - ☐ I am not a vendor or contractor that provides goods and services to the charter school under the jurisdiction of the governing board.

4. Indicate if you, your spouse, or other immediate family members anticipate conducting, or are conducting, any business with the school. If so, indicate the precise nature of the business that is being or will be conducted.
- ☐ I/we do not anticipate conducting any such business
- ☐ Yes [Click or tap here to enter text.](#)
5. Indicate if you, your spouse, or other immediate family members have a financial interest with a vendor (including an education service provider, or charter management organization) to the school. If so, indicate the precise nature of the financial interest that you have.
- ☐ I/we do not have a financial interest
- ☐ Yes [Click or tap here to enter text.](#)
6. Indicate any potential ethical or legal conflicts of interests that would or are likely to exist should you serve on the school's governing board.
- ☐ None
- ☐ Yes [Click or tap here to enter text.](#)

Certification

I, _____, certify to the best of my knowledge and ability that the information I am providing to the State Public Charter School Commission as a governing board member is true and correct in every respect. I agree to notify the Commission if there are any changes to the above disclosures.

Signature

Date

NAME:

Annual Budget

For Fiscal Year July 1, 2023 through June 30, 2028

		Year 1	Year 2	Year 3	Year 4	Year 5
OPERATIONAL FUNDING						
1	State Per Pupil					
2	Grants - Federal					
3	Grants					
4	Nutrition Funding - Federal					
5	Nutrition Funding - Fees					
6	Other Program Fees					
7	Contributions, cash					
8	Transportation Fees					
9	Other:					
10	Other:					
11	TOTAL OPERATING REVENUES	-	-	-	-	-
OPERATING EXPENSES						
12	Administration	-	-	-	-	-
13	Instructional Services	-	-	-	-	-
14	Pupil Services	-	-	-	-	-
15	Operation & Maintenance of Facilities	-	-	-	-	-
16	Benefits and Other Fixed Charges	-	-	-	-	-
17	Community Services	-	-	-	-	-
18	TOTAL OPERATING EXPENSES	-	-	-	-	-
19	TOTAL OPERATING GAIN/(LOSS)	-	-	-	-	-
NONOPERATIONAL FUNDING:						
20	Contributions, in-kind					
21	Rental Income					
22	Other:					
23	Other:					
24	TOTAL NONOPERATING REVENUE	-	-	-	-	-
OTHER/MISCELLANEOUS EXPENSES:						
25	Other:	-	-	-	-	-
26	TOTAL NONOPERATING EXPENSES	-	-	-	-	-
27	TOTAL NONOPERATING GAIN/(LOSS)	-	-	-	-	-
CHANGES IN NET ASSETS:						
28	Other:	-	-	-	-	-
29	Other:					
30	NET ASSETS AT BEGINNING OF YEAR					
31	NET ASSETS AT END OF YEAR	-	-	-	-	-

Form A1

yellow cells - Formula cells, do not enter information.
blue cells - information provided by applicant
gray cells - leave cell blank, info not applicable
pink cells - cost provided by Commission (locked cell)
green cells - provide brief description

Line	Instructions/Notes
1	Per pupil funding received by the schools from the Commission or State of HI. <i>Use \$7,800 per student to determine budget for application purposes.</i>
2	Grants awarded by the federal government (including those that pass through the Commission such as Title I, Title IIa, Impact Aid, Charter School Start-Up Assistance, etc.)
3	Grants awarded by private (non-governmental) foundations, corporations, federal, state, or local government. or individuals.
4	Funding for nutrition programs is split between the federal and state governments. Split info. can be found at http://www.doe.mass.edu/news/news.asp?id=2533 .
5	Fees collected from students/parents for nutrition programs.
6	Any other fees (other than for nutrition or transportation) that the school collects transportation, uniforms, etc.
7	Ongoing or on-time donations from individuals, businesses, or corporations.
8	Fees collected from students or parents for for transportation services.
9	Please enter a brief description in the highlighted green cell, if applicable.
10	Please enter a brief description in the highlighted green cell, if applicable.
11	Calculates automatically.
12	Information for this cell pulled from the Sch_FuncExp sheet.
13	Information for this cell pulled from the Sch_FuncExp sheet.
14	Information for this cell pulled from the Sch_FuncExp sheet.
15	Information for this cell pulled from the Sch_FuncExp sheet.
16	Information for this cell pulled from the Sch_FuncExp sheet.
17	Information for this cell pulled from the Sch_FuncExp sheet.
18	Calculates automatically.
19	Calculates automatically.
20	Monetary value of in-kind donations for services that would otherwise have been purchased.
21	Income generated from rental of space.
22	Please enter a brief description in the highlighted green cell, if applicable.
23	Please enter a brief description in the highlighted green cell, if applicable.
24	Calculates automatically.
0	
25	Charter School figures will be populated from the Sch_FuncExp sheet.
26	Calculates automatically.
27	Calculates automatically.
28	Calculates automatically.
29	Please enter a brief description of other changes in net assets (prior year adjustments, etc.) in the highlighted green cell, if applicable.
30	Estimated Beginning Net Assets
31	Calculates automatically.

