



November 6, 2014

Dear Charter School Accountability Committee,

Gateway Lab School has reviewed the report from your committee. In response to the six areas that you requested us to address in the renewal application initial report, the school is enclosing information for your review prior to the final meeting of the CSAC scheduled for Monday, November 10, 2014.

- 1) Revenue Sheets- Immediately following the CSAC renewal meeting on Tuesday, October 14<sup>th</sup>, Dorcell Spence, the consultant that works with GLS for financial guidance, met with Karen Field-Rogers to clarify and supply the requested information and revenues sheets.
- 2) Clarification regarding CTE pathway teacher – GLS does not currently have a CTE pathway teacher attend the IEP meetings. At this time we do not have any specific career or technical specials. Gateway Lab School offers a “High School” night every October. Parents and students are encouraged to attend as many high schools are represented. Parents are given a list of the upcoming high school open houses, and our counselor is available to answer any questions about the application process. A Transition notebook is available at all IEP meetings for the IEP team to use during transition discussions. Transition activities include researching particular careers and their requirements, researching high schools that offer their particular area of interest, and interviewing various people with different careers. In some cases, people representing different careers are invited to the school. For example, last year we hosted a presentation and interview session with a dog trainer, preschool teacher, professional athlete, and a clerical assistant. When 8<sup>th</sup> grade students know where they will attend high school, representatives from those schools are invited to the spring IEP meetings.
- 3) Signatures on IEPs – Teachers at GLS have both regular and special education certification. In 3<sup>rd</sup> and 4<sup>th</sup> grade there are two classes each. The special education students are split between the two classes in each grade. Both teachers teach language arts to their homerooms and then one teacher teaches all the students math while the other teaches social studies and science. The teachers are case managers for their homeroom class. They sign as the special education teacher and ensure all parts of the IEP are completed. The other teacher signs as the regular education teacher. In 5<sup>th</sup> and 6<sup>th</sup> grade there are three teachers and homerooms per grade. One teacher teaches language arts, one teaches math, and one teaches social studies/science. Teachers are case managers for their homeroom and sign as the special education teacher and ensure the completion of the IEP. The social studies/science teacher signs as the regular education teacher for all students except the ones in her homeroom. Then the math or language arts teacher will sign as the regular education teacher. There are separate language

arts and math teachers for 7<sup>th</sup> and 8<sup>th</sup> grade. They split the special education caseload for their grade. The grades share a social studies and science teacher. All teachers are invited to the IEP meeting. The social studies and science teachers sign as regular education teachers while the language arts and math teachers sign as the special education teachers.

- 4) To ensure special education requirements are fulfilled, Title 14 Education Delaware Administrative Code 900 Special Populations regulations are carefully followed. Corrected page is enclosed.
- 5) A copy of the DASL CSR report, the CSR Summary, and the CSR Status Report as of October 15, 2014, along with two attachments, are enclosed.
- 6) Data points that reflect students' current status as of October 15<sup>th</sup> are enclosed. These measures were administered in September and October. They will be used throughout the year on the timeline indicated by the testing tool. They are our internal indicators of student growth and the results drive our instruction.
- 7) Curriculum Units in Math and ELA to reflect the new curricula at GLS were submitted on Thursday, 11/6/14, to [infocso@doe.k12.de.us](mailto:infocso@doe.k12.de.us) and Michelle Whalen.

In addition to Board members, the Special Education Coordinator, Principal for Instructional Focus, and two representatives from the Delaware Academy for School Leadership (DASL) will be present with me at the final meeting of the CSAC on Monday, November 10<sup>th</sup>. The DASL representatives will speak about the relationship with GLS in regard to the CSR process. Hopefully this will be both helpful and enlightening to the committee.

Thank you for the opportunity to respond to your questions and concerns.

Gratefully,  
  
Catherine Dolan

Head of School