East Side
Charter School
Application
December 28, 1995

Contact Person:

Sallie Smith
(302) 658-0049
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Charter School Application
Part A
Cover Sheet, Continued

Type of students to be enrolled: Specialized Types

If specialized, explain what types: Students to be enrolled will be disadvantaged, at-risk children whose testing profiles reflect that they will be most able to learn effectively in classes with a six to one ratio and an emphasis on specific skills development. Children who fit this profile will be helped to unlock their potential and develop a strong academic base to return and succeed in public school classrooms.

Initial enrollment estimates: For the first year the East Side Charter School will enroll 24 students.

Second (2nd) year enrollment estimates: 48 students

Third (3rd) year enrollment estimates: 60 students.
Charter School Application
Part A
Cover Sheet

Name of school district or DPI to which you are applying: The State Board of Education
Name of proposed charter school: East Side Charter School
Date Planning to open the school: September, 1996
Location of school: The WHA Martin Luther King Junior Building
400 N, Walnut Street, Wilmington, Delaware
Grades in proposed school: Prekindergarten through Third grades (During the first year we will have only grades Kindergarten and First.
Sponsoring organization or public school: East Side Charter School Board of Directors.
If not using a public school building, does the school have a suitable facility in mind? Yes.
If Yes, describe: The WHA office building at 400 North Walnut will provide one wing for the first year, making four classrooms and the necessary support rooms available, and then the following year, the entire building will be used by East Side Charter School. This building is completely up to the code requirements and has been evaluated by the WHA architects to make certain that it will be completely suitable to be used as an elementary school.

Contact people: Charlie H. Smith, Jr. Executive Director of the Wilmington Housing Authority at (302) 429-6701, Ext. 22 and Sallie Smith, proposed Head of School at 302-478-1740 and 302-658-0049 (evenings).
The proposed East Side Charter School would meet the needs of a culturally diverse population of students who have specific learning needs not being successfully met in present school placements.

The target population would be children currently entering grades K through 3. Classes would be self-contained, non graded, age-based groupings of six children. Instruction would be individualized and emphasize the development of primary academic skills, problem solving skills, and an academic work ethic. By building these skills and strengthening the student's self concept as a learner it is projected that further learning problems may be prevented and that a solid foundation for further education will be formed to prepare the students for success as adults in the 21st century.

Six critical components of the school's program include:

1. The initial individual evaluations to determine placement of each child based on the child’s specific learning needs.
2. The development of specific instructional objectives for each student.
3. The use of ongoing evaluation to assess progress.
4. The specific skills program to remediate weaknesses in the visual, auditory or fine motor areas.
5. The intensive Speech/Language program to build the receptive and expressive communication skills necessary for academic success.
6. The parenting training and family literacy programs to support the students’ learning and future academic success.
Part B

General Information about Proposed Charter School

Criterion #B-1 Qualification of Applicants

The East Side Charter School Board of Directors consists of the individuals involved in developing the school and, at the point that the application is given the necessary approval to proceed, that group will be enlarged to include parents of students and teachers at the proposed school. Some political leaders, and the Director of the Wilmington Housing Authority, have long been concerned about the future of the disadvantaged, at-risk children in the area. A design for a school to meet the needs of those children has evolved through the meetings of these following people:

- **Sallie Smith**, a teacher at the Pilot School, Incorporated, the James H. Groves Adult High School- Wilmington Center and the EVEN START Program- Christina School District.
- **Juanita Jones**, a teacher in The EVEN START program and manager of the Wilmington Goodwill store.
- **Dr. Verbena Pearcy, PhD.**, Psychologist, President of the Brandywine Congress of the National Political Congress of Black Women and President and Chief Executive Officer of Pearcy Psychological Services.
- **Dr. Robert Pearcy, PhD.**, Psychologist and retired Principal of Howard High School, and current Director of Pearcy Psychological Services.
- **Margaret Rose Henry**, Delaware State Senator.
- **Al. O. Plant**, Delaware State Representative.
- **Ron Petrou**, Public Relations Officer and Grant Writer for the Wilmington Housing Authority.
- **Charlie H. Smith, Jr.**, Executive Director of the Wilmington Housing Authority.
Criterion #B-2 Corporation Law

East Side Charter School was incorporated in the State of Delaware on the Eleventh day of October, 1995 under the name of Pearcy Tutoring Services, Inc. Certificate of Incorporation is attached.

