



# The Delaware Met November 2014 Board Report

## Support DATES

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman, Matt Swanson, Deborah Doordan	Weekly meetings with Nash on the schools progress, updates on facility, finance and next steps
Charly Adler	In town on Oct. 1th and 15th working with Teresa Gerchman on Academics and Keina Hodge on Marketing and Student Recruitment, Donna Mitchell on school leader recruitment

## Application Update

Grade	Applications Received	Applications Complete	Goal Number of Applications	% of Goal
9th	20	13	200	6.5%
10th	13	6	200	3%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>• Training for Board Members on Big Picture Learning</li> <li>• Academic expectations and course work established with Big Picture</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• All Board members full able to articulate the model</li> <li>• New Leader Professional Development set up so they can establish effective policies</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• School visits to Met East and The Met in providence RI</li> </ul>

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>• Weekly meeting with Nash</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• PS schedue for Board on going professional development of the Board</li> <li>• School Leader support plan established</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Higher the school leader and work up support plan with Big Picture</li> </ul>



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	<ul style="list-style-type: none"> <li>• PD on Open Meeting Laws for Board Members before the November Meeting</li> </ul>
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## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Preparation of operating budget for opening year of school</li> <li>• Completed monthly reporting package and reconciliation</li> <li>• Set up eSecurity and access to FSF for IS staff</li> <li>• Established ACH wiring transfer account</li> <li>• Process Purchase Orders and Invoices for Duffield, Studio Jaed and Arthur Hall insurance</li> <li>• Two Fundraising Committee meetings</li> <li>• Researched grant opportunities for the school</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Review process and procedures for approval of invoices</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Review and edit operating budget</li> </ul>

## Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• DSC application submitted on 10/15</li> <li>• Supplemental questions submitted on 10/15</li> <li>• Intent to enroll letter submitted on 10/15</li> <li>• Opened Application on 11/3</li> <li>• Attended the New Castle Chamber of Commerce Midday Networking Mixer 10/2</li> <li>• Attended the Delaware State Chamber of Commerce Lead Group-Networking Meeting 10/3</li> <li>• Attended three Rodney Square Farmer's Markets for business and student recruitment efforts(10/8, 10/15, 10/22)</li> <li>• Attended Gateway Labs High School Fair 10/7</li> <li>• Attended Delaware Met Board Meeting 10/8</li> <li>• Attended Delaware Met Marketing Committee meeting 10/9</li> </ul>
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# The Delaware Met November 2014 Board Report

	<ul style="list-style-type: none"> <li>• Meetings with Pritchett &amp; Associates to discuss canvassing strategies ( 10/14)</li> <li>• Meeting with Carvertise to discuss marketing (10/14)</li> <li>• Meeting with Helping Hands Inc. to discuss partnerships with them and the Delaware Met (10/13)</li> <li>• Hosted the Networking Lunch &amp; School Tour at the Met, which included over 40 companies and organizations.</li> <li>• Attended the Big Buzz Marketing Symposium and networking event (10/21)</li> <li>• Meeting Dr.Browne, School Leader of East Side Charter High School, to discuss the Delaware Met and partnerships (10/21).</li> <li>• Meeting with Pastor Beamon from Bethel AME discussing how a potential presentation to their youth groups (10/21).</li> <li>• Attended a school visit at Positive Outcomes Charter School to discuss their Learning Through Interest/Internships program to see what best practices we can use for the Delaware Met (10/22).</li> <li>• Facilitated a training meeting for the Pritchette &amp; Associates Street Team (10/23)</li> <li>• Attended marketing committee meeting (10/23)</li> <li>• Attended East Side Charter High School Fair (10/24)</li> <li>• Meeting with Dolores from Fusions, another potential business partner/internship mentor (10/27)</li> <li>• MetEast School Tour with board members and IS staff (10/28)</li> <li>• Meeting with Louise Eliason to discuss public relations strategies for the Delaware Met (10/28)</li> <li>• Attended the New Castle Chamber of Commerce Mega-Speed Networking Event (10/29)</li> <li>• Hosted the Principals/Guidance Counselors Breakfast &amp; School Tour at the Delaware met 10/30</li> <li>• Set up the board member presentation at the Helping Hands Breakfast Fundraiser</li> </ul>
<p>Areas for Growth</p>	<ul style="list-style-type: none"> <li>• Need more positive gains in applications coming in- most students are submitting applications to 3 or more schools, thus we cannot count on all applications turning into enrollments</li> </ul>
<p>Next Steps</p>	<ul style="list-style-type: none"> <li>• Follow up with last year's 9th grade applicants to encourage applying for 10th grade</li> <li>• Personal follow up from the board to all open house attendees to ensure we are following through with our families to turn engagement into applications</li> <li>• November 15th open house</li> <li>• Hosting a 2nd School Leaders School Tour</li> </ul>



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	<ul style="list-style-type: none"> <li>• Hosting a private VIP School Tour for special VIP guests.</li> <li>• Continued outreach to interested parents</li> <li>• Revamping marketing strategies to procure more applications for enrollment</li> <li>• Putting together more aggressive targeted goals for Prichett &amp; Associates.</li> </ul>
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## Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Posted for school leader</li> <li>• Screened applications for school leader</li> <li>• Review of screened applicants with a team to identify candidates for Round One interview</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Mapping out timeline for teacher selection process</li> <li>• Site visits for potential candidates</li> <li>• Clear processes in place and followed for recruitment, screening and interview process</li> <li>• Candidate recommended to the Board at the Dec. 10th Board Meeting</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Round one interviews week of Nov. 3rd</li> <li>• Final round of interviews Nov. 17th</li> </ul>



