



## DEPARTMENT OF EDUCATION

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Mark T. Murphy  
Secretary of Education  
Voice: (302) 735-4000  
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April 17, 2014

Mr. Matt Urban  
Board Chairperson  
Delaware Design-Lab High School  
818 N. Market Street STE 2R  
Wilmington DE 19801

Dear Mr. Urban:

Your charter modification request to delay the opening of Delaware Design-Lab High School to August 2015 has been approved. As a result of this delay, the deadlines for the Pre-Opening Requirements have been extended by one year. Please find attached a revised list of requirements with the new deadlines.

Pursuant to Title 14, § 511(a): "If an approved charter is modified to delay the initial opening of the school, then the expiration date of the initial term of the charter shall be adjusted accordingly." Therefore, the expiration of the charter will be June 30, 2019.

If you should have any questions, please contact John Carwell, Jr. at 302-735-4020. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark T. Murphy", is written over a light blue horizontal line.

Mark T. Murphy  
Secretary of Education

Cc: Cristina Alvarez, Chief Executive Officer, Delaware Design-Lab High School  
David Blowman, Deputy Secretary of Education, Department of Education  
Mary Kate McLaughlin, Chief of Staff, Department of Education  
Jennifer Nagourney, Executive Director, Charter School Office

### **Pre-Opening Requirements – Delaware Design-Lab High School:**

**In addition to complying with all Assurances included with the approved charter application, the school shall comply with the following Pre-Opening requirements:**

1. Each month the charter school financial reports shall be posted monthly on the charter school website and shall be provided in writing upon request pursuant to 14 Del. C. § 122(11).
2. The Board of Directors shall have adequate liability insurance in force prior to hiring any school employee. The board of directors shall submit evidence of adequate liability insurance to the Department upon hiring the first employee.
3. Prior to the school opening for instruction, the Board of Directors shall submit written verification to the Department that it has hired a Delaware Registered Nurse and verification that the nurse has attended the summer school nurse orientation program provided by the Department and that the nurse will be part of any IEP team as necessary.
4. By September 30, 2014, the Board of Directors shall submit to the Department for review a list of timelines for meetings with state central service agencies related to the understanding of state business practices including the Office of the State Auditor, PHRST, First State Financials (FSF) and Statewide Benefits.
5. By December 15, 2014, the Board of Directors shall submit to the Department a copy of the signed lease or purchase agreement, description of the facilities, and description of the budget revisions required by the acquisition of the facilities and preparation of the facilities for school opening. Further, the Board of Directors shall submit to the Department for review and approval the construction/renovation plan for the school facilities. The plan shall provide satisfactory details on the tasks to be completed to prepare the facilities for school opening on schedule including projected dates of completion and assignment of responsibilities. The school will be required to demonstrate satisfactory progress in completing projected construction/renovation tasks until the submission of the Certificate of Occupancy.
6. By December 15, 2014, the Board of Directors shall submit a sample parent enrollment letter detailing a thorough understanding of the requirements of the one year enrollment policy including good cause grounds.
7. By December 15, 2014, the Board of Directors shall submit to the Department and State Board of Education for approval a proposed Performance Agreement.
8. By February 15, 2015, the Board of Directors will submit documentation that appropriate staff have been trained on data reporting. (Note: The Board of Directors shall ensure that the school submits data requested or required by the Department in

any form, including electronically, in accordance with timelines in the Department's Data Acquisition Calendar.)

9. By June 15, 2015, the Board of Directors shall submit a Certificate of Occupancy that verifies the premises to be occupied by staff and students.
10. By June 15, 2015, the Board of Directors shall have consulted with the Department's Education Associate for school climate and school discipline regarding the school's policies and procedures dealing with students' rights and responsibilities, including right to appeal to the State Board of Education, emergency preparedness, student code of conduct, and criminal background checks for their employees.
11. By June 15, 2015, the Board of Directors shall have consulted with staff in the Department's Exceptional Child and Early Childhood Workgroup to procure training for special education teachers in assessment.
12. By August 1, 2015, and annually thereafter, the Board of Directors shall submit to the Department copies of signed contracts for student transportation, food services, related services for students with special needs, or any organization or entity providing other services.
13. By September 1, 2015, the Board of Directors shall submit to the Department in a form satisfactory to the Department a listing of its members including addresses and phone numbers, and indicating the names of the members representing the teachers employed at the school and the parents of students enrolled at the school. Anytime a new director is elected to the school's Board of Directors, the board shall provide written notice to the Department within ten days of such election. The notice shall include name, address and telephone number of the new director. Within ten days of any change in the address or phone number of any existing member of the board, the board shall provide written notice of the same to the Department including the new address and/or phone number of such board member.
14. By October 1, 2017, and annually thereafter, the Board of Directors shall submit to the Department a copy of their most recent audit.
15. By December 1, 2017 (September 30 if seeking renewal) and annually thereafter, submit an annual report for the school year ending the previous June. The charter school shall display on its website the annual report including financial statement and audit.

**Note:** Documents related to these requirements must be submitted through the Charter School Office at the Delaware Department of Education, which is responsible for distribution within the Department. Please contact the Charter School Office at (302)735-4020 with any questions.