

DELAWARE DEPARTMENT OF EDUCATION
APPLICATION TO MODIFY AN APPROVED CHARTER
2019-20

DE Department of Education
Charter School Office
401 Federal Street, Suite 2
Dover, DE 19901



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**Major Modification Request
Submitted 9.27.2019**

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Table 1

Type of modification	Minor Modification	Major Modification	Application Deadline	Charter School Accountability Committee Required
Enrollment change(increase or decrease) between 5 and 15%	X		Applications only accepted between November 1 st and December 31 st	
Enrollment change(increase or decrease) of greater than 15%		X	Applications only accepted between November 1 st and December 31 st	X
Grade configuration (adding grade levels or reducing grade levels)		X	Recommended: March 1 st	X
Educational Program (i.e. curriculum)		X	Recommended: March 1 st	X
Mission (includes At-Risk designation)		X	Recommended: March 1 st	X
Replace, remove, or add EMO/CMO, or transfer of authorizer		X	Recommended: March 1 st	X
Change agreement with EMO/CMO	X		None	
Enrollment preferences		X	Recommended: March 1 st	X
Location change		X	Recommended: March 1 st	X
Goals for student performance		X	Recommended: March 1 st	X
Performance Agreement		X	None	
Start date (one-time) delay	X		None	
Name of charter school	X		None	
Existing or planned school facilities or structures (including any plan to use temporary or modular structures)	X		None	
Change in terms to current site facility arrangement (i.e. lease to purchase)	X		None	
Educator Evaluation Process	X		None	
A change to the current authorized number of hours, either daily or annually, devoted to actual school sessions.	X		None	

II. MODIFICATION PROCESS

Application Submission: A completed application must be emailed to the Department of Education’s Charter School Office via email at infocso@doe.k12.de.us between November 1 and December 31 if requesting an *increase or reduction of enrollment of between 5 and 15% OR more than 15% of the currently approved total enrollment*. Please note that all other modification requests do not have statutory deadlines, but the Charter School Office has provided *recommended* deadlines in order to facilitate a more efficient application process. Incomplete applications, or applications received after the deadline, will not be considered.

Applicants submitting a minor modification shall answer the “Core Questions” only and provide evidence of fiscal viability as it applies to the modification request.

Applicants submitting a major modification shall answer the “Core Questions” *and any additional related questions*, including evidence of fiscal viability, as applicable to the modification request. These additional questions are identified in Table 2.

Application Review: All applications must be complete to be evaluated. The application for modification will be reviewed and evaluated by the approving authority as outlined in 14 Del. C. ch. 5 and applicable provisions of 14 DE Admin. Code § 275.

III. APPLICATION CONTENT AND FORMAT

The prescribed content and format for the modification application are specified below.

Document Length: The application may not exceed 20 pages, not including the cover page, table of contents, or appendices.

Format: All pages must be typed with 1-inch page margins and 12-point font, single-spaced (Helvetica or Arial font and left justification), and include consecutive page numbers in the footer. Charts may use single spacing and a type size of 10-point font.

Cover Page: Provide a cover page that includes the school’s name, the date of submission and the type of modification requested (minor or major).

Table of Contents: Provide a clearly labeled table of contents naming all major sections and appendices with corresponding page numbers.

Appendices: All supplementary documents should be identified appropriately and labeled as appendices at the end of the application.

IV. CHARTER SCHOOL MODIFICATION APPLICATION QUESTIONS

There are core questions that must be answered by the applicant, regardless of whether the modification is considered a minor or major modification. Additional questions are determined by the specific nature of the request, for example expansion or reduction by more than 15%, change of name, change of location, etc. Please provide clear, complete, and accurate information in response to each question.

