

DELAWARE DEPARTMENT OF EDUCATION

CHARTER SCHOOL MODIFICATION APPLICATION FORM

Delaware Academy of Public Safety and Security

Name of School

Charles Hughes

Name of Contact Person

Charlie Copland

Name of the Head of the Board of Directors

179 Statnon Christina Rdname

Mailing Address of Contact Person

July 2013

Proposed Modification Date

302-731-2777

Telephone Number of Contact Person

2013-14 Grades 9,10,11 2014 Grade 9-12

Grades for School

302-731-6109

Fax Number of Contact Person

Charles.hughes@dapss.k12.de.us

E-mail Address of Contact Person

Contents

Part I Modification Request Narrative

Part II Appendices

- A. Lease for New Location (801 DuPont Highway, New Castle)**
- B. Floor Plan New Location(801 DuPont Highway, New Castle)**
- C. Modular Bid Options and Cost Projections**
- D. Three year Budget Projection for New Location**
- E. Contingency/Shortfall Budget**
- F. Personnel Information**

APPLICATION NARRATIVE

Please consider this application to modify the Delaware Academy of Public Safety and Security (DAPSS) approved by the Delaware Department of Education (DOE) with the consent of the State Board of Education (SBE) on April 16, 2009..

1. Terms for Proposed Modification

Pursuant to Department Regulation 275 9.8.1.5 stating that at any time after the First Instructional Day, offer educational services at a site other than the site approved as part of the school's charter

2. Specific Modification Request

To change the location of our school facility from the current site (179 Stanton Christiana Road, Newark, Delaware) to 801 North DuPont, New Castle, Delaware. The new location was formerly Our Lady of Fatima School.

3. Reasons for the Request

A key component to the growth and success of a charter school is securing a facility which enables the accomplishment of the school's mission in an economically viable manner. Because one key element of our charter design was the enrollment expansion of one grade level per year, space expansion and facility use was an expected annual focus for our Board of Directors.

After thoughtful consideration by our Board of Directors of the many expansion options, including but not limited to, installing modular units, transitioning our school operation to the 801 North DuPont site has been decided as the best option. (See Appendix A,B,and C)

The new site provides our Academy with a location which can be our school site far into the future. Simple improvements, such as laboratory and gymnasium space, were not economically feasible in other options considered. Our vision now includes space to develop flagship demonstration and training rooms which will give our cadets unprecedented "first responder" skill sets.

4. Impact of Requested Amendment on Criteria Specified in 14 Del.C. §

Mr. Carwell requested that our modification address only items #8,9,10 12.

8. Economic Viability

- a. *List the staff positions and indicate the full-time equivalence for each position for the first four years of school operation. Include position descriptions for each job title.*

Position	Year 2012-13	Year 2013-14	Year 2014-15	Year 2015-16
Head of School/Principal	1	1	1	1
Assistant		.5	1	1
Instructors	19	25	30	30
Nurse	1	1	1	1
Custodian	1/Contract Markatos Services	1/Contract	1/Contract	1/Contract
Clerical	1	1.5	1.5	1.5
Guidance/Wellness	Contract- Affinity Health	Contract- Affinity Health	Contract- Affinity Health	Contract- Affinity Health

For position descriptions see Appendix F.

- B. List all positions **NOT** employed by the board of directors. Where there is intent to hold a contract, provide a contract or template of intended contractual relationships. (Renewal/Modifications – provide original documentation and any changes)

Transportation: DAPSS currently holds a contract with Advance Transportation for the 2012-13 school year. Negotiations for the upcoming school year are in progress with an understanding that transportation services will not exceed the state allocation based on student enrollment.

Wellness Center: Affinity Health will provide our Academy with a full range of behavioral mental health services to complement our school nurse. The cost of this program is done via a patient Medicare access at no cost to the school.

Financial and Human Resources Support: Our school is in a year to year contract with Innovative Schools to provide backroom office support i.e. payroll, payments and employee benefits.

- C. *Identify the amount and source of funds that will be needed to acquire (purchase or lease) the facilities and ready them for school opening. Describe the plan for obtaining these funds. Describe the financial plan for facilities to accommodate all the students for the total enrollment for the initial four years of the charter. Indicate whether the site will be purchased or leased. Identify the date by which the school's board of directors will have direct control of*

The use of the facility at 801 North DuPont Highway will be a lease with the Landlord, Our Lady of Fatima Parish. Funding will be accomplished via the use of both local district and state funding allocations based on enrollment. (see Appendix D and Appendix A)

- d. *Identify who will own the school facilities. In the event that the school closes or (if applicable) the management agreement with any contractor terminates, describe what will become of the facilities and any debt owed on those facilities. (Renewal/Modifications – provide original documentation and any changes)*

In the event of school closure the property will remain with the Landlord. (see Appendix A)