Criteria #B-3 Mission Statement

To unlock the potential of disadvantaged, at-risk children who have specific learning needs. To help them succeed first as academic learners and then as adults in the Twenty-First Century.

In this context the phrase “disadvantaged at-risk children” refers to children from single parent homes, those residing in the properties of the Wilmington Housing Authority, those with documented financial need, those who have been abused, those who have had problems in school, day care, or with the police, those who are in homes characterized by substance abuse or poor parenting or those with learning difficulties or any combination of the above characteristics.

Criteria #B-4 Goals and Indicators

The Goal of East Side Charter School is to enhance the quality of public education in Delaware by meeting the needs of children who have specific learning needs, enabling them to achieve success within the public school system.

Educational Objectives

1. To provide individualized instruction within a small, non graded group setting.
2. To evaluate and place students based on each child’s specific learning needs.
3. To develop specific instructional objectives for each child.
4. To provide ongoing progress assessment.
5. To build receptive and expressive communication skills necessary for academic success.
6. To provide a specific skills program to remediate weaknesses in the visual, auditory or fine motor areas.
7. To provide a strong adaptive physical education program to enhance academic learning.
8. To emphasize the development of primary academic skills.
9. To foster an academic work ethic.
10. To teach problem solving skills.
11. To develop and reinforce each student's self concept as a learner.
12. To prevent further learning difficulties.
13. To provide a solid educational foundation for future success.
14. To support student learning with parenting training and family literacy programs.

East Side Charter School is operating under the assumption that goals set for each student can be achieved within two to three years, at which point a student will return to public school as a learner ready to achieve in a public school classroom.

Criterion B-5 Evaluating Student Performance

East Side Charter School will set high standards and individualized goals for each student as he or she strives for academic success. Academic success, by definition, suggests that academic performance standards set by the State's Curriculum Framework Commission should not only be met, but in some cases, surpassed. To develop a strong basic foundation, particularly
in reading and mathematics, is the primary performance goal. Indicators are the attached assessment methods as well as formal testing, portfolio assessment and most importantly, ongoing teacher observation. The greatest indicator, however, will occur as the children return to their public schools and meet academic success.

Because of the nature of the program, corrective action is ongoing and individualized. In the case of a student who is misplaced, documented referral to a special placement would occur according to the prescribed process. This situation would in all probability be avoided by the initial screening.

Criterion #B-6 Improving Performance

The one to six teacher-student ratio, ongoing performance evaluation, language program, specific skills classes, individualized instruction and an academic work ethic are the main components of the program to improve student performance. The model for this instructional program has been successfully employed for children with learning difficulties for almost 40 years at the Pilot School, Incorporated in Wilmington, Delaware.

Criterion #B-7 Special Needs

The entire design of the program is planned to meet the needs of at-risk students. If there are children whose needs call for a more specialized program than East Side Charter School can provide, they would participate in the standard educational referral process. Because of the evaluative screening process that is a cornerstone of the program, the children in East Side Charter School will belong there.
Criterion #B-8 Economic Viability

The support and participation of many areas of the community and many sources of funding provide the expectation of complete economic viability. The program rests on a foundation of the support of the Wilmington Housing Authority administration. The East Side Charter School will seek financial support from local corporations and will apply for federal grant money through the Even Start Program for Family Literacy.

Criterion #B-9 Financial Operations

It is the expectation that East Side Charter School will operate within the Delaware Financial Management System (DFMS).

Criterion #B-10 Legal Liability

East Side Charter School will have to carry appropriate insurance to deal with the same potential liability as any elementary school. East Side Charter School will purchase coverage for workers' compensation and insurance for general loss or destruction of equipment and materials if coverage cannot be obtained through an extension of the Wilmington Housing Authority policies. Insurance for liability coverage of the Charter School employees and board members will be purchased. If clarification of the law pertaining to Charter Schools results in the determination that Charter School employees are classed as employees of the State of Delaware, then Worker’s Compensation will be available through the State of Delaware. If they are determined not to be employees of the State, then, as stated, Worker’s Compensation will be purchased by the East Side Charter School.

