

Academics - Leadership - Community

Reach Academy for Girls

Reaching and Teaching For Excellence!

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**CHARTER SCHOOL APPLICATION FORM FOR
MODIFYING AN APPROVED CHARTER**

REACH ACADEMY FOR GIRLS SCHOOL

MAY 2013

DELAWARE DEPARTMENT OF EDUCATION
CHARTER SCHOOL APPLICATION FORM FOR
MODIFYING AN APPROVED CHARTER

Reach Academy for Girls School
Name of School

Rev. Canon Lloyd S. Casson
President of the Board of Directors

902 N Market St Apt#1327
Wilmington, DE 19801
Address of the President of the
Board of Directors

(Cell Phone) 302-530-3821
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Board of Directors

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Fax number for the President of the
Board of Directors

May 1, 20113
Date Modification Application Submitted

canonbhai@comcast.net
Email Address of the President of the
Board of Directors

APPLICATION NARRATIVE

This section outlines the narrative requirements of the application

- 1. List the proposed term(s) of the current approved charter, which the school's Board of Directors wishes to modify.**
 - a. Reach Academy for Girls School's present site is located at 3210 Philadelphia Pike, Claymont, DE 19703. It is the board and administration's request to relocate to 170 Lukens Dr., New Castle, DE 19720.
- 2. Identify the page numbers in the current charter on which the terms are stated. If the terms of the charter the school wishes to modify are conditions placed on the charter by the Secretary of Education and members of the State Board of Education, state the conditions and the date on which the conditions were placed on the school's charter.**
 - a. There are no conditions placed on the current charter at this time.
- 3. State the modification(s) the School's Board of Directors wishes to make to each of the terms(s) of the charter identified above.**
 - a. Reach Academy for Girls School wishes to modify its charter to relocate to a new site at 170 Lukens Dr., New Castle, DE 19720.
- 4. Describe the reasons for the request(s).**
 - a. Movement to a larger site is more cost effective than the continued addition of modular classrooms.
 - b. Given the enrollment expansion, the discussion has already begun for consideration for a new site by FY2016. At September 30, 2012, the Reach Academy for Girls' unit count was 390 students, all of whom are housed in one building with 14 classrooms and an additional modular of 4 classrooms. With the expectation of growth, in FY2014 an additional 6 classrooms will be needed. In FY2015 an additional 3 classrooms will be needed. For FY2016 there will be no available space for enrollment expansion as well as no available land at the current location of 3210 Philadelphia Pike, Claymont, DE 19703 for an additional modular.
 - c. The school facilities located at 170 Lukens, Dr., New Castle, DE 19720 are currently renovated for education purposes and have a certificate of necessity on file.
 - d. The timeliness of this opportunity will save on resources toward finding a larger site, determining if renovation/construction is necessary and a drive to raise capital funds to support the necessary changes.
- 5. Describe the changes in the operations of the school that will be impacted by the proposed modification(s). Indicate how the staffing, facilities and financial viability of the school may be impacted in the current year and in subsequent school years by each term in which the school proposes to modify.**

- a. The change in location will allow Reach Academy for Girls to change the following:
 - i. The new location will provide ample space for additional student growth.
 - ii. Students will have each fine arts class in a designated classroom, as opposed to the instructor conducting class from a cart in the homeroom classroom.
 - iii. Students will have Physical Education solely in the designated gym, as opposed to the multi-purpose room.
 - iv. Students will have meals solely in a designated cafeteria, as opposed to the multi-purpose room during a physical education class.
 - v. There will be a designated space for guidance counseling, as opposed to a shared space with little or no confidentiality.
 - vi. There will be a designated space for a parent resource center, which has had to be eliminated due to the space constraints.
 - vii. There will be a designated space for separate administrative offices, as well as confidential conference/meeting space as opposed to the present space being shared.
 - viii. There will be a designated and suitable space for health and safety needs.
 - ix. There will be a designated space for the presence of Affinity Health Systems. This organization provides free eye exams, physicals, mental and behavioral health to all of our students on the premises.
 - x. There will be ample and designated space for the students to have recess and interscholastic sports, as opposed to recess on an enclosed parking lot.
 - xi. The staff and students will be able to occupy a space that is fully air conditioned, as opposed to a main building that is not equipped with air conditioning.
 - xii. The new location is more modern and will lower the current building maintenance cost.
 - xiii. The cost of building repairs will be eliminated with the new lease.