# The Delaware Met December 2014 Board Report

## Support DATES

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	11/4, 11/5, 11/11, 11/12, 11/20
Matt Swanson	11/4, 11/11, 11/18
Charly Adler	11/5, 11/20
Debbie Doordan	11/6, 11/12, 11/15
Donna Mitchell	11/4, 11/6, 11/11, 11/12, 11/18, 11/20,
Keina Hodge	11/1, 11/6, 11/7, 11/8, 11/12, 11/13, 11/14, 11/15, 11/7, 11/18, 11/19, 11/20, 11/21, 11/25
Caitlin Dennis	11/3-11/7, 11/10-11/14, 11/17-11/21, 11/24, 11/25
Karen Thorpe	11/11, 11/12, 11/17
Jessica Powell	11/13
Riccardo Stoeckicht	11/24

## Application Update

Grade	Applications Received	Applications Complete	Goal Number of Applications	% of Goal (based on complete)
9th	41	38	200	19%
10th	22	13	200	6.5%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>• Weekly planning session with Charly Adler</li> <li>• Looked at the planning of the career pathways</li> <li>• Identification of potential internship locations and mentors</li> </ul>
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# The Delaware Met December 2014 Board Report

Areas for Growth	<ul style="list-style-type: none"> <li>• Master schedule created</li> <li>• Approval of 509/ Perkins classes</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Finalize agreed upon career pathways</li> <li>• Work on course descriptions for CTE classes</li> </ul>

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>• Attend weekly meetings with Board Chairman</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Board engagement</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Hire school leader</li> <li>• Implement new strategies for board engagement.</li> </ul>

## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Prepare monthly reconciliation and submit to Division of Accounting</li> <li>• Internal review of first year operating budget</li> <li>• Processed payments for vendors for the Marketing Open House on 11/15</li> <li>• 11/18 Attended Pupil Accounting Coordinator Meeting</li> <li>• Attended New Charters Technical Assistance Meeting</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Transportation Contractor Identified</li> <li>• Food Service Contractor Identified</li> <li>• Final budget to Board for Approval</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Finalize first year operating budget</li> <li>• Build revised 5 year projections</li> </ul>

## Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Daily monitoring of incoming applications</li> <li>• Processing applications from received to complete</li> </ul>
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# The Delaware Met December 2014 Board Report

	<ul style="list-style-type: none"> <li>• Helping Hands Pancake Breakfast Fundraiser presentation</li> <li>• Attended Marketing Committee Meetings</li> <li>• DSCC Networking Lead Group Meeting</li> <li>• Prepared for Charter School Expo</li> <li>• Sparc Expo to learn more about that program and who the DE Met can partner</li> <li>• Set up presentation for Prestige Academy</li> <li>• Meeting with the Cynthia LaRock from YWCA about future partnerships</li> <li>• Serviam Academy Presentation to students</li> <li>• Prepared for Participated in the DE Met Open House/Community Fair</li> <li>• Serviam Academy Presentation for parents</li> <li>• Attended Pupil Accounting Coordinator Meeting</li> <li>• Set up presentation for Nativity Prep and East Side Charter</li> <li>• Presentation at East Side Charter- Part 1</li> <li>• Meeting with Pritchett &amp; Assoc to go over contract</li> <li>• Attended November Thursday Open House events</li> <li>• Meeting with the Jefferson Awards about partnerships for their student programs for next year and for student ambassadors</li> <li>• Presentation at Thomas Edison Charter School</li> <li>• 11/25 New Charters Technical Assistance Meeting</li> <li>• Set up Facebook advertisement for open house</li> <li>•</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Turn more 'interest' forms into applications</li> <li>•</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Increase personal follow up with interested students and families, in particular with parents of interested students</li> <li>• Increase neighborhood canvassing by Pritchett's team</li> <li>• More outreach to parents/students that applied last year</li> <li>• Outreach to private schools for presentations</li> <li>• Mail out hard copy applications</li> </ul>



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## Human Resources

Specific Progress	<ul style="list-style-type: none"><li>• Conducted finalist interviews with Charly Adler from Big Picture Learning</li><li>• Participated on Interview Committee</li></ul>
Areas for Growth	<ul style="list-style-type: none"><li>• Restructuring the interview process</li></ul>
Next Steps	<ul style="list-style-type: none"><li>• Re-opening the School Leader positions for better qualified applicants</li></ul>





# The Delaware Met 2015 Board Report

Support DATES: 12/1/14- 12/31/14

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	12/2, 12/9, 12/10, 12/15, 12/17, 12/18, 12/23
Charly Adler	NA
Debbie Doordan	12/15, 12/17
Donna Mitchell	12/17, 12/10, 1/6, 1/13
Keina Hodge	12/1-12/5, 12/8-12/12, 12/15-12/19, 12/22, 12/23, 12/26, 12/28, 12/30,12/31
Caitlin Dennis	1 hour daily enrollment tracking
Karen Thorpe	12/8, 12/10, 12/16, 12/22, 12/30
Riccardo Stoeckicht	12/4, 12/10

## Application Update

Grade	Applications Received	Applications Complete	Goal Number of Applications	% of Goal (based on complete)
9th	119	119	200	60%
10th	42	42	200	21%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>Worked with Big Picture Learning coach weekly on the planning</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>New Leader fully trained on the Big Picture Learning</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>Big Picture Conference</li> </ul>

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>Weekly strategic meeting with the Board Chair</li> </ul>
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# The Delaware Met 2015 Board Report

	<ul style="list-style-type: none"> <li>• Participated in facilities committee meeting with Board Chair and committee members</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Training of the New School Leader</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Onboarding of school leader</li> </ul>

## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Monthly reconciliation</li> <li>• Prepare monthly reporting package</li> <li>• Assist new vendors</li> <li>• Invoices</li> <li>• Submit Non-SEA Grant Quarterly Report</li> <li>• Met with Dawn Downes on Non SEA transfer of responsibilities</li> <li>• Worked with US DOE on Non SEA transfer</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Review policies and procedures</li> <li>• Begin drawdowns of funds and ensure new policy is in place</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Work with new Board Treasurer</li> <li>• Complete transition of NON SEA grant</li> <li>• Rework Non SEA budget for current planning year</li> <li>• Get approval of planning budget</li> <li>• Rework budget for next year</li> </ul>

## Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Presentation at Reach Academy</li> <li>• Spanish translation for marketing flyers</li> <li>• Creating and sending out email blasts for open house events</li> <li>• Coordinating the creation of new flyers for open house events.</li> </ul>
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## The Delaware Met 2015 Board Report

	<ul style="list-style-type: none"> <li>• Coordinated and planned Delaware State Chamber of Commerce event hosted at the Delaware Met on 12/17. Over 60 businesses registered, and 50 attended.</li> <li>• Coordinated the creation of press releases for DSCC event and open house event.</li> <li>• Created email templates for board to use for parent/student engagement.</li> <li>• Following up with parents about student applications</li> <li>• Researched next steps for membership to the DIAA</li> <li>• Met with the Greater Wilmington Urban League about them using the building for their after school programs.</li> <li>• Participated in weekly open house events</li> <li>• Met with Comcast Spotlight about web advertising</li> <li>• Met with the Nature Conservancy about internships for students, and partnering during the school year.</li> <li>• Participated in marketing committee meeting</li> <li>• Conducted street team/neighborhood canvassing training for Pritchett &amp; Assoc. team members.</li> <li>• Coordinated First State Montessori Academy use of the building for the winter concert.</li> <li>• Coordinated field trip of Reach Academy students to the DE Met. Also coordinated the presentation by the YWCA for the students during their field trip.</li> <li>• Meeting with the Delaware 87'ers about open house and future engagement opportunities.</li> <li>• Coordinated board member participation at the Delaware Charter School Network event at the Boys and Girls club</li> <li>• Ordered folders and labels for marketing efforts</li> <li>• Printing over 2,000 flyers for flyer drops</li> <li>• Updating Facebook for upcoming events</li> <li>• Purchased Facebook advertisements for open house events, and website promotion for applications.</li> </ul>
<p>Areas for Growth</p>	<ul style="list-style-type: none"> <li>• Engagement with parents/students that have completed interest forms, but have not put in applications.</li> <li>• Recruiting 10th grade students.</li> </ul>



# The Delaware Met 2015 Board Report

<p><b>Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Managing the invitation letters for students after choice period closes</li> <li>• Opening back up the choice application after January 14th and managing the applications received</li> <li>• Follow up on calls and neighborhood canvassing completed by Pritchett's team</li> <li>• Recruitment night with 87'ers at an actual game</li> <li>• Setting up direct mail campaign for the list of Delaware 8th and 9th grade students ( Approx. 21k students)</li> <li>• Continuing outreach to parents/students that actually applied last year.</li> <li>• Field trips to the DE MET from Family Foundations and Prestige Academy</li> <li>• Following up with guidance counselors at schools where presentations were held about student applications.</li> </ul>
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## Human Resources

<p><b>Specific Progress</b></p>	<ul style="list-style-type: none"> <li>• Conducted round two interviews</li> <li>• Conducted Round one interviews with additional candidates</li> <li>• Set up final interviews with the candidates</li> <li>• Participated in personnel committee meeting</li> </ul>
<p><b>Areas for Growth</b></p>	<ul style="list-style-type: none"> <li>• Hire School Leader</li> <li>• Set up hiring schedule for LTI coordinator, teachers and other teachers</li> </ul>
<p><b>Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Conduct final interview with candidates with the Board members</li> <li>• Site Visit for candidate</li> <li>• Present candidate to the board</li> </ul>



# The Delaware Met January 2015 Board Report

Support DATES: 1/1/15 1/31/15

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	1/6, 1/14, 1/16, 1/20, 1/23, 1/27
Charly Adler	1/6, 1/20
Debbie Doordan	1/6, 1/31
Donna Mitchell	1/5, 1/6, 1/12, 1/13, 1/14, 1/15, 1/16, 1/19, 1/20, 1/21, 1/23
Keina Hodge	1/5-1/9, 1/12-1/16, 1/19-1/23, 1/26-1/30
Karen Thorpe	1/5, 1/8, 1/9, 1/13, 1/17, 1/19, 1/20, 1/26, 1/28
Riccardo Stoeckicht	1/14, 1/20, 1/28

## Application Update

Grade	Applications Received	Applications Complete	Goal Number of Applications	% of Goal (based on complete)
9th	160	160	200	80%
10th	50	50	200	25%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>• Attended Big Picture Learning Leadership Conference in Berkly, CA</li> <li>• Worked with Charly Adler on planning for school year</li> <li>• Worked with Charly Adler on identification of the new school leader</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Training for New Leader on School Model</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Set up support schedule for new school leader</li> <li>• Develop PD plan for school for Model</li> <li>• Set up school visit for new leader</li> </ul>

## Leadership Support



## The Delaware Met January 2015 Board Report

Specific Progress	<ul style="list-style-type: none"> <li>• Identified school leader</li> <li>• Answered questions for new leader</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Work out support schedule for moving forward</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Order materials for new leader to hit the ground running</li> <li>• Arranged for a weekly thought partner to work with new school leader on school design and implementation</li> </ul>

### Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Revise budget and develop 18 month cash flow</li> <li>• Non-SEA budget, prepare draw for funding</li> <li>• Review marketing budget</li> <li>• Meetings with Board Finance Officer</li> <li>• Monthly reconciliation and report</li> <li>• Process payments</li> <li>• Meeting with Advance Transportation on transportation for next school year</li> <li>• Discussions with Board Treasurer</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Develop reporting and communication strategy for financial matters</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Develop process for forming the Citizen Budget Oversight Committee</li> <li>• Develop any necessary policies and procedures</li> </ul>

### Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Helped with the planning for the various open houses including DE 87ers open house</li> <li>• Planned and attended the event in partnership with the Delaware State Chamber of Commerce</li> <li>• Helped to orchestrate field trips to the DE Met from Reach Academy and Family Foundations</li> <li>• Sent out several email blasts promoting open house events, and application deadline</li> <li>• Updating enrollment trackers</li> </ul>
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## The Delaware Met January 2015 Board Report

	<ul style="list-style-type: none"> <li>• Sent out invitation letters to students at the end of School Choice Deadline</li> <li>• Opened back up the application for extension</li> <li>• Looked into Direct Mail quotes</li> <li>• Updated marketing budget line items</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Need to keep engaging families</li> <li>• Need to get the new school leader to be apart of the recruitment process</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Setting up registration nights for parents</li> <li>• Calling families that have not accepted their invites</li> <li>• Continued outreach and open houses to get more applications</li> </ul>

### Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Completed Selection Process for School Leader - Final Round Interviews</li> <li>• Conducted School Visit with Personnel Committee Chairperson for School Leader</li> <li>• Facilitated AdHoc Joint Committee for Leader Contract Negotiations (Finance &amp; Personnel Committees)</li> <li>• Successfully Hired School Leader</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Finalize Staffing Plan and Timeline for Staff Hiring</li> <li>• Begin Recruitment for LTI coordinator, teachers and other teachers</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Post staffing positions</li> <li>• Recruit high quality teachers and staff</li> <li>• Finalize Professional Development Plan for Teacher and Leader Induction</li> <li>• Submit Comprehensive Induction Program Grant Application</li> <li>• Submit Alternative Teacher Evaluation Plan Proposal to DOE</li> </ul>



## The Delaware Met March 2015 Board Report

Support DATES: 2/1/15- 2/28/15

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	2/17, 2/19, 2/25, 2/26
Charly Adler	2/24, 2/25, 2/26
Donna Mitchell	2/12, 2/26
Keina Hodge	2/2-2/6, 2/9-2/13, 2/16-2/20, 2/23-2/27
Karen Thorpe	2/4, 2/5, 2/9-2/12, 2/17-2/19, 2/23-2/26
Riccardo Stoeckicht	2/20

**Commented [DD1]:** Keina, I tried unsuccessfully to add a row to this table in SP - can you put me in for:  
 3/12 and 3/17 - calls  
 3/11 board meeting  
 3/9 - Review Non-SEA Quarterly Report  
 Thanks!

### Application Update as of 3/10/15

Grade	Applications Received	Accepted Invite	Goal Number of Applications	% of Goal (based on complete)
9th	222	73	200	111%
10th	80	39	200	40%

### Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>Developed job descriptions</li> <li>Trained principal on the model</li> <li>Visited Positive Outcomes with Charly Adler</li> <li>Spent two days with Charly going through materials and answering questions</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>Full school understand the model and are ready to implement fully in Fall 2015</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>Visit to Providence for School Leader</li> <li>Calendar for summer PD for teacher training</li> <li>Weekly call with Charly</li> </ul>

### Leadership Support





## The Delaware Met March 2015 Board Report

Specific Progress	<ul style="list-style-type: none"> <li>• Set up and participated in E-Schools Training with School Leader</li> <li>• Provided DE MET work plan to School Leader.</li> <li>• Trained School Leader on Data Service Center</li> <li>• Set up introduction meetings for community partners like, YWCA, English Lessons, YMCA etc.</li> <li>• Provided details on marketing efforts YTD</li> <li>• Worked on bell schedule and school calendar</li> <li>• Worked on course offerings and course description catalog</li> <li>• Shared drafts of code of conduct and student handbook that meet state requirements, but need to be finalized specific for the school</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Clear definition of roles and responsibilities for School Leader, Operations Manager and Learning Through Interest Coordinator</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Continue weekly meetings with leader giving academic support for establish policies and procedures</li> <li>• Finalize Calendar and Master Schedule</li> <li>• Continue to work through work plan with weekly reflections</li> </ul>

### Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Participated in marketing budget meetings.</li> <li>• Facilitated meeting with School Leader and OLS Office Solutions to discuss buyback of unneeded furniture at the DE MET (i.e. Cubicles etc.)</li> <li>• Onboarding of new School Leader</li> <li>• Monthly reconciliation and financial reports</li> <li>• NonSEA reporting and draw</li> <li>• Conference call with finance committee</li> <li>• Preparation of budgets for 100% and 80% of student enrollment</li> <li>• Review of budgets by multiple parties to ensure that academic needs and requirements are included within the budget</li> <li>• Process invoices</li> </ul>
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## The Delaware Met March 2015 Board Report

	<ul style="list-style-type: none"> <li>• Attendance at monthly Board meeting</li> <li>• Budget discussions and planning with Board Treasurer</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Get p-card</li> <li>• Ensure appropriate individuals attend necessary FSF and PHRST trainings</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Develop process for forming the Citizen Budget Oversight Committee</li> <li>• Develop any necessary policies and procedures</li> </ul>

### Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Helped with the planning for the February open house.</li> <li>• Helped to orchestrate field trip to the DE Met from Prestige Academy</li> <li>• Sent out email blast promoting open house event, and application extension</li> <li>• Updating enrollment trackers</li> <li>• Wrote DIAA letter for sports membership</li> <li>• Helped plan Parent Meet and Greet, and attended event to gather registration paperwork and answer questions from parents.</li> <li>• Mailed hard copy acceptance letters</li> <li>• Provided revisions for radio scripts.</li> <li>• Set up date for 87ers recruitment event</li> <li>• Facilitated phone jam at the February board meeting.</li> <li>• Participated in meeting with There DuPont</li> <li>• Participated in marketing committee meetings</li> <li>• Set up Direct Mail campaign to promote enrollment and March open house.</li> <li>• Provided enrollment updates to the Charter School Development Corporation.</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Need to keep engaging families to get them to accept invitation and fill out enrollment paperwork.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Evening hours for parents to drop off enrollment paperwork</li> <li>• 87ers recruitment event</li> <li>• March Open House</li> </ul>



## The Delaware Met March 2015 Board Report

	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Phone Jam</li> </ul>
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### Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Met with Big Picture Representative and IS Chief to finalize Job Descriptions and staffing needs</li> <li>• Finalized Hiring Work Plan timeline and flow</li> <li>• Submitted staffing requisition to Finance</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Finalize On-Boarding (Professional Development) timeline and Processes with New Leader for Staff - Summer 2015</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Collaborate with School Leader to establish training dates for HR systems and staff recruiting, selection, development and evaluation systems</li> <li>• Post Job postings for all needed staff</li> <li>• Establish hiring tiers relative to student enrollment</li> <li>• Schedule interviews and select staff in tier 1</li> </ul>



# The Delaware Met April 2015 Board Report

Support DATES: 3/1/15- 3/31/15

Innovative School Personnel/Subcontractor	Support Dates
Laura Jennice	3/5, 3/12, 3/19, 3/26
Charly Adler	3/6, 3/27
Donna Mitchell	3/3, 3/4, 3/10, 3/12, 3/16, 3/17, 3/23, 3/24, 3/25, 3/26, 3/27
Keina Hodge	3/2-3/6, 3/9-3/13. 3/16-3/20, 3/23-3/31
Karen Thorpe	3/2, 3/9, 3/13, 3/16, 3/17, 3/23
Riccardo Stoeckicht	3/3, 3/11, 3/12, 3/24
Debbie Doordan	3/11. 3/19, 3/30,
Candice Casey	3/14, 3/16, 3/17, , 3/18, 3/19, 3/23, 3/25
Samuel Mento	3/2-3/6, 3/9-3/13. 3/16-3/20, 3/23-3/31

## Application Update as of 4/9/15

Grade	Applications Received	Accepted Invite	Goal Number of Applications	% of Goal (based on complete)
9th	302	148	200	150%
10th	127	82	200	40%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>Went through BPL learning plan including goals.</li> <li>Scheduling trip to Providence MET trip</li> <li>Developing hiring process for advisors, LTI etc.</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>Strategies for recruitment</li> <li>Further development of BPL model at the Delaware Met</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>Interviews for Advisors and LTI Coordinator</li> </ul>



# The Delaware Met April 2015 Board Report

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>• Worked with School Leader on Recruitment and Enrollment</li> <li>• Set up technology meeting with OmniMaven and DTI</li> <li>• Set up training with School Leader and Bobby Judge for website training</li> <li>•</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Procuring facilities, transportation and food services contracts</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Continued meetings around contract procurement</li> <li>• Building conceptual map/timeline for opening requirements</li> </ul>

## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Attended Pupil Accounting Meeting</li> <li>• Attended Nutrition Meeting</li> <li>• Attended training on updating DE Met website.</li> <li>• Attended Charter School Technical Assistance meeting.</li> <li>• Process and approve vouchers</li> <li>• Prepare monthly report and reconciliation</li> <li>• Attend budget meeting</li> <li>• Non SEA updates</li> <li>• Revision of IS service agreements</li> <li>• Budget discussions</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Assess needs for policies and procedures</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Develop policies and procedures</li> </ul>

## Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Visited East Side Charter to discuss enrollment with Vice Principal.</li> </ul>
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## The Delaware Met April 2015 Board Report

	<ul style="list-style-type: none"> <li>• Helped with the planning for the March Madness open house.</li> <li>• Helped with planning for the Charter School Expo</li> <li>• Worked in tandem with school leader to develop strategies for obtaining enrollment paperwork which included consistent phone calls, home visits, consistent email blasts, text messages, and extended hours at the school for parents to drop off paperwork.</li> <li>• Called, emailed and texted parents about enrollment paper work.</li> <li>• Participated in extended school hours for parents to drop off paperwork between 5pm-7pm.</li> <li>• Conducted home visits for enrollment paperwork.</li> <li>• Created and planned Phone Jam Pt.2 and Pt.3</li> <li>• Updating enrollment trackers</li> <li>• Planned and participated in 87ers recruitment event</li> <li>• Participated in marketing committee meetings</li> <li>• Provided enrollment updates to the Charter School Development Corporation.</li> <li>• Entered students into E-Schools</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Need to keep engaging families to get them to accept invitation and fill out enrollment paperwork for May 1<sup>st</sup> Unit Count funding deadline.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Outreach to middle school guidance counselors.</li> <li>• Ongoing outreach to families that have not accepted nor declined their invite to the school.</li> <li>• Creating a newsletter with updates to be sent to families.</li> <li>• Outreach to students of charters that are closing</li> </ul>

### Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Posted for vacancies for LTI and Advisors</li> <li>• Posted for vacancies for Secretary and Nurse</li> <li>• Posted for School Operations Manager</li> <li>• Completed and submitted grant proposal for Comprehensive Induction Program</li> </ul>
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## The Delaware Met April 2015 Board Report

Areas for Growth	<ul style="list-style-type: none"><li>•</li></ul>
Next Steps	<ul style="list-style-type: none"><li>• Screen and Interview for LTI, Advisors, Operations Manager, Secretary and Nurse</li><li>• Revise Staffing selection and induction workplan</li><li>• Establish professional development work plan and timeline</li></ul>



