



**Department of Education
Charter School Accountability Meeting**

**April 23, 2013
Charter School New Application
Final Meeting**

Delaware Design-Lab High School

Ms. McLaughlin called the meeting to order. For the purpose of the record introductions were made:

Attending Voting Committee Members

Mary Kate McLaughlin, Committee Chair, Chief of Staff
Deb Hansen, Education Associate, Visual and Performing Arts, Charter Curriculum Review
Paul Harrell, Director, Public & Private Partnerships
April McCrae, Education Associate, Science Assessment and STEM
Mary Ann Mieczkowski, Director, Exceptional Children Resources

Support to the Committee

John Carwell, Director, Charter School Office
Catherine T. Hickey, Deputy Attorney General, Counsel to the Committee
Patricia Bigelow, Education Associate, Charter School Office
Chantel Janiszewski, Education Associate, Charter School Office
Brook Hughes, Education Associate, Finance Charter School
Sheila Kay-Lawrence, Administrative Secretary, Charter School Office

Other

Kendall Massett, Executive Director, Charter School Network
Barbara Mazza, Education Associate, Curriculum Access & Differentiation of Instruction

Representatives of Charter School

Cristina Alvares, Chief Executive Officer
Martin Rayala, Chief Academic Officer

Ms. McLaughlin explained the purpose of today's meeting is to make a final recommendation on the Delaware Design-Lab High School's application for a new charter. She stated that the Committee's preliminary recommendation was that the charter application not be approved and the Committee's report required specific responses from the applicant.

Ms. McLaughlin said the committee discussion today will focus on the following criteria that required further clarification from the school. She said at the conclusion of the Committee's discussion John Carwell will provide the next steps.

- Education Plan
- Performance Management
- Staffing
- Governance and Management
- Start-up and Operations
- Facilities
- Budget and Finance

EDUCATION PLAN

Curriculum and Instructional Design. Ms. Hansen said the school was commended for their responsiveness, thoughtful submissions, and for seeking technical assistance from DDOE. She said for the purpose of refining the scope and sequence documents and laying the groundwork for the next stages of the unit of instruction development if the school should be approved for a charter. She said the criterion meets approval in all content areas.

Student Performance Standards. Ms. McCrae said the school had provided more information on their performance goals and is considered met.

High School Graduation Requirements. Dr. Bigelow said the Reviewer said the response was adequate.

College and Career Readiness Plan. Dr. Bigelow said this section is met.

School Culture. Dr. Bigelow said this section is met.

Special Populations and At-Risk Students. Ms. Mieczkowski read the response by the school and stated that the Needs Based Funding Categories had a clear confusion between IDEA Classifications. She said the response indicated that they will serve all students classified as basic, intense, and complex. She said these are funding categories only, not classifications under which students are eligible to receive special education services.

Special Populations English Language Learner. Dr. Bigelow said the Reviewer noted that the response from the Applicant does not demonstrate knowledge of the difference between Title I, C (migrant) and Title III English Language acquisition programs and the federal requirements. She said the school plans to disseminate the agricultural work survey is noted; however there is no information submitted for the Title III/ELL program and significant details is absent from the application. She considers this subsection not met pending more clarification.

Student Recruitment and Enrollment. Ms. Hickey said the response was acceptable with the revisions to the Enrollment and Withdrawal Policy which is now in compliance with the statutory requirements for preferences.

Student Discipline. Dr. Bigelow said Reviewer noted that the Actual Gun Free School and Drug & Alcohol policies are still not included. She said the response stated that policies were created, but they could not be found as an attachment. She said the school may refer to this link for a sample: http://www.christinak12.org/pdf/Code_Conduct/1213/GR6-12-EN.pdf#page=57.

PERFORMANCE MANAGEMENT

Mission-specific educational goals. Ms. McCrae said the applicant response was acceptable.

DCAS expectations for at-risk students. Ms. McCrae said this subsection was considered met.

Mission-Specific organizational Goals. Mr. Carwell said the subsection was considered met.

Measuring and evaluating academic progress. Ms. McCrae said this section was met and the response was adequate.

Training and support for teachers in data use. Dr. Bigelow said the applicant's response adequately addresses this subsection.

STAFFING

Staff Structure. Dr. Bigelow said the Reviewer noted that the reference to tenure has been omitted. She said the recruitment timeline and strategy was clearly defined and it was considered met. She said the compensation alignment was not addressed in the staff structure section, but was addressed in the budget section and the Reviewer requests for more information.

Professional Development. Ms. Janiszewski said the response provided by the applicant was adequate and provided the details needed.

GOVERNANCE AND MANAGEMENT

Ms. Hickey said the submitted amended bylaws addressed most of the concerns listed in the preliminary report. She said however, section 8.1 refers to "...applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations...", which she recommend be broadened to include laws regulating the conduct of officers, officials and employees of the State, as it is that the Statutory Code of Conduct which applies to charter schools, their board members and their employers.

START UP AND OPERATIONS

Start-up Plan. Ms. Hughes said the response that was submitted appears to be restatement of what was already included in the original plan (Attachment 19). She said the response lacked the specific and concrete steps that are needed to complete the tasks identified in Attachment 19.

Transportation. Dr. Bigelow said the Reviewer noted that assuming the school will be located within the Christina School District and they understand that transportation services will be provided at the same level of the school district. She said plus those living outside of the district may be provided transportation to and from hub stops. She said this subsection is considered met.

Lunch/Breakfast. Dr. Bigelow said the Reviewer said the school has acknowledged both that they will follow the procurement process per DDOE School Nutrition Programs for a vendor and that eligibility for the Fresh Fruit and Vegetable Program is not automatic and she considers this subsection met.

FACILITIES

Dr. Bigelow said the school had provided a Plan B Facility building and the information will be noted in the Final Report. She said this subsection is considered met.

BUDGET AND FINANCE

Ms. Hughes said the response still needed more clarification on the budget worksheets and it will be noted in the final report. She considers this section not met.

RECOMMENDATION

Ms. McLaughlin said for the purposes of the Preliminary Report her recommendation to the Committee is that the charter application for the Delaware Design-Lab High School be *Approved* subject to the aforementioned conditions. All in favor say, Aye. Opposed? Abstentions? All ayes; motion carried.

Ms. McLaughlin asked Mr. Carwell to share next steps for upcoming meetings and dates.

Mr. Carwell stated the following next steps.

- Public Hearing will be held on May 7, 2013 at Delaware Department of Education 2nd Floor Cabinet Room, Townsend Building, Dover at 5:00 PM.

Meeting adjourned.