6. If appropriate, describe how student achievement may be impacted by the proposed modification(s).

- a. With this modification, educators at Reach Academy for Girls can make instructional changes aimed at improving student achievement such as:
 - i. Providing individual student instructional space for interventions that can help at-risk learners continue to progress. Response to Intervention practices is used as a framework for prevention and school improvement.

- ii. Refining instructional methods; teachers will have ample space for meeting and collaborating in a well-defined area for examining school-wide data and to consider whether and how to adapt the curriculum based on information about students' strengths and vulnerabilities. Reach is a school that not only expects students to learn, but teachers as well. Supporting teacher learning with engaged and sustained learning will aid in a growing sense of efficacy when teachers face challenges. Reach will be a model learning organization, all faculty members will be professional learners. The modification will allow staff to engage in deep, broad studies about learning. This will result in increased student achievement.
- iii. Allocating space in which students with behavioral needs such as, sensory deprivation or oppositional defiance can work on de-escalation. An area that supplies the deliberate reduction or decrease of stimuli from one or more of the senses will increase student learning.
- iv. Inclusion of guidance space for discussion and group problem solving. The purpose of a comprehensive counseling program in a school setting is to promote and enhance the learning process. The program will enable all students to achieve success in school and to develop into contributing members of our society.
- v. Addition of a music suite, which will include a band room. Recent studies revealed that students in high-quality school music education programs score higher on standardized tests compared to students in schools with deficient music education programs.
- vi. Providing additional space for future classrooms. Recent evidence reveals that **class size and space**, particularly for younger children, has a positive impact on learning. Additional space will improve the quality of teacher-student relationships is the keystone for all other aspects of classroom management. Further, research has shown that teachers who had high-quality relationships with their students had fewer discipline problems and rule violations than those who did not have high-quality relationships.
- vii. Inclusion of STEAM (Science, Technology, Engineering, Arts and Math) will allow REACH ACADEMY for GIRLS to prepare students for a rapidly changing world with a curriculum focus in these areas. With a strong foundation of literacy, student test scores will improve and yield continued school improvement and student success. This modification will allow the move to a building that has two science labs and 2 computer labs. When the STEAM program is fully developed, there will be a number of well-established, highly refined interdisciplinary projects and other standards-based learning activities for students that integrate:
 - 1. Inquiry
 - 2. Creative expression and problem solving
 - 3. Use of technology and engineering processes
 - 4. Understanding of relevant societal realities

CRITERIA ELEMENTS:

ECONOMIC VIABILITY

Enrollment:

- In FY2012, the school enrolled 266.
- In FY2013, the school enrolled 390 students representing 91.8% of the approved enrollment of 425. While it was not 100% of the approved enrollment, it was a growth of 124 students reflecting board and administration recruiting efforts.
- FY2014 represents an enrollment of 380, 80% of the approved enrollment of 475 as a conservative approach should the site relocation impact the school's ability to maintain the current enrollment level of 390 or better.
 - The following efforts were exercised to understand parental interest in the potential relocation.
 - All parents of returning and new students were surveyed to determine level of support if action was complete. (See attached survey results reflecting favorable responses for 335 students)
 - For those not responding, follow up phone calls were placed and additional responses tallied.
 - The board meeting of Wednesday, April 24 allowed an open parental discussion. (See attached minutes)
 - Also attached are prepared documents reflecting a budget for an enrollment of 335 students

EXPLANATION OF BUDGET WORKSHEETS

Revenues:

State & Local

- (1) State Appropriationó see attached Staffing Models for enrollments of 380 and 475. Revenue calculations were projected using the experience and degree levels of the current staff. Also included is Educational Sustainment funding projected as a student proration of the FY2013 allocation.
- (2) School District Local Fund Transfersó see attached Charter School Revenue Calculation Estimates for enrollments of 380 and 475.
- (3) Prior Year Carryover Fundsó represents an estimated minimum continuing funding support for FY2014 obligations listed for expense item (43) for relocation.

Federal

- Federal allocations are adjusted appropriately for the impending sequester allowing for a 10% reduction.