- e. *List each contract necessary for the school to open and the specific dates on which those contracts will be finalized and signed. Contracts may include: equipment, bus and food services, related services such as speech therapy or occupational therapy for special education, financial operations, leases of real and personal property, the purchase of real property, the construction and/or renovation to real property, and insurance. THESE CONTRACT AMOUNTS MUST ALSO BE ITEMIZED IN THE BUDGET SHEETS. (Renewal/Modifications – provide original documentation and any changes)*

Contracts required being in place prior to August 2013:

Transportation

Financial and Human Resources Support

Wellness Center

Update Insurance Binder

- f. *List all start-up costs projected for the twelve-month period prior to school opening. List the source(s) of funds to cover these costs and include details on amounts provided by each source.*

Not Applicable

- g. *List other intended sources of revenue in addition to the state and local funds. Should loans be included, list the source and terms of the intended loan(s) as well as projected payment schedules for the life of the loan. Should fundraising be included, explain activities in detail to also include collection and deposit methods. Describe the process by which funds will be deposited into the school's state account. If a state account is not used, describe where the funds will be deposited to ensure that all school funds are available for audit by the State Auditor's Office upon request.*

Noted in the provided budgets (see Appendix D) the school has not developed operational plans based on loans or donations. If donations and fundraising efforts are successful, those funds will be recorded and deposited in manner consistent with state regulations.

- h. *Describe the school's intended contingency finance plan if enrollment falls below the projections as presented in this application. Include details of cost determination. List the*

*minimum number of students the school can enroll each year to remain economically viable.
(Renewals/Modifications – Update this section to make it current)*

We are including a Contingency/Shortfall budget for the viable operation of our school for the 2013-14 school years at 80% of our authorized enrollment (see Appendix E). If our enrollment is less than 80% authorized, we submit that with careful planning and collaboration we would still be a positive high school option.

As a contingency plan, if our enrollment does not meet the 80% authorized number, our school is prepared to submit an enrollment modification proposal which would address the enrollment shortfall both on the long and short term and would resolve any future fiscal viability questions.

9. Administrative and Financial Operations

- a. *Provide the plan for managing the financial operations of the school in accordance with the State Budget and Accounting Manual and Title 29, Chapter 69 (in the areas of accounting, payroll, purchasing, compensation, retirement, and benefits management). Specify which individuals will have direct responsibility in each of these operations to also include internal controls for budgeting and financial management. Additional website references: <http://budget.delaware.gov/accounting-manual/account-manual.shtml>. (Renewal/Modifications – provide original documentation and any changes)***

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- b. *Describe the roles and responsibilities of the board of directors including how the board of directors will ensure oversight of the school. The board is ultimately responsible for the administrative and financial operations of the school. (Renewal/Modifications – provide original documentation and any changes)***

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- c. Describe the internal form of management to be implemented at the school, including any plans to contract with an outside group to manage any portion of the educational, administrative, and/or financial operations of the school. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- e. Describe how teachers and parents will be involved in decision-making at the school. Provide details and not just a restatement of the question indicating that teachers and parents will be involved. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- f. List the criteria and timeline to be used in the hiring of teachers, administrators, and other school staff. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- g. Describe how the school will recruit Delaware certified teachers. If the school hires any non-certified teachers describe how the school will meet the teacher certification requirements of the Delaware charter law. Describe the procedures that will be used to ensure that any non-certified teachers that are hired are participating in an alternative certification program, if available. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- h. Describe the human resource policies governing: salaries, contracts, hiring, and dismissal that will be in place for all positions at the school. Please provide a copy of your proposed employee handbook. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

No changes planned

- i. Describe how the school will incorporate the Delaware Performance Appraisal System into its teacher and staff evaluations. Provide detailed descriptions and not just a restatement of the question stating that you will comply. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- j. Describe how the school will be held accountable to the parents of children at the school. Provide detailed descriptions and not just a restatement of the question stating that the school will be held accountable to the parents of children at the school. (Renewal/Modifications – provide original documentation and any changes)

No changes planned

- k. If the board of directors is contracting a portion of the operation of the school to an outside group, identify the group, describe the relationship between the group and the board of directors, and list the services the outside group will be providing. A copy of the management agreement between the board of directors and that group must be included with the application. The management agreement must be consistent with the requirements of 14 Delaware Code, Chapter 5. (Renewal/Modifications – provide original documentation and any changes)

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- l. If an outside group will be used to manage any portion of the school's educational, administrative and/or financial operations, the applicant must also provide: Verification the outside group is authorized to do business in the State of Delaware, a complete list of all other schools (regardless of location) with which the outside group has contracted and the locations of those schools. The list must include all schools with which the outside group contracted but is no longer managing, a summary of student performance on the appropriate state assessment of each school the outside group has managed, a complete list of all past and any pending litigation against that group or submit a statement that there has been none and that none is pending. (Renewal/Modifications – provide original documentation and any changes)