Criterion #B-11 Discipline/Attendance

The design of this Charter School has several components that will address these issues
from the initial day of a student’s entering. Parents must sign an agreement with the school in
order for their child to be accepted. Parents must agree to full participation in their child’s
education. This involvement will include parenting classes, homework support, ongoing pursuit
of a high school diploma or adult basic education Certificate of Attainment for themselves if
needed, and an overall decision to guarantee their child’s attendance and to support their child’s
education in whatever way is most appropriate.

Because of the nature of the at-risk population, the school will provide the families with
the help of a social worker to eliminate the barriers to each child’s successful participation in the
ongoing educational process.

The design of the East Side calendar will involve a six week, half-day summer program
which will provide each student with significantly more school days each calendar year than the
public schools. The calendar will closely approximate the public school year with the major
exception being the required summer school. The Kindergarten program will be all day. School
will be in session from 8 a.m. daily to 3 p.m. or as closely as can be worked out with
Transportation by School Districts.

Criterion #B-12 Health and Safety

The Wilmington Housing Authority’s expertise will be a supportive system enabling the
Charter School to comply with all applicable provisions of all pertinent codes. It is understood
that all East Side Charter School employees will undergo a criminal background check.

Criterion #B-13 Student Admissions

East Side Charter School is designed to educate disadvantaged, at-risk children with
specific learning difficulties. Children who apply to East Side will be tested to determine their
learning needs. Admission will be partially based on their ability to benefit from the kind of education that East Side provides. Another key aspect of admission will be the response of their parents to the demands placed on them to support their child’s education and to improve their own education. If these two criteria are met and oversubscription exists, children will be selected based on the date of the completion of the application process.

Criterion #B-14 Qualified Staff

The first criterion for hiring teachers will be a combination of teaching excellence and dedication to meeting the educational needs of the at-risk children for whom the school is designed. Because East Side is committed to excellence in its faculty the expectation is that all teachers will be eligible for full certification in the State of Delaware.

The expected “head of school”, Sallie Smith, has experience as the director of a preschool of one hundred and fifty students at two locations, as assistant director of a large local day care center, twelve years experience teaching in the school being used as a model for East Side, six years teaching in adult education and four years experience as a parent educator/teacher in the Even Start program. She has a Masters Degree from the University of Delaware with an Early Childhood focus and she is eligible for K-3, K-6, and Adult education certification. She completed an Adult Education Administrative Internship Program in May, 1995.

Criterion B-15 Transportation

Because the first year of operation involves only twenty four students, the location of their homes will determine the kind of transportation involved. As the school grows, it will be likely that transportation will need to be arranged through the local districts.
Money has been budgeted for the first year for transportation but it is not possible to determine the specific needs at this time.

East Side will be having a six week summer program and requiring that all students participate. The facility in which the school will be housed is convenient to many of the families in our target population, but whether or not summer transportation will need to be arranged has not yet been determined. It is the hope of the Board of Directors of East Side that transportation can be worked out conveniently with the local school districts when needed or that it can be contracted through the Wilmington Housing Authority if that is more appropriate.

Criterion B-16 Interscholastic Athletics

This is not applicable to East Side Charter School.

Criterion B-17 Timetable

July 21, 1995 Meeting held by Sallie Smith with Doris LeStourgeon, Director of the Pilot School, Incorporated to discuss the possibility of applying the principles of the education developed at the Pilot School to disadvantaged, at-risk children by forming a Charter School.

July 30, 1995 Meeting with Bill Wood of Wood/Byrd Associates to learn how the Charter Law might be interpreted to support the school being designed.

August 8, 1995 Meeting with William McLain, Director of Adult Education for Christina School District to learn his perspective on the possibility and to establish a relationship between the proposed school and the field of Adult Literacy

August 8, 1995 Meeting with Mary Ann Rozsas, Educational Diagnostician at the Pilot School, to begin researching the comparisons between the two populations.

October 18, 1995 Attendance at a Department of Public Instruction Informational Meeting about Choice and Charter held in New Castle, Delaware.

November 1, 1995 Meeting with community leaders at the Wilmington Housing Authority. The meeting was arranged by State Senator Margaret Rose Henry. In attendance were: Sallie Smith; Dr. Robert Pearcy, PhD.; Dr. Verbena Pearcy, PhD.; Charlie H. Smith Jr.; Executive Director of the Wilmington Housing Authority; State Representative Al O. Plant; Jea Street, Director, Hilltop Lutheran Center; State Senator Margaret Rose Henry; and Juanita Jones, manager of the Wilmington Goodwill Store.