Expenditures:

State & Local

Student Support

- (17) Transportation a budgeted amount for a Transportation settlement of \$47,000 for FY2013 was removed therefore the appearance of a reduction for FY2014. Two buses were added for the enrollment increase from 380 to 475 from FY2014 to FY2015 based upon the current year transportation contract.
- (21) Supplies & Materials an adjustment from FY2014 to FY2015 in support of the increase in enrollment from 380 to 475.
- (22) Textbooks an adjustment from FY2014 to FY2015 in support of the increase in enrollment from 380 to 475.

Facility Related

- (34) Rent A 2 month payment was due with a Letter of Intent submission in FY2013. Rent obligations do not commence until students are occupying the school. If September 3 is the projected date and 2 months were paid in FY2013, than a remainder of 8 months for the FY2014 budget in the amount of \$504,000 would be due for payment. The FY2014 amount was annualized and increased by 5% for FY2015 increasing the amount to \$793,800.
- (36) Utilities An adjustment from FY2013 to FY2014 relative to the increased space.
- (37) Maintenance Expenses relating to two modular structures for a total amount of \$385,000 for FY2013 were removed in addition to those that are the responsibility of the new Landlord as covered by the Rental Agreement.
- (41) Custodial Services & Supplies and Sanitary estimated based upon the increase in the relocation space

Administrative Operations

- (43) Estimated Relocation Obligations a line added including one-time expenses that will be supported with projected continuing funds from FY2013. See attached list and details of intended continuing funds. Also included is a copy of the March 31, 2013 financial report, which reflects potential savings in Salary & OECs, as well as other line items specific to the Modular Cost for FY2013.

Revenue Less Expenditure Line Balances

- Remaining balance for FY2014 and FY2015 remain to handle other obligations that may surface due to the relocation change instead of moving amounts to the next fiscal year as continuing.

- The school is also in the middle of the implementation of an equitable salary policy, which is projected to cost upwards of \$250,000 if funds are available for FY2014. The addition of staff for FY2015 will again increase salary and OEC cost relative to the salary policy.

Other Funds

Student Support

- (21) Cafeteriaó Beginning the 2013-2014 school year Reach Academy for Girls will become a Provision 2 school. This means that the Reach Academy will serve meals to all students at no charge. The state will reimburse the school the difference between the cost of serving meals at no charge to all students and the federal reimbursement amount. This option will also give the Reach Academy a higher meal participation, which leads to lower per meal cost. The new meal service provider will charge the Reach Academy 4.43 per student. Since the Reach Academy will serve all students instead of 80% according to current practice, costs and reimbursements will raise significantly. (Per Child Nutrition Representatives from the State Department of Education.)

Contingenciesó it has become a practice of the school to footnote prior year accumulated summer pay allocations keeping the amount separate from the operation budget. This amount also is held in a separate appropriation only to be used with board approval. For this purpose the required 2% contingency allocation remains within the available funds on the line titled 'Revenues less Expenditures'.

- FY2012 \$185,890
- FY2013 \$201,263
- If enrollment drops in FY2014 to the 80% level, projected staff reductions will lesson the allocation by \$19,618 for a total summer pay contingency of \$367,535

ADMINISTRATIVE AND FINANCIAL OPERATIONS

(I) Student Recruiting

Proposed Composition of Committee:

- Minimum 4 teachers - Hublein, D. Luce, Gimbel, Dunlap
- Minimum 2 parents - Rosalyn Clark, Ernestine Pratcher
- Staff members - Hollins, Barker, Allen, Thomas, Fambro

Timeline:

- Schedule of Open House events remaining at the school (Jan-May)
May (5/18/13)

- i Media plan - run February - June
 - Radio - WSTW
 - Print ñ Brochures, Metro Kids
 - Bus ñ Dart
 - School Website-Special information page with online applications
 - Facebook Page

- i Library/community info sessions to run in May, June, July 2013.
 - Boys/Girls Clubs
 - Libraries
 - YMCA
 - PAL Centers

(q) Administrative tasks for completion between approval and school opening

Modification (Earliest-Best Case)

Modification application process begins	Apr 25
Submit modification to DOE	May 1
Charter Accountability Mtg.....	May
State Board Submission	June 20
State Board Vote/Decision	July 18
Begin Move	July 20
First student day	Aug 26

Modification (Latest -Worst Case)

Modification application process begins	Apr 25
Submit modification to DOE	May 1
Charter Accountability Mtg ..	June
State Board Submission	July 18
State Board Vote/Decision	Aug 15
Begin Move	Aug 17
First student day	Sept 3

INSURANCE

Confirming appropriate rate for relocation expansion.

