

MEMORANDUM

To: Charter School Accountability Committee
From: Board of Directors, Delaware Design-Lab High School
Re: CSAC Initial Report, dated May 26, 2017
Date: June 12, 2017

On April 21, 2017, Delaware Design-Lab High School (“DDLHS”) submitted a request to make minor modifications to its charter (the “Application”). The Secretary of Education for the State of Delaware exercised her discretion to refer the Application to the Charter School Accountability Committee (“CSAC”) for further review. CSAC held an initial meeting to review the Application on May 22, 2017 (the “Initial Meeting”). CSAC issued an initial report based on the discussions had at the Initial Meeting on May 26, 2017 (the “Initial Report”). This Memorandum shall serve as the response to the Initial Report from the Board of Directors of DDLHS (the “Board”).

In the Initial Report, CSAC requested three specific items:

- 1) Updated revenue projections, budget sheets, and budget narrative reflecting DDLHS’s current enrollment figures;
- 2) List of existing and proposed Board policies; and
- 3) Timeline for the RFP process to identify an educational services provider.

In this Memorandum, the Board will respond to each of CSAC’s request, as well as provide updated information received on relevant topics since the Initial Meeting.

I. Revenue Projections, Budget Sheets and Budget Narrative

Annexed hereto as **Exhibit 1** are DDLHS’s updated revenue projections, budget sheets, and budget narrative reflecting DDLHS’s enrollment figures as of April 1, 2017. This budget reflects enrollment of 339 students, which was the number committed to attending DDLHS on that date. As of the date of this Memorandum, DDLHS has enrolled 344 students, which equates to 72.4% of the requirement in its charter. Out of an abundance of caution, the Board will not be increasing its projected revenue to reflect these additional students until the September 30, 2017, final student count is completed. The Board has multiple reasons for this budgetary decision, including, among others, proactively anticipating some small amount of natural attrition from its current student body. Because the purpose of the budget worksheet was to show DDLHS’s financial viability at 70% enrollment and to compare year over year expenditures, the budget worksheet is only completed for one year. The 2016-2017 school year is entered as Year 0 in the budget spreadsheet, while the 2017-2018 school year is entered as Year 1.

The detailed budget narrative included with the budget sheets provides substantial clarification regarding the assumptions underlying the Board’s budgeting process. Although we believe these documents are comprehensive, Michelle Lambert and the Board remain available to answer any questions CSAC members may have either prior to, or during, the CSAC hearing scheduled for June 26, 2017.

II. List of Existing and Proposed Board Policies

Annexed hereto as **Exhibit 2** is a list of existing and proposed Board policies for DDLHS. The Board has created an internal Google Drive file for maintenance of these policies, as well as other critical Board materials. The Google Drive is not accessible by the public at this time, but the Board notes that many of the policies already are available on DDLHS's website and the Board is working to provide similar access to any additional Board policies.

As discussed at the Initial Meeting, the Board has created an oversight committee to ensure DDLHS's ongoing compliance with Board policies. The first meeting between DDLHS and the oversight committee is scheduled for June 30, 2017.

III. Timeline for the RFP Process

Subject to final Board approval, the following reflects the proposed timeline for the RFP process. The Board anticipates approval of the timeline and the RFP documents at its Board meeting scheduled for June 28, 2017

Public Notice – June 30, 2017

Deadline for Questions – July 7, 2017

Response to Questions – July 14, 2017

Proposals Due – July 21, 2017

Estimated Notification of Award – July 31, 2017

IV. Other Relevant Information

DDLHS and the Board have taken, among other measures, the following actions to ensure the ongoing completion of the promises made to CSAC at the Initial Meeting:

- Concerning special education, DDLHS has appointed Ms. Ashley Bystricky as the Special Education Coordinator for the 2017-2018 school year. DDLHS and the Board believe that this promotion is well-earned, that Ms. Bystricky is exceptionally qualified to oversee the ongoing operations of our special education programs, and that this new role will ensure Ms. Bystricky has the necessary time, resources, and support to continue the excellent work she is doing.
- The Board's application to WSFS for a small business line of credit in the amount of \$50,000 has been approved. The Board expects closing on the line of credit to occur before the end of June 2017. While the Board does not anticipate the need for this line of credit, it does provide additional resources in the event of unforeseen expenses.
- In order to improve its compliance with the Department of Education's Organizational Framework, DDLHS has launched its new website at www.DDLHS.org. The new website will allow DDLHS additional control over the posting of its agendas, minutes, audio files, financial information, and other materials required for organizational compliance.

- The Board has ensured that the 2017-2018 budget contains sufficient funds for ongoing support from DASL for both teacher and administrator development throughout the coming school year.

Exhibit 1
Budget Sheets and Narrative

Exhibit 2
List of Existing and Proposed Board Policies

Policy	Location	Date of Approval
Uniform Policy and Dress Code	Website	Renewed Annually
Parental Involvement Policy	Website	Renewed Annually
Code of Conduct	Website	Renewed Annually
Confidentiality Policy	Policy Binder/Google Drive	September 2016
Suicide Prevention Policy	Policy Binder/Google Drive	September 2016
Capitalization Policy	Policy Binder/Google Drive	October 2016
FERPA	Policy Binder/Google Drive	October 2016
FOIA	Policy Binder/Google Drive	October 2016
Anti-bullying	Student Handbook	Renewed Annually
Attendance	Student Handbook	Renewed Annually
Disciplinary Action	Student Handbook	Renewed Annually
Suspension/Expulsion	Student Handbook	Renewed Annually
Homebound Instruction	Student Handbook	Renewed Annually
Non-discrimination	Student Handbook	Renewed Annually
Acceptable Use	Student Handbook	Renewed Annually
Wellness Policy	Website	Fall 2016
Bullying Prevention, Cyber-Bullying, and Anti-Hazing	Website	April 2013
Accounting Manual	Policy Binder/Google Drive	Anticipated June 2017
Board Oversight Compliance Committee	Policy Binder/Google Drive	April 2017
School Visitors	Policy Binder/Google Drive	Anticipated June 2017
Purchase Order Authorization	Policy Binder/Google Drive	Anticipated June 2017
Public Participation in Board Hearings	Policy Binder/Google Drive	Anticipated June 2017
Fiscal Management – Local Bidding	Policy Binder/Google Drive	Anticipated June 2017
Fiscal Management – Goals and Priority Objectives	Policy Binder/Google Drive	Anticipated June 2017
Fiscal Management – Fund Balance and Carry Over	Policy Binder/Google Drive	Anticipated June 2017
Fiscal Management – Expenditures	Policy Binder/Google Drive	Anticipated June 2017
Fiscal Management – Budget Planning	Policy Binder/Google Drive	Anticipated June 2017

Fiscal Management – Annual Budget	Policy Binder/Google Drive	Anticipated June 2017
Enrollment and Exit Interviews	Policy Binder/Google Drive	Anticipated June 2017