November 14, 1995 Meeting of Sallie Smith and Dr. Robert Pearcy, Dr. Verbena Pearcy, Ron Petrou, head of public relations and grant writer for the Wilmington Housing Authority.

November 18, 1995 Charter School Workshop attended by Sallie Smith in Dover, sponsored by the Department of Public Instruction.

November 20, 1995 Planning meeting attended by Sallie Smith, the Doctors Pearcy and Ron Petrou.


December 5, 1995 Planning meeting and tour of the Pilot School attended by Sallie Smith, and the Doctors Pearcy.
December 5, 1995 Planning meeting attended by Sallie Smith, Dr. Robert Pearcy, Dr. Verbena Pearcy, Charlie H. Smith, Jr., and Ron Petrou.

December 8, 1995 Informational session and tour of the Pilot School with Ron Petrou, Charlie Smith, Mrs. Barbara Smith, a school principal from Portsmouth, Virginia, Sallie Smith, and Doris LeStourgeon, Director of the Pilot School.

December 13, 1995 Planning meeting attended by Dr. Verbena Pearcy, Dr. Robert Pearcy and Sallie Smith.

December 21, 1995 Planning meeting attended by Dr. Verbena Pearcy, Dr. Robert Pearcy, Charlie H. Smith, Jr., Ron Petrou and Sallie Smith.

Planning for the East Side Charter School will continue at the time that approval for the concept is granted by the Department of Public Instruction. Community meetings, Board meetings, hiring of teachers, recruitment of families and arrangement of alterations to the physical plant will progress in an orderly fashion contingent upon such approval.
Part D
Charter School Not Being Converted from a Public School

Criterion D-1 Facility Planning

The Wilmington Housing Authority at 400 N. Walnut is providing one wing of the building to East Side Charter School to be used as four classrooms for the school year 1996-97. The utilities and building alterations will be included as will the services of a social worker. At the end of that school year, the entire building will be turned over to East Side Charter School to be used as a school if the program seems to be meeting the needs of its students. The commitment of the Director of the Wilmington Housing Authority is so strong that the preceding scenario is the expected one. Renovations will be made by the employees of the W.H.A. Assistance in finding and renovating another building at some future date, if that is the most feasible thing to do, is also an option that is available through the W.H.A. Attached is a copy of the building plans.
Part E
Charter School Application Budget Worksheet

Three Year Projection

<table>
<thead>
<tr>
<th></th>
<th>24 students</th>
<th>48 students</th>
<th>60 students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>in 4 classes</td>
<td>in 8 classes</td>
<td>in 10 classes</td>
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</table>

**REVENUE**

<table>
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<tr>
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<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
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<tr>
<td>State and Local Appropriations</td>
<td>$171,220</td>
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<tr>
<td>Chapter I</td>
<td>24,000</td>
<td>48,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Local Corporate Funding</td>
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<tr>
<td>Even start Grant</td>
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<td></td>
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<tr>
<td>TOTAL REVENUE =</td>
<td>195,220</td>
<td>390,440</td>
<td>488,050</td>
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**EXPENSES**

**Salaries**

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<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
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</thead>
<tbody>
<tr>
<td>Teachers</td>
<td>4 FTE 114,000</td>
<td>9FTE 296,370</td>
<td>11 FTE 345,367</td>
</tr>
<tr>
<td>Principal/administrative</td>
<td>1 FTE/T 40,000</td>
<td>1FTE 42,000</td>
<td>1FTE 44,100</td>
</tr>
<tr>
<td>Clerical</td>
<td>1FTE 18,000</td>
<td>1FTE 19,000</td>
<td>1FTE 20,000</td>
</tr>
<tr>
<td>Custodial (Expenses covered by Wilmington Housing Authority)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychologist fees</td>
<td>5,000</td>
<td>10,000</td>
<td>12,500</td>
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**Other Employment Costs**

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<tr>
<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
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</thead>
<tbody>
<tr>
<td>Employee Benefits</td>
<td>50,000</td>
<td>100,000</td>
<td>123,000</td>
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**Subtotal Personnel =**