HEALTH AND SAFETY

A registered nurse (R.N.) with Delaware licensure shall be responsible for the administration and supervision of medication for all students. The nurse's suite will be located in the main building of the new location. Any students located in building #2, needing medical attention from the nurse will be escorted by an adult/staff member to building #1 to the nurse's suite. Once the student has been seen by the nurse, the student will be escorted by an adult/staff member back to building #2 to return to class.

ASSURANCES

The Board of Directors of this charter school assures that the school will:

- 1) Be in full compliance with **14 Delaware Code, Chapter 5** and **14 DE Admin Code, Section 275 in the Regulations of the Department of Education.**
- 2) 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.
- 3) Not operate in a sectarian manner or include religious practices in its educational program.
- 4) Participate in the Delaware Student Testing Program and meet the requirements of the school accountability as described in state law.
- 5) Manage the school within all State administrative and financial systems listed in **14 Delaware Code, Section 212(9).**
- 6) Initiate and maintain direct communication with other public and nonpublic schools to assure efficient notification and transfer and exchange of records.
- 7) The school's board of directors will not implement any modifications to the charter school program or operation without the express written consent of the Department of Education.
- 8) Notify the Department of Education in writing within 30 days when the school's administrative head or any member of the board of directors change.
- 9) Provide the Department of Education with copies of all the policies and by-laws of the school and the school's board of directors and inform the Department in a timely manner when by-laws change.
- 10) By September 1 of each school year, provide the Department of Education with evidence of the certification status of teachers employed at the school.
- 11) Employ only staff who have complied with the requirement of having a successful criminal background check and report to the Department of Education by September 1 of each school year that the school is in full compliance with state law related to this requirement.
- 12) Cooperate fully with Department of Education requests for reporting information and activities related to monitoring the school's compliance with the charter and applicable state and federal regulation.
- 13) Comply with the provisions for the Performance Agreement, as required by the Secretary of Education.
- 14) Distribute copies of the Department's **Parent Guide to Delaware Charter Schools** to all parents of enrolled children.
- 15) Conduct all meetings of the board of directors in a manner consistent with the Freedom of Information Act, especially the legal requirements of **29 Delaware Code, Sections 1002, 1003, and 1004.**
- 16) The Board of Directors will include a member who is a certificated teacher employed by the school and a member who is a parent of a student currently enrolled in the school, consistent with **14 Delaware Code, Section 512(1).**
- 17) Comply with the requirements for reporting school crimes as described in **14 Delaware Code, Section 4112.**
- 18) Maintain on file a written statement signed by the parent or guardian of each enrolled child acknowledging that the child will attend the charter school for at least one complete school year.
- 19) Advise any person or entity offering a loan to the school that debts of the school are not debts of the State of Delaware and that neither the State nor any other agency or instrumentality of the State is responsible for the repayment of any indebtedness.

As members of the Board of Directors of the Charter Holder, we hereby agree to these assurances as a condition of the approval of the charter modification.

We have reviewed the Delaware Charter Law (14 Delaware Code, Chapter 5) and 14 DE Admin Code, Section 275 in the Regulations of the Department of Education (Regulation 275), and have based the responses in this application on the review of these documents

Reach Academy for Girls

Name of the Charter School

Rev. Canon Lloyd S. Casson
President of the Board of Directors



5/1/13
Date of Signature

Tina Betz
Member of the Board of Directors



5/1/13
Date of Signature

Judith Gregory
Member of the Board of Directors



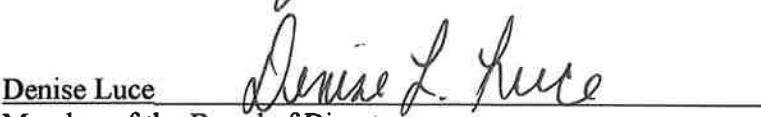
5/1/13
Date of Signature

Leila Hamroun
Member of the Board of Directors



5/1/13
Date of Signature

Denise Luce
Member of the Board of Directors



May 1, 2013
Date of Signature

Jodi O'Ferrall
Member of the Board of Directors



May 1, 2013
Date of Signature

Danny N. Schweers
Member of the Board of Directors



30 April 2013
Date of Signature