# The Delaware Met May 2015 Board Report

Support DATES: 4/1/15- 4/30/15

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	
Charly Adler	4/8, 4/9, 4/10, 4/14, 4/15, 4/16
Keina Hodge	4/1-4/2, 4/13-4/17, 4/20-4/24, 4/27-4/30
Karen Thorpe	4/6, 4/8, 4/10, 4/13-15, 4/27, 4/30
Riccardo Stoeckicht	4/8, 4/14, 4/17, 4/27
Debbie Doordan	4/9, 4/27
Cheryl Simmons	4/20, 4/21, 4/22, 4/23, 4/29

## Application Update as of 5/14/15

Grade	Applications Received	Accepted Invite	Goal Number of Applications	% of Goal (based on complete)
9th	319	157	132	118%
10th	136	87	132	66%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>• School Leader visited the Providence MET and met with school design partner around planning and reviewing candidate applications.</li> <li>• Participated in Skype interviews on four separate days of candidates and made reference calls for the LTI coordinators.</li> <li>• Participated in in-person Advisor and LTI interviews</li> <li>•</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Continuing to support the staffing recruitment process to secure qualified and passionate candidates.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Participation in more Advisor interviews</li> <li>• Developing and conducting Professional Development workshops for the new advisors (teachers).</li> </ul>





# The Delaware Met May 2015 Board Report

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>• Worked with School Leader to conducting interviews.</li> <li>• Participated in Logistics meeting with School leaders and Innovative COO, and CSDC about operations and logistics for the school.</li> <li>• Completed file review/audit with school leader</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Continue to provide ongoing leadership support around facilities, school systems and human resources.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Onboarding the new Operations Manager to start working directly with the school leader.</li> </ul>

## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Attended Charter School Technical Assistance meeting.</li> <li>• Set up mail service through the state of Delaware.</li> <li>• Organized and attended meeting with Hanifa Shabazz from Connections, about food service.</li> <li>• Reviewed and submitted NON-SEA annual report.</li> <li>• Attended parking variance board of adjustments meeting.</li> <li>• Budget revisions, conference call to discuss budget</li> <li>• Prepare salary scale, discuss with school leader</li> <li>• Prepare monthly reconciliation and reporting package</li> <li>• Process vouchers for payment</li> <li>• Approve payments in FSF</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Increase the lines of communication, and continue to grow content knowledge about requirements in preparation for opening.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Training for the operations manager.</li> <li>• Knowledge transfer for operations manager.</li> <li>• Procure transportation and food service contracts.</li> </ul>



# The Delaware Met May 2015 Board Report

## Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Procured contract for promotional materials for the school, and completed and order for pencils and bracelets.</li> <li>• Set up Blackboard and disseminated robo-calls to families classified in three groups: Accepted invite-turned in paperwork, Accepted Invite-Still Needs to turn in paperwork, Applied to school but did not accept nor decline invite.</li> <li>• Sent emails to guidance counselors informing them of our remaining openings for the upcoming school year.</li> <li>• Called and emailed new applicants about next steps in the enrollment process.</li> <li>• Reviewed double count kicker lists and sent emails to schools and districts about removal of specific students.</li> <li>• Helped with the planning for the Logo Design workshop and open house.</li> <li>• Helped with planning for the Charter School Expo</li> <li>• Participated in marketing committee meetings</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Need to keep engaging families to get them to accept invitation and fill out enrollment paperwork for September 30<sup>th</sup> Unit Count funding deadline.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Ongoing outreach to families that have not accepted nor declined their invite to the school.</li> <li>• Creating a newsletter with updates to be sent to families.</li> <li>• Events for current students/families</li> <li>• Continue engaging Parent Ambassadors to help promote the school.</li> </ul>

## Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Worked with School Leader to conduct interviews for, advisor, operations manager and LTI Coordinator positions.</li> <li>• Selection and on-boarding processes for Operations Manager.</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Ensuring we continue to receive qualified and passionate candidates.</li> </ul>



## The Delaware Met May 2015 Board Report

Next Steps	<ul style="list-style-type: none"><li>• Second round interviews for Advisors. First Round interviews for the school nurse and secretary positions.</li></ul>



# The Delaware Met June 2015 Board Report

Support DATES: 5/1/15- 5/31/15

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	5/1, 5/5, 5/7, 5/13
Charly Adler	5/1, 5/11, 5/15, 5/20, 5/29
Keina Hodge	5/1, 5/4-8, 5/11-5/15, 5/18-5/22, 5/25-5/29
Karen Thorpe	5/6, 5/7, 5/11, 5/15, 5/26
Laura Jennice	5/7, 5/14, 5/28
Riccardo Stoeckicht	5/4, 5/18
Debbie Doordan	4/27, 5/5
Cheryl Simmons	5/8, 5/25, 5/30

## Application Update as of 6/15/15

Grade	Applications Received	Accepted Invite	Officially Enrolled	Goal Number of Applications	% of Goal (based on accepted)
9th	338	169	158	132	128%
10th	153	92	80	132	70%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>Participated in advisor interviews in-person and via Skype.</li> <li>Worked with school leader on Big Picture Learning school design.</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>Full staff versed and trained in the Big Picture Model</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>Continue participation in interviews</li> <li>Continued strategic planning with school leader</li> <li>Work with LTI coordinator to define role and responsibilities</li> </ul>