NAME: -

Schedule of Budgeted Functional Expenses

Form A2

yellow cells - Formula cells, do not enter information.
blue cells - information provided by applicant
gray cells - leave cell blank, info not applicable
pink cells - cost provided by Commission (locked cell)
green cells - provide brief description

Instructions/Notes

For all personnel, please provide a full-time equivalency (FTE) total that corresponds to the salary expense reported. If individual's work week is 40 hours, then 1.0 FTE. If less than 40 hours per week need to calculate FTE [no. of hours scheduled/40hours]

Line	Functional Category	Year 1	FTE	Year 2	FTE	Year 3	FTE	Year 4	FTE	Year 5	FTE
100	Administration	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
110	Subtotal - Governing Board	-		-		-		-		-	
111	Contracted Services										
112	Travel and other expenses										
113	Supplies & Materials										
120	Subtotal - School Leadership	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
121	Salaries - Professional										
130	Subtotal - Business and Finance	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
131	Salaries - Professional										
132	Contracted Services										
140	Subtotal - Human Resources	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
141	Salaries - Professional										
142	Contracted Services										
150	Subtotal - Audit Services (Annual)	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
152	Contracted Services										
160	Subtotal - Info. Management & Technology	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
161	Salaries - Professional										
162	Contracted Services										
170	Subtotal - Development	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
171	Salaries - Professional										
172	Contracted Services										
173	Fundraising										
180	Subtotal - Other Administration	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
181	Salaries - Clerical, School Support Staff										
182	Recruitment/Advertising										
183	Travel and other expenses										
184	Supplies and Materials										
185	Other: Dues, Licenses, Permits, Admin Meetings										
200	Instructional Services	-	0	-	0	-	0	-	0	-	0
210	Subtotal - Instructional Leadership	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
211	Salaries - Professional										
213	Contracted Services										
214	Supplies and Materials										
215	Travel and other expenses										
220	Subtotal - Classroom and Specialist Teachers	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
221	Salaries - Teachers, Classroom										
222	Salaries - Teachers, Specialists										
230	Subtotal - Other Teaching Services	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
231	Salaries - Educational Assistants										
233	Substitute Teachers Cost										
234	Contracted Services										
240	Subtotal - Professional Development	-		-		-		-		-	
242	Contracted Services										
243	Supplies and Materials										
244	Travel and other expenses										
250	Subtotal - Guidance, Psychological & Testing	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
251	Salaries - Professional										
253	Contracted Services										
254	Supplies and Materials										
260	Subtotal - Materials, Equipment & Technology	-		-		-		-		-	