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

10. Insurance

Describe the types and limits of insurance coverage that the school plans to obtain and when it plans to have them in effect. If the school is contracting with an outside company to manage the school, the application must include a description of the insurance for the school and the board of directors, including the source of funds to purchase the insurance. The proposed costs for the coverage must be reflected in the budget worksheets. The applicant should contact the Insurance Coverage Office at (302) 739-3651 for further information on liability protection for public schools in Delaware. (Renewal/Modifications – provide original documentation and any changes)

The insurance coverage currently held by our school will be transferred and upgraded to meet or exceed the requirements of both landlord and state. Those projected premiums amounts are included in our budget submission (Appendix D). The required threshold limits are outlined in the lease agreement (Appendix A). We have contacted our insurance provider and have been assured of no coverage gaps during this transition.

12. Health and Safety

- a. Describe the procedures that will be implemented to ensure the health and safety of the school's students, staff, and guests. List the staff (i.e., nurse) who will be hired or contracted to ensure that the school will provide a safe and healthy environment. (Renewal/Modifications – provide original documentation and any changes. Also discuss any health and safety issues you have had here. If the committee knows of any they will ask specific questions regarding those issues.)

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

b. Describe the process that will be used to ensure that:

- **Students have physical examinations prior to enrollment**
- **Required immunizations are in compliance**
- **Medications and medical treatments are administered in accordance with Delaware Code**
- **Screenings for health problems are administered correctly**
- **Student health records are monitored and maintained**
- **Emergency care for known and unknown life-threatening health conditions is administered**
- **Ensuring health representation on IEP teams when students' needs require such.**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

see Appendix B

c. Describe the plan the school will use to ensure that criminal background checks will be made on the school's employees prior to hire. Identify the staff member that will have the responsibility for ensuring background checks are completed. (Renewal/Modifications – provide original documentation and any changes)

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- d. Identify where the school will be located (include county location and any other location specifics). Describe the site and how it will be suitable for the proposed school to include health and safety considerations. Describe how access to the building will be controlled. (Renewal/Modifications – provide original documentation and any changes)**

The facility is located at 801 N. DuPont Highway, New Castle, Delaware. The access to the building will be accomplished via a main entrance on Harrison street and a secondary entrance from the parking lot. Additionally a security door system limiting access is activated at the site which will require staff to be notified upon visitor admittance or entrance.

- e. Describe how the facility is in full compliance with all applicable building codes for public schools and is accessible for individuals with disabilities. Describe any renovations of the facility and provide a schedule for that renovation. (Renewal/Modifications – provide original documentation and any changes)**

The building is currently in operation as a school. The transfer of use will not require immediate upgrades. As the school grows plans will be developed for modernizing HVAC/Electrical/ and some space utilization.

- f. Describe building maintenance practices which will provide a reasonable assurance of a safe school environment for students, staff, and visitors. (Renewal/Modifications – provide original documentation and any changes)**

The school maintenance will be managed by on site personnel or approved vendors.

- g. What location and facilities will be used for Physical Education? What further safety issues will this add, and how will they be addressed? (Renewal/Modifications – provide original documentation and any changes)**

The site has a full use gymnasium.

- h. Describe how students will be transported to the school. Provide intended contract language for the transportation methods chosen (whether the school will provide its own transportation, contract out for transportation, request that a district provide**

transportation, or a combination thereof). (Renewal/Modifications – provide original documentation and any changes)

The students will be transported by school bus with a blend use of hub stops and student access needs. The 2013-14 contracts will be negotiated to include service at a rate not to exceed the state transportation allocation.

- i. Describe how students who reside outside the district in which the school will be located will be transported to the school. (Renewal/Modifications – provide original documentation and any changes)**

The new location will not change our original plans to accommodate and transport students from multiple districts.

- j. Describe how special needs students will be transported if specialized transportation is required by the IEP. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- k. Provide the plan for oversight of school transportation operations, e.g., route planning, bus stop selection, drivers/aides, coordination with contractors if used, school bus discipline. (Renewal/Modifications – provide original documentation and any changes)**

The charter modification is a request to operate our Academy at a new location. This new location's facility provides more space and resources.

The operation and organizational structures currently in place at our Academy will not be altered.

- l. Describe the plan for providing meals to students, including students eligible for free and reduced lunch. If the school participates in the National School Lunch/Breakfast programs and it intends to contract for meals, identify the contractor and describe the services to be provided. List the estimated annual costs per student for food services. (Renewal/Modifications – provide original documentation and any changes)

The school does not participates in the National School Lunch/Breakfast Program currently plans are in place to begin once an affordable budget option can be established.

- m. Describe how the school will comply with the requirements of the Federal Free and Reduced Lunch Program for eligible students, if the school participates in the program. (Renewal/Modifications – provide original documentation and any changes)

Not applicable