## Leadership Support



## The Delaware Met June 2015 Board Report

Specific Progress	<ul style="list-style-type: none"> <li>• Provided curriculum support to school leader</li> <li>• Participated in weekly check-in meetings to discuss</li> <li>• Set up meetings with bus companies for transportation contract with school leader and operations manager.</li> <li>• Sent follow up correspondence to the DIAA in regards to sports for the Fall.</li> <li>• Participated in transportation consortium meetings with School leader.</li> <li>• Worked with school leader on reviewing applicants writing samples</li> <li>• Develop alternate evaluation application for submission to DOE</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• School Leader ready to lead staff prior to the August PD dates with full staff</li> <li>• School Leader establishing a collaborative culture where she can be viewed as the resident expert on Big Picture</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Continue working with school leader on the planning for the opening of the school year</li> <li>• Update work plan with the school leader</li> </ul>

### Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Prepare monthly report and reconciliation</li> <li>• Set up eSecurity for FSF for Jemuel and Tricia</li> <li>• Process Invoices</li> <li>• Approve payments in FSF</li> <li>• Sent email introduction to company interested in procuring the cubicles.</li> <li>• Met about Non-SEA grant requirements, deadlines and performance measures.</li> <li>• Support to school leader regarding start-up operating areas</li> <li>• On-ramping of new operations manager</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Operations Manager starting to take on school specific business services</li> <li>• Operations Manager working closely with April Montgomery to process all payments in a timely fashion</li> <li>• Operations Manager holding budget conversations with the school leader</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Revise FY 2016 budget based on enrollment</li> </ul>



# The Delaware Met June 2015 Board Report

## Enrollment

Specific Progress	<ul style="list-style-type: none"> <li>• Completed enrolment review of Double Count Kicker List from DOE.</li> <li>• Responded to calls and inquires from parents interested in enrolling their students.</li> <li>• Entered and processed applications for new students.</li> <li>• Compiled complete report of student applicants and sorted according: enrolled, still missing enrollment paperwork, and pending acceptance or decline.</li> <li>• Drafted script for robo-calls to parents about upcoming student BBQ.</li> <li>• Sent out robo-calls to parents about student BBQ..</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• 105% enrollment (277) for September 30<sup>th</sup> Unit Count funding deadline.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Ongoing outreach to families that have not accepted nor declined their invite to the school.</li> <li>• Creating a newsletter with updates to be sent to families.</li> <li>• Events for current students/families</li> <li>• Continue engaging Parent Ambassadors to help promote the school.</li> </ul>

## Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Discuss Salary scale and payment to staff</li> <li>• Set up Advisor Interviews</li> <li>• Set up Secretary and Nurse Interviews</li> <li>• Re posted Advisor jobs as per Tricia Hunter</li> <li>• Sent out regret letters</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• 100% staffed with qualified and passionate individuals committed to the vision of the school.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Nurse, administrative assistant interviews.</li> <li>• Hire 4 more teachers ( Spanish, Math)</li> </ul>



# The Delaware Met June 2015 Board Report



# The Delaware Met July 2015 Board Report

Support DATES: 6/1/15- 6/30/15

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	6/15, 6/17,6/17,6/23,6/30
Charly Adler	6/8, 6/9, 6/10
Keina Hodge	6/1-6/5, 6/8-6/12, 6/15-6/19, 6/22-6/26, 6/29, 6/30
Karen Thorpe	6/2, 6/4, 6/8, 6/9, 6/11, 6/12, 6/15, 6/17, 6/19, 6/22, 6/23, 6/25
Laura Jennice	6/11
Riccardo Stoeckicht	6/15, 6/18
Cheryl Simmons	6/2, 6/4, 6/5,6/11,6/16,6/17,6/19, 6/24
April Montgomery	6/1-6/3, 6/8, 6/10-6/11, 6/15-6/19, 6/22-6/26, 6/29

## Application Update as of 7/8/15

Grade	Applications Received	Accepted Invite	Officially Enrolled	Goal Number of Applications	% of Goal (based on accepted)
9th	350	170	162	132	128%
10th	160	96	83	132	72%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>• Training for LTI with new LTI Coordinator.</li> <li>• Participating in advisor interviews. 5 Skype interviews,</li> <li>• Met with LTI Coordinator to do a knowledge transfer of everything completed in the fall.</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Getting staff fully trained on Big Picture Learning</li> <li>• Planning for first week, first month, first year of school</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Professional Development for New Advisors</li> <li>• Preparation for Big Bang Conference</li> <li>• Summer Infusion for students</li> </ul>





# The Delaware Met July 2015 Board Report

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>• Weekly meetings with principal and Executive Committee</li> <li>• Provided 1:1 support with Patricia on schedule and other items</li> <li>• Discussed needs for Professional Development for Board members</li> <li>• Sent emails to individual board members notifying them of the critical items to be voted on.</li> <li>• Participated in weekly check-in meetings about school operations etc.</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Finalized plan for Tricia's leave of absences</li> <li>• Regular schedule of supports</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Continued support of Tricia</li> <li>• Work on School Success Plan and Consolidated Grant application</li> <li>• Work with BOD to determine school leader evaluation process</li> </ul>

## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Wrote NON Sea grant report for USDOE</li> <li>• Input vouchers</li> <li>• Approve FSF documents</li> <li>• Prepare monthly reconciliation and financial report</li> <li>• Year end review of cash and close out FSF</li> <li>• Meeting with Principal and Operations Manager regarding FSF</li> <li>• Review of financial reports</li> <li>• Budget discussions</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Develop procedures for strong internal controls</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Training with Operations Manager for FSF and DSC</li> </ul>