Line	
100	Administration - Calculates automatically.
110	Calculates automatically - expenses for the Governing Board
111	Professional services, such as Governing Board training and professional development.
	Travel and other expenses for Board members such as dues, subscriptions and memberships.
112	
113	Supplies and materials for the operation of the Governing Board
120	Calculates automatically - expenses for the School Leadership office.
	Salaries for non-instructional school-wide administrative personnel such as executive director (Principals and Instructional Leaders should be noted in Instructional Services) and Vice Principals.
121	
130	Calculates automatically - expenses for the Business and Finance office.
	Salaries for non-instructional school-wide administrative personnel such as business manager, accountant, chief financial officer, etc.
131	
132	Contracted professional services, including all related expenses covered by the contract.
140	Calculates automatically - expenses for the HR office.
141	Salaries for non-instructional school-wide administrative personnel such as an HR director.
142	Contracted professional services, including all related expenses covered by the contract.
150	Calculates automatically - Average cost for annual audit services for the School.
152	Contracted professional services for annual audit services for the School - average cost
	Calculates automatically - expenses that support the data processing needs of the school, including student databases.
160	
	Salaries for non-instructional school-wide administrative personnel such as a network support technician.
161	
162	Contracted professional services, including all related expenses covered by the contract.
170	Calculates automatically - expenses related to development, fundraising, and recruitment.
	Salaries for non-instructional school-wide administrative personnel such as a Director of Development.
171	
172	Contracted professional services, including all related expenses covered by the contract.
173	Expenses related to fundraising.
180	Calculates automatically - expenses related to development, fundraising, and recruitment.
	Salaries for administrative support personnel such as registrars and school office staff who prepare, transcribe, systematize or preserve communications, records and transactions.
181	
182	Recruiting/advertising for students, staff, and board members.
	Travel and other expenses for staff and the school such as dues, subscriptions and memberships.
183	
184	Office Supplies and postage
185	Dues, Licenses, Permits, Admin Meetings
200	Instructional Services - Calculates automatically.
210	Calculates automatically - expenses for instructional leadership.
	Salaries for instructional personnel in leadership roles such as Curriculum Directors (including SPED), Department Heads, Technology/Instructional Coordinators, Team Leaders, etc.
211	
213	Contracted professional services, including all related expenses covered by the contract.
	Materials and items of an expendable nature that is consumed or loses its identity through incorporation into a different/more complex unit/substance. Unit price of less than \$5000.
214	
215	Travel and other expenses for staff such as dues, subscriptions and memberships.
220	Calculates automatically - expenses for teachers.
	Salaries for teachers with primary responsibility for teaching designated curriculum to established "classes" of students in a group instruction setting. Also includes itinerant music, art, health, physical education teachers who travel from classroom-to-
221	
	Salaries for teachers with primary responsibility for teaching designated curriculum to established "classes" of students in a group instruction setting. Also includes itinerant music, art, health, physical education teachers who travel from classroom-to-
222	
230	Calculates automatically - expenses for other teaching services.
	Salaries for Educational Assistants hired to assist teachers/specialists with classroom instruction or to assist teachers in the preparation or reproduction of instructional materials or operation and maintenance of instructional equipment.
231	
233	Anticipated cost for substitute teachers.
	Contracted professional services, including all related expenses covered by the contract, for other teaching services (non-payroll substitute teachers should be included here).
234	
240	Calculates automatically - expenses for professional development of instructional personnel.
	Contracted professional services, including all related expenses covered by the contract, for professional development (non-payroll substitute teachers should be included here).
242	
	Materials and items of an expendable nature that is consumed or loses its identity through incorporation into a different/more complex unit/substance. Unit price of less than \$5000.
243	
244	Travel and other expenses for staff such as dues, subscriptions and memberships.
250	Calculates automatically - expenses for guidance, psychological, and testing.
	Salaries for guidance counselors and school social workers (for school adjustment, higher education, career planning, and workplace learning placement); psychological evaluations and other services provided by a licensed mental health professionals
251	
	Contracted professional services, including all related expenses covered by the contract, for guidance, psychological, and testing.
253	
	Materials and items of an expendable nature that is consumed or loses its identity through incorporation into a different/more complex unit/substance. Unit price of less than \$5000.
254	
260	Calculates automatically - expenses for materials, equipment & technology.

NAME: -

Form A3

Schedule of Estimated Monthly Cash Flows

Line	Description	Year 1											
		Total	July	August	September	October	November	December	January	February	March	April	May
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>													
	Cash from Government Funding												
1	State Sources	-											
2	Federal Sources	-											
3	Cash From Other Sources												
4	Cash Contributions	-											
5	Grants - Governmental and Non-Governmental	-											
6	Other Funding:												
7	Expenses/Liabilities Paid Out	-											
7.1	Administration	-											
7.2	Instructional Services	-											
7.3	Pupil Services	-											
7.4	Operation & Maintenance of Facilities	-											
7.5	Benefits and Other Fixed Charges	-											
7.6	Community Services	-											
7.7	Other/Miscellaneous Expenses:	-											
8	NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	-
9	CASH BALANCE, BEGINNING OF THE PERIOD	-		-	-	-	-	-	-	-	-	-	-
10	CASH BALANCE, END OF PERIOD	-	-	-	-	-	-	-	-	-	-	-	-

yellow cells - Formula cells, do not enter information.
blue cells - information provided by applicant
gray cells - leave cell blank, info not applicable
green cells - provide brief description

Line Instructions/Notes

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- Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and after January.
Use \$7,800 per student to determine budget for application purposes.
Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
Enter estimated cash contributions
Enter estimated interest to be received on deposits
Enter cash receipts from other local sources
Enter cash payments for operations. Enter payments as a negative amount. Do not enter payments for capital assets or principal on debt.
Optional lines to use to provide a more detailed accounting of the projected cash payments related to school operations. In the description column add a description of the payment. Enter payments as negative amounts
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Calculates automatically.
Calculates automatically, except for July - enter july beginning cash balance (year 0 funds)
Calculates automatically

