



# DEPARTMENT OF EDUCATION

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Mark A. Holodick, Ed.D.  
Secretary of Education  
(302) 735-4000  
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December 28, 2022

Ms. Angela Harvey-Bowen  
Board President  
Great Oaks Charter School  
1200 N. French Street  
Wilmington, DE 19801

Dear Ms. Harvey-Bowen:

Please be advised that the Department of Education (DOE), with the assent of the State Board of Education, determined that Great Oaks Charter School will continue operations with the following conditions placed on the school's charter:

## **Enrollment / Finance**

1. By January 1, 2023, Great Oaks will submit a revised budget for FY22 to include revisions that were discussed during the meeting, including transportation and Edmentum.
2. Beginning in the 2023-2024 school year, Great Oaks will have an authorized enrollment of 200 students.
3. Great Oaks will meet 90 percent of authorized enrollment of 200 students by April 1, 2023.
4. Great Oaks will meet 100 percent of authorized enrollment of 200 students by September 30, 2023.
5. Beginning in January 2023, by the second Monday of each month Great Oaks will provide a monthly report to the Charter School Office containing the following:
  - a. the school's progress on recruitment and enrollment.
  - b. a financial report to contain:
    - i. The projected cash balance at June 30, 2022;
    - ii. The current anticipated summer payroll obligations (to be adjusted monthly if changes to staffing occur);
    - iii. The account code level expenditure report that compares year-to-date actuals to the budget;
    - iv. A narrative that explains any budget variances and/or adjustments to the budget.
6. Great Oaks' leadership and a board representative will meet with the Charter School Office and a member(s) of the Finance Office on the second Tuesday of each month beginning in January 2023.

7. On or before January 15, 2023, Great Oaks will submit a plan that outlines how they will rebuild cash reserves and meet the Financial Framework performance metrics by Fiscal Year 2025.
8. Beginning in January 2023, Great Oaks Citizen's Budget Oversight Committee will meet once per month and post a recording of the meeting to their website.

### **Staff**

9. On or before January 1, 2023, any Great Oaks staff member that conducts teacher evaluations will register for a Delaware Teacher Growth and Support System (DTGSS) information session and credentialing training.
10. On or before February 1, 2023, Great Oaks will submit a detailed plan for each of the six teachers that are not licensed and/or certified within the area they teach to obtain licensure and certification.
11. On or before June 1, 2023, all Delaware Performance Appraisal System (DPAS) evaluations for every Great Oaks teacher will be complete to include the following components:
  - a. Goal setting;
  - b. The required number of observations;
  - c. A summative evaluation.
12. On or before June 1, 2023, every Great Oaks administrator will receive an evaluation to include the following components:
  - a. Goal setting;
  - b. A mid-year conference;
  - c. A summative evaluation.
13. By September 1, 2023, each Great Oaks administrator will be licensed and certified to perform the position in which they occupy.
14. On or before February 1, 2023, all educators that require the Comprehensive Induction Program training will meet the requirements and will be assigned mentors if they are in year one or year two.
15. Throughout the 2022-2023 school year the mentoring site coordinator will attend all required meetings site coordinator meetings.

### **Assessment**

16. By February 1, 2023, Great Oaks will submit a detailed plan to meet the state requirement of 95% participation on all mandated state assessments for the 2022-2023 school year.
17. Great Oaks will meet the requirement of 95% participation on all mandated state assessments in the 2022-2023 school year.

### **Virtual Programming**

18. By January 15, Great Oaks will submit a summary review of their virtual program detailing how the program meets State content standards for each course students are taking.
19. Great Oaks will critically review all students being served virtually and determine the best path forward for those students. A detailed plan for every student will be submitted by February 1, 2023.

**Academics**

20. By January 1, Great Oaks will submit a plan to DOE that details the path and timeline for each of the 40 seniors to graduate.

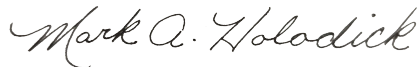
**Special Education**

21. Great Oaks will meet all deadlines outlined in the compliance agreement in place with the Exceptional Children Workgroup.
22. Great Oaks will participate in monthly education policy and procedure visits from DOE.

If Great Oaks fails to meet any of these conditions, DOE may consider taking immediate actions.

Should you have any questions and/or concerns, please contact Leroy Travers at (302) 735-4020.

Sincerely,



Mark Holodick, Ed.D.  
Secretary of Education

cc: Kim D. Klein, Associate Secretary, Operations Support  
Leroy Travers, Director, Charter School Office  
Laretha Odumosu, Head of School