- YEAR 1: 227,000
- YEAR 2: 440,370
- YEAR 3: 544,967
Part E
Charter School Application Budget Worksheet (continued)

Three Year Projection

<table>
<thead>
<tr>
<th></th>
<th>24 students in 4 classes</th>
<th>48 students in 8 classes</th>
<th>60 students in 10 classes</th>
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<tbody>
<tr>
<td><strong>EXPENSES (continued)</strong></td>
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</tr>
<tr>
<td><strong>Student Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>5,000</td>
<td>10,000</td>
<td>12,500</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>22,000</td>
<td>44,000</td>
<td>55,000</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>10,000</td>
<td>20,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Textbooks</td>
<td>3,000</td>
<td>6,000</td>
<td>7,500</td>
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<td><strong>Subtotal Student Support</strong></td>
<td>40,000</td>
<td>80,000</td>
<td>100,000</td>
</tr>
<tr>
<td><strong>Administrative/Operations Support</strong></td>
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<tr>
<td>Insurance</td>
<td>15,000</td>
<td>22,000</td>
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<tr>
<td>Rent (Provided by Wilmington Housing Authority)</td>
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<td>Mortgage (Provided by Wilmington Housing Authority)</td>
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</tr>
<tr>
<td>Utilities (Provided by Wilmington Housing Authority)</td>
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<tr>
<td>Maintenance (Provided by Wilmington Housing Authority)</td>
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<tr>
<td>Supplies and Materials</td>
<td>10,000</td>
<td>12,000</td>
<td>22,000</td>
</tr>
<tr>
<td>Telephone/Comm.</td>
<td>3,000</td>
<td>4,000</td>
<td>4,000</td>
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<tr>
<td>Accounting &amp; Payroll</td>
<td>3,000</td>
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<td>3,000</td>
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<tr>
<td>Printing and Copying</td>
<td>4,000</td>
<td>6,000</td>
<td>7,000</td>
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<tr>
<td>Postage and Shipping</td>
<td>2,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Subtotal Admin. Support</strong></td>
<td>37,000</td>
<td>50,000</td>
<td>51,000</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$304,000</td>
<td>$570,370</td>
<td>$695,967</td>
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Budget Considerations Related to the East Side Charter School Application

East Side Charter School will make financial decisions based upon funds available. The budget for its first year of operation is based on the probability that supplementary funding will be available from several sources. Discussion related to that funding is at various points because East Side must first seek State approval. Probable sources include the fact that East Side will meet the guidelines to be an Even Start Center. Discussions about this have occurred with Bill McLain, Director of Adult Education for the Christina School District and Administrator of Even Start funding in Delaware. This funding could be used for administration, teaching, and materials as well as the adult education and family literacy components. Details and exact funding will be developed after assurance that the application is being considered by DPI for September, 1996.

State and local per student funding is based upon 18 regular education students and 6 learning disabled students. This is a conservative estimate because East Side is targeting learning disabled students, for whom state and local funding is higher. It is probable that the ratio will be 12:12.

Corporate funding is being sought from MBNA and First USA Bank. Specific requests for amounts have not been made and will not be until it is more certain that this application is being considered.

The plan for the first year is based on twenty four students. The following year the school will be expanded to include eight classes of six students and at that time the head of school will no longer teach. The following year the school will expand to include ten classes of six children each. The addition of staff such as a speech language pathologist and physical education teacher will be based upon available funding.
Part F
Assurances

The East Side Charter School Assures That It Will Do the Following:

1. Not discriminate against any student in the admissions process because of race, creed, color, sex, handicap, or national origin or because a student’s school district of residence has a per student local expenditure lower than another student seeking admission.

2. Participate in the State Assessment Program.

3. Manage its financial operations within Delaware Financial Management System (DFMS) or secure approval from the state’s Budget Director and the Controller General to do otherwise.

4. Maintain communications with other public and nonpublic schools to assure efficient notification about transfers and to exchange related records.

5. Provide necessary reports and cooperate with financial programmatic or compliance audits.

6. Comply with Delaware Code, Chapter 85, Title 11

The East Side Charter School agrees to the above assurances.

______________________________
(Signature of Chairman or Chief Officer of the applicant’s corporation)

Date: December 27, 1995

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