NAME: -

Form A3

Schedule of Estimated Monthly Cash Flows

Line	Description	Year 2												
		Total	July	August	September	October	November	December	January	February	March	April	May	June
CASH FLOWS FROM OPERATING ACTIVITIES														
	Cash from Government Funding													
1	State Sources	-												
2	Federal Sources	-												
3	Cash From Other Sources													
4	Cash Contributions	-												
5	Grants - Governmental and Non-Governmental	-												
6	Other Funding:													
7	Expenses/Liabilities Paid Out	-												
7.1	Administration	-												
7.2	Instructional Services	-												
7.3	Pupil Services	-												
7.4	Operation & Maintenance of Facilities	-												
7.5	Benefits and Other Fixed Charges	-												
7.6	Community Services	-												
7.7	Other/Miscellaneous Expenses:	-												
8	NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	-	
9	CASH BALANCE, BEGINNING OF THE PERIOD	-		-	-	-	-	-	-	-	-	-	-	
10	CASH BALANCE, END OF PERIOD	-	-	-	-	-	-	-	-	-	-	-	-	

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Line Instructions/Notes

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Use \$7,800 per student to determine budget for application purposes.
Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
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Calculates automatically.
Calculates automatically, except for July - enter july beginning cash balance (year 0 funds)
Calculates automatically

NAME: -

Form A3

Schedule of Estimated Monthly Cash Flows

Line	Description	Year 3											
		Total	July	August	September	October	November	December	January	February	March	April	May
CASH FLOWS FROM OPERATING ACTIVITIES													
Cash from Government Funding													
1	State Sources	-											
2	Federal Sources	-											
3	Cash From Other Sources												
4	Cash Contributions	-											
5	Grants - Governmental and Non-Governmental	-											
6	Other Funding:	-											
7	Expenses/Liabilities Paid Out	-											
7.1	Administration	-											
7.2	Instructional Services	-											
7.3	Pupil Services	-											
7.4	Operation & Maintenance of Facilities	-											
7.5	Benefits and Other Fixed Charges	-											
7.6	Community Services	-											
7.7	Other/Miscellaneous Expenses:	-											
8	NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	-
9	CASH BALANCE, BEGINNING OF THE PERIOD	-		-	-	-	-	-	-	-	-	-	-
10	CASH BALANCE, END OF PERIOD	-	-	-	-	-	-	-	-	-	-	-	-

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Line Instructions/Notes

- 1 Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and after January.
Use \$7,800 per student to determine budget for application purposes.
- 2 Include cash receipts from federal sources including entitlement program amounts. Federal program amounts are typically distributed in after the school has been determined to be eligible and after necessary applications have been submitted.
- 3
- 4 Enter estimated cash contributions
- 5 Enter estimated interest to be received on deposits
- 6 Enter cash receipts from other local sources
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- 8 Calculates automatically.
- 9 Calculates automatically, except for July - enter july beginning cash balance (year 0 funds)
- 10 Calculates automatically

NAME: -

Form A3

Schedule of Estimated Monthly Cash Flows

Line	Description	Year 4											
		Total	July	August	September	October	November	December	January	February	March	April	May
CASH FLOWS FROM OPERATING ACTIVITIES													
	Cash from Government Funding												
1	State Sources	-											
2	Federal Sources	-											
3	Cash From Other Sources												
4	Cash Contributions	-											
5	Grants - Governmental and Non-Governmental	-											
6	Other Funding:	-											
7	Expenses/Liabilities Paid Out	-											
7.1	Administration	-											
7.2	Instructional Services	-											
7.3	Pupil Services	-											
7.4	Operation & Maintenance of Facilities	-											
7.5	Benefits and Other Fixed Charges	-											
7.6	Community Services	-											
7.7	Other/Miscellaneous Expenses:	-											
8	NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	-	-	-	-	-	-	-	-	-	-	-	-
9	CASH BALANCE, BEGINNING OF THE PERIOD	-	-	-	-	-	-	-	-	-	-	-	-
10	CASH BALANCE, END OF PERIOD	-	-	-	-	-	-	-	-	-	-	-	-

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Line Instructions/Notes

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Calculates automatically

NAME: _____

Form A3

Schedule of **Estimated** Monthly Cash Flows

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Line	Instructions/Notes
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Include cash receipts from state sources including per pupil amounts. Per pupil amounts are typically distributed in July, November and after January.

1 Use \$7,800 per student to determine budget for application purposes.

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9 Calculates automatically, except for July - enter july beginning cash balance (year 0 funds)

10 Calculates automatically