



Delaware Application for New Charter Schools

Technical Assistance Session
November 17, 2015

Agenda Overview

- Welcome & Introductions
- Review Agenda & Overview
- Application Process
- Evaluation Rubric
- Questions
- Resources
- Contact Information

Charter School Office Review Process

- Initial review to assess the completeness and viability of each application based on the application submission criteria.
- If an application does not warrant a full review, the Department shall notify the applicant in writing of the deficiency or deficiencies and the application shall receive no further consideration.
- 14 Del. C. § 511 (d-e) (Click [here](#))

Approval Criteria

- To be approved the application must meet the criteria set forth in § 512 and comply with the approval process in § 511.
- The Accountability Committee will use a comprehensive rubric to evaluate the applications that aligns to the approval criteria.
- Applications that do not meet all of the approval criteria will not be approved.

- See 14 Del. Code Ch. 5 (Click [here](#))

Accountability Committee Process

Initial Meeting

- Applicant Interview

Initial Public Hearing: the Accountability Committee will review the transcript in advance of the final meeting

Final Meeting

- Discuss applicant response to initial report
- Make recommendation on application

Final Public Hearing

Note: These are public meetings

Secretary & State Board of Education

- In deciding whether to approve or disapprove any application for an original charter ... the Secretary and State Board shall base the decision on the record.
- The record shall consist of the application and any documents filed therewith in support of the application, the Charter Contract,...reports of the Accountability Committee, any response or other evidence, oral or otherwise, provided by the Applicant to the Accountability Committee prior to the issuance of its final report, any comments received at any public hearing conducted pursuant to the provisions of the Charter School Law, including comments made at any such hearing by the applicant in response to the Accountability Committee's final report and any written or electronic comments received at or before any such public hearing.
- 14 DE Admin. Code 275.3.8 (Click [here](#))

EVALUATION RUBRIC



Application Review Criteria

Rating: **Meets the Standard**

- The applicant provides a clear, complete, and convincing response for the section under review.
- Reflects a thorough understanding of key issues.
- Aligns with the legislative intent and approval criteria of the Charter School Law.
- Is fully developed and complete.
- Addresses the criterion with specific and accurate information.
- Demonstrates a high degree of preparation in developing the response.
- Presents a clear, realistic picture of how the school expects to operate.
- Inspires confidence in the applicant's capacity to carry out the plan effectively.
- Each section of the application aligns with the overall mission, vision, budget, and the other sections of the application.

Application Review Criteria

Rating: **Does Not Meet the Standard**

- The applicant provides a limited, incomplete, and unconvincing response for the section under review.
- Reflects a minimal understanding of key issues.
- Minimally aligns with the legislative intent and approval criteria of the Charter School Law.
- Is significantly undeveloped or incomplete.
- Addresses the criterion with vague and/or inaccurate information.
- Demonstrates minimal preparation in developing the response.
- Presents a vague, general picture of how the school expects to operate.
- Raises substantial concerns about the viability of the plan and/or the applicant's ability to carry out the plan effectively.
- Each section of the application does not or minimally aligns with the overall mission, vision, budget, and the other sections of the application.

School Proposal Overview

- ✓ All requested Information is complete and accurate.

SECTION 1.1: Executive Summary

– Not Rated

- ✓ All requested Information is complete and accurate.

SECTION 1.2: Founding Group and School Leadership

- ✓ Qualifications
- ✓ Commitment
- ✓ Teacher and parent representation
- ✓ School Leader candidate (if identified)
- ✓ Leadership team (if identified)
- ✓ Planning and Start-up from post-approval to opening

SECTION 1.3: Education Plan

- Curriculum and Instructional Design
- Student Performance Goals
- High School Graduation Requirements (*High Schools Only*)
- School Calendar and Schedule
- Supplemental Programming
- Special Populations and At-Risk Students
- Student Recruitment and Enrollment
- Student Culture
- Student Discipline

SECTION 1.4: Performance Management

- ✓ *(Optional)* mission-specific educational and/or organizational
- ✓ *(If proposing to serve students at risk of academic failure)*
- ✓ Interim assessments aligned to curriculum, performance goals, and state standards.

SECTION 1.5: Staffing

- Staff Structure
- Staffing Plans, Management, and Evaluation
- Professional Development

SECTION 1.6: Governance and Management

- Legal Status and Governing Documents
- Governing Board
- Advisory Bodies
- Grievance Process

SECTION 1.7: Parent & Community Involvement

- ✓ Appropriate role for parents and community members in developing the school.
- ✓ Effective strategies for informing parents and the community about the school's development.
- ✓ Sound pre- and post- opening parent engagement
- ✓ Community partnerships

SECTION 1.8: Start-up and Operations

- ✓ Detailed start-up plan aligned with Start-Up Budget
- ✓ Transportation
- ✓ School and student safety and security
- ✓ Nutrition
- ✓ Insurance
- ✓ Student and school data

SECTION 1.9: Facilities

- ✓ Sound plan and timeline for identifying, financing, renovating, and ensuring code compliance for a facility that will meet the requirements of the educational program and anticipated student population.
- ✓ Demonstrated experience in facilities acquisition and management, including managing build-out and/or renovations.

SECTION 1.10: Budget and Finance

- ✓ Start-up and five-year operating budgets.
- ✓ Sound contingency plan
- ✓ Detailed budget narrative
- ✓ Evidence that the school will have necessary financial, personnel and administrative support.
- ✓ Sound financial controls and other systems that comply with state requirements.
- ✓ Demonstrates an understanding of Delaware education finance and an awareness of the state's systems.

SECTION 2.5: Charter Management Company & Highly Successful Charter School Operator

- Mission and Vision – *not rated*
- School Management Contracts
- Network Management
- Highly Successful Charter School Operator Capacity
- Portfolio review and Performance Record

Resources

- Evaluation Rubric
- Review Criteria
- [Charter Performance Framework](#)
- Applicable Statutes & Regulations
 - [14 Del. C. Ch. 5](#)
 - [14 DE Admin. Code 275](#)
- [Charter School Reference Manual](#)
- [Delaware Charter Schools Network](#)

Questions



Contact Information

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