## Enrollment



## The Delaware Met July 2015 Board Report

<p><b>Specific Progress</b></p>	<ul style="list-style-type: none"> <li>• Completed a cross reference of students enrolled, and students in DSC and updated excel spreadsheet for accurate enrollment.</li> <li>• Sent out Blackboard calls to families reminding them of the Logo Workshop and BBQ</li> <li>• Participated in the Logo Workshop and BBQ. Assisted parents with enrollment paperwork etc.</li> <li>• Entered in new student applications that were submitted via hard copy paper applications</li> <li>• Made follow up calls to parents regarding their applications/enrollment.</li> <li>• Sent emails to parents with enrollment paperwork</li> <li>• Completed student withdrawals in E-Schools for students that submitted sufficient paperwork.</li> <li>• Updated student enrollment packet to include updated Home Language Survey and 1st Year Agreement.</li> <li>• Meeting with school leader and operations manager around strategies for parent outreach.</li> <li>• Participated in marketing comitte meetings, to discuss parent event and ribbon cutting event</li> </ul>
<p><b>Areas for Growth</b></p>	<ul style="list-style-type: none"> <li>• Need to continue to engage with parents that have submitted applciations but have not officially enrolled.</li> <li>• Need to start creating marketing plan and recruitment strategy for the fall</li> </ul>
<p><b>Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Follow up with parents about enrollment., in order to secure last 19 students</li> <li>• Participate in summer infusion orientation.</li> </ul>

### Human Resources

<p><b>Specific Progress</b></p>	<ul style="list-style-type: none"> <li>• Set up Advisor interviews</li> <li>• Sent rejection letters</li> <li>• Repost job descriptions</li> <li>• Take down filled positions</li> <li>• Participated in first and second round Advisor interviews</li> <li>• Onboard new employees</li> <li>• Provided School Leader with Cafeteria worker job description</li> <li>• Called references for school secretary candidates.</li> </ul>
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## The Delaware Met July 2015 Board Report

	<ul style="list-style-type: none"><li>• Participated in advisor interviews</li><li>•</li></ul>
Areas for Growth	<ul style="list-style-type: none"><li>• Fully staffed and all staff members fully on boarded and entered accurately into the PHRST system</li></ul>
Next Steps	<ul style="list-style-type: none"><li>• Shelley Vincent is the new Human Resources contact.</li></ul>



# The Delaware Met August 2015 Board Report

Support DATES: 7/1/15- 7/31/15

Innovative School Personnel/Subcontractor	Support Dates
Teresa Gerchman	7/2/15, 7/7/15, 7/8/15, 7/14/15, 7/15/15, 7/28/15
Charly Adler	7/20, 7/21, 7/22
Keina Hodge	7/1-7/3, 7/6-7/10, 7/13-7/17, 7/20-7/24, 7/27-7/31
Riccardo Stoeckicht	7/2, 7/14
April Montgomery	7/1, 7/2, 7/6, 7/8, 7/10, 7/11, 7/13-7/17, 7/20, 7/22, 7/30, 7/31

## Application Update as of 8/17/15

Grade	Applications Received	Accepted Invite	Officially Enrolled	Goal Number of Applications	% of Goal (based on accepted)
9th	363	186	172	132	140%
10th	173	107	89	132	81%

## Educational Model

Specific Progress	<ul style="list-style-type: none"> <li>• Provided professional development to staff about Big Picture Learning</li> <li>• Coached staff during summer infusion for students</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Continuing to provide PD to teachers so they can implement BPL</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Accompanying staff to Big Bang Conference</li> <li>• Continuing professional development for staff</li> <li>• Preparing for the first week of school.</li> </ul>

## Leadership Support

Specific Progress	<ul style="list-style-type: none"> <li>• Worked with program manager and school leader to review work plan</li> <li>• Worked with school leader to plan staff PD</li> <li>• Worked with Contractor for BPL training</li> </ul>
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# The Delaware Met August 2015 Board Report

	<ul style="list-style-type: none"> <li>• Weekly executive committee meetings</li> <li>• Worked on Consolidated Grant</li> <li>• Work on support plan for maternity leave</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• School leader fully versed in Big Picture Model and able to effectively develop the school culture</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• PD for the staff</li> <li>• Make corrections on Consolidated Grant as necessary</li> <li>• Be prepared to support school during school leader leave</li> <li>• Training for principal on Teacher Excellence Framework</li> </ul>

## Business Services

Specific Progress	<ul style="list-style-type: none"> <li>• Finalization of SY2016 Service Agreement</li> <li>• Development of SY 2016 budget</li> <li>• Review of financial statements</li> <li>• Met with new hires to discuss information in the onboarding packet and answer any questions</li> <li>• Create positions and process new hires in PHRST</li> <li>• Approve vouchers and PO's</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Get operations manager full trained on on PHRST and FSF</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Finalize SY 2016 Budget</li> <li>• Continue approving vouchers and PO's</li> <li>• Monthly Bank Reconciliations</li> </ul>

## Enrollmen

Specific Progress	<ul style="list-style-type: none"> <li>• Completing E-Schools cross-reference with Data Service Center student list</li> <li>• Meeting with parent about enrollment and providing school tours</li> <li>• Entering new student in E-schools</li> <li>• Withdrawing students from E-schools</li> <li>• Participated in summer infusion for students</li> </ul>
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## The Delaware Met August 2015 Board Report

	<ul style="list-style-type: none"> <li>• Provided on-site support at the school during teacher PD</li> <li>• Meeting with Bobby about website updates</li> <li>• Participated in marketing committee meetings</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• 105% enrollment (277) for September 30<sup>th</sup> Unit Count funding deadline.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Ongoing outreach to families that have not accepted nor declined their invite to the school.</li> <li>• Starting the planning process for the 2016-17 Recruitment season.</li> </ul>

### Human Resources

Specific Progress	<ul style="list-style-type: none"> <li>• Completed initial onboarding workshop for new teachers</li> <li>• Participated in interviews for advisors</li> <li>• Participated in PD workshops</li> </ul>
Areas for Growth	<ul style="list-style-type: none"> <li>• Help the school get fully staffed</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Complete onboarding for new staff</li> </ul>