Please indicate the type(s) of modification(s) you are requesting by checking all applicable boxes below:

Table 2

Minor Modification (Section A Only)		Major Modification (Section A <u>AND</u> additional questions identified below)	
	Enrollment change (increase or decrease) between 5 and 15%		Performance Agreement Section A only
	Change agreement with EMO/CMO		Enrollment change (increase or decrease) of greater than 15% Section B
	Start date (one-time) delay		Grade configuration (adding grade levels or reducing grade levels) Section C
	Name of charter school		Educational Program (i.e. curriculum) Section D
	Existing or planned school facilities or structures (including any plan to use temporary or modular structures)	X	Mission (includes At-Risk designation) Section E
	Change in terms to current site facility arrangement (i.e. lease to purchase)		Replace, remove, or add EMO/CMO, or transfer of authorizer Section F
	Educator Evaluation Process		Enrollment preferences Section G
	A change to the current authorized number of hours, either daily or annually, devoted to actual school sessions.		Location change Section H
	Other		Goals for student performance Section I

CHARTER SCHOOL OF NEW CASTLE
Charter Modification Request

Section A Core Questions:

1. What modification does the school's Board of Directors want to make to the term(s) of the charter? Identify the page number(s) on which the term(s) is/are stated in the currently approved charter. If the term(s) of the charter the school wants to modify is/are conditions placed on the charter by the Secretary of Education and members of the State Board of Education, state the condition(s) and the date(s) on which the condition(s) was/were placed on the school's charter.

Charter School of New Castle desires to revise its "Mission" Statement as follows:

[Existing]

The mission of Charter School of New Castle is to acknowledge the learning differences of each individual child and nurture the uniqueness of each family structure.

[Proposed]

The mission of Charter School of New Castle is to provide a safe, caring, and nurturing K-8 environment that develops the academic and social skills and personal character traits necessary for success in high school and thereafter.

2. What is the effective date of the proposed modification?

Upon approval by the Department of Education and the State Board of Education.

3. The authorizer will review your most recent Performance Review Reports as part of your application. Discuss the school's academic performance, compliance with the terms of its charter, and financial viability as measured by the Performance Framework.

See Charter Renewal Application being filed contemporaneously with this application.

4. Describe the rationale for the request(s). Discuss any relevant research base or evidence that supports this type of request. *(Attachments may be provided)*

New Board leadership and new School management took responsibility for Charter School of New Castle in January, 2015. No person from the original board or management remained with the School. The new Board and management did not understand how the existing Mission statement related to the operation of the School but their focus was simply on operating a high performing school. Inquiries of the parent community yielded no one who expressed any understanding of how the Mission statement related to the School's operations. In the charter renewal process,

the School is taking the opportunity to examine all of its operating procedures and policies. We are taking advantage of this opportunity to adopt a Mission statement that reflects the experience of staff and parents.

5. Describe how the proposed modification will impact the operation of the school. Include how student achievement, staffing, facilities, and financial viability of the school may be impacted in the current school year and for the remainder of the school's charter term.

No impact on operations. The new Mission statement will merely reflect the experience that staff and parents have with the School.

6. Indicate the projected impact, if any, of the proposed modification on the school's present financial position, and its financial position going forward. If the modification promises to create financial challenges, indicate how those will be remedied.

No impact.

Section E Questions:

1. Describe the school's current educational philosophy and how the proposed mission will be integrated into the current educational program.

Charter School of New Castle desires to revise its "Mission" Statement as follows:

[Existing]

The mission of Charter School of New Castle is to acknowledge the learning differences of each individual child and nurture the uniqueness of each family structure.

[Proposed]

The mission of Charter School of New Castle is to provide a safe, caring, and nurturing K-8 environment that develops the academic and social skills and personal character traits necessary for success in high school and thereafter.

See the charter renewal application being filed contemporaneously with this application for a full description of the School's educational philosophy and its operations. The Mission statement expresses the importance placed on the School environment – "safe, caring, and nurturing." And it expresses the intended outcome for our students – they will have the "academic and social skills and personal character traits necessary for success in high school and thereafter."

2. Describe how the proposed mission will result in higher academic achievement for the school's student population.

It is not intended that the new Mission statement will change any of the School's operations. It will merely rationalize and connect the statement with the existing School experience.

