



# Technical Assistance Session New Charter School Applicants

November 29, 2016

Please write your current questions on a post-it note and place them on the “Current Questions” Board.



**Delaware**  
Department of Education

# Agenda Overview

- I. Guiding Questions Parking Lot
- II. Welcome & Introductions
- III. Charter School Office Goals
- IV. CSAC Interview Purpose
- V. CSAC Interview Preparation Exercise
- VI. Application Review Process
- VII. Guiding Questions Review
- VIII. Questions

# II. WELCOME & INTRODUCTIONS



# III. Charter School Office Goals

Charter School Office Goals for today:

- Answer all questions relating to the Charter School Application Process;
- Understand the purpose of the applicant interview in the application process
- Assess the strengths and weaknesses of a charter application;
- Simulate DDOE's interview preparation process

# IV. CSAC Interview Purpose

## Three Sections

- Is the proposed educational program sound and likely to achieve the school's mission?
- Is the plan sufficiently comprehensive and cohesive?
- Are the applicants likely to implement the proposed program successfully?

# IV. CSAC Interview Purpose

## Interviewees

- Individuals who have been (and will be) involved in the application and can contribute to the interview
- Ideally:
  - Board member(s)
  - Principal candidate (if identified)
  - Finance lead
  - If applicable, Charter Management Organization (CMO)



# V. CSAC Interview Preparation Exercise

(Handouts)

# V. CSAC Interview Preparation Exercise

## Three Sections

- Educational Plan and Capacity
- Organizational Plan and Capacity
- Financial Plan and Capacity



# V. CSAC Interview Preparation Exercise

## TASKS

1. Read the sections in your packet (30 minutes, individual)
2. Formulate questions and complete the interview preparation form for your section (20-30 minutes)
3. Complete the interview preparation form for the full application (30 minutes, small group)
  - Decide interview priorities
  - Develop your “Game Plan”

# V. CSAC Interview Preparation Exercise

## DEBRIEF

- External validity: sound program, structure, procedures based on research or practice
- Internal consistency: alignment of sections in original application
- Capacity to execute: applicants' expertise
- Evidence of success: founders, programs

# VI. Application Review Process

- CSAC Initial Meeting (Capacity Interview)
- CSAC Initial Report
- Applicant Response to CSAC Initial Report
- CSAC Final Meeting & Recommendation  
(Address remaining questions/concerns)
- CSAC Final Report



# VII. Guiding Questions

Review of the posted questions



# VIII. Application Resources

Accessing What Works

# VII. Application Resources

People:

- Highly Effective Charter School Leaders
  - Delaware Charter School Network
  - Community Partners (Library, Health, Colleges, DHSS, DPH, etc...)
  - Charter School Office
-

## VII. Application Resources

The following resources are available on the DOE website:

<http://dedoe.schoolwires.net/Page/395>

- Reference Materials
  - Curriculum
  - Finance
  - Operations & Compliance
  - Board Oversight
-

# VII. Application Resources

Charter School Office  
Delaware Department of Education

Denise Stouffer M. Ed.  
[Denise.stouffer@doe.k12.de.us](mailto:Denise.stouffer@doe.k12.de.us)  
302-735-4206

John Carwell, Jr. (General questions) [john.carwell@doe.k12.de.us](mailto:john.carwell@doe.k12.de.us)  
302-735-4020

Brook Hughes (Budget & Finance questions)  
[brook.hughes@doe.k12.de.us](mailto:brook.hughes@doe.k12.de.us)  
302-735-4020



# VIII. Questions

