

DELAWARE DEPARTMENT OF EDUCATION

CHARTER SCHOOL APPLICATION FORM

OCT 15 2010

MOT Charter School
Name of Proposed School

Linda Jennings
Name of Contact Person

Lou Savino
Name of the Head of the Board of Directors

105 Appoquinimink Court
Mailing Address of Contact Person

Proposed Opening Date

302-376-5125
Telephone Number of Contact Person

Grades for School

302-376-5120
Fax Number of Contact Person

Linda.Jennings@mot.k12.de.us
E-mail Address of Contact Person

First Year Enrollment 675
Total Number

First Year Grade Span

Second Year Enrollment 675
Total Number

Second Year Grade Span

Third Year Enrollment 675
Total Number

Third Year Grade Span

Fourth Year Enrollment 675
Total Number

Fourth Year Grade Span

Note: If this application is approved by the Department of Education and State Board of Education, with or without amendment, the final approved application and any amendments and conditions will serve as the approved charter for the school. Once granted, a charter cannot be modified without the approval of the Secretary of Education (see 14 Delaware Code, Section 511).

Enrollment Breakdown by Grades

List the enrollment per grade for each of the first four years of school operation for a new charter application or the proposed enrollment for a renewal or modification application beginning with the current year.

	Year 1	Year 2	Year 3	Year 4
Kindergarden	75	75	75	75
1'st Grade	75	75	75	75
2'nd Grade	75	75	75	75
3'rd Grade	75	75	75	75
4'th Grade	75	75	75	75
5'th Grade	75	75	75	75
6'th Grade	75	75	75	75
7'th Grade	75	75	75	75
8'th Grade	75	75	75	75
9'th Grade	0	0	0	0
10'th Grade	0	0	0	0
11'th Grade	0	0	0	0
12'th Grade	0	0	0	0
Total Enrollment	675	675	675	675

Introduction

- A) As an introduction, describe the proposed charter school in one page or less. Include the specific grades to be served, target population (if any), school size, location (i.e., name of city or county), founding group, school focus or special educational approach, and any other descriptive information (e.g., parental involvement) that will provide a context for the remaining narrative in this application. For renewals and modifications, please update this information if necessary. Otherwise, indicate that this information remains unchanged from your last application. If this is your first renewal or modification using the on line application, please supply this information as it appeared on your last application. Please follow the same process for all of the sections of this application.

Response:

This information remains substantially unchanged from our last renewal application.

MOT Charter School was founded by a group of parent and community leaders interested in providing a K-8 public education experience where parents would have increased access to their child's education and each child would be provided the opportunity to excel according to his/her own abilities. The Board financed the construction of the building through the United States Department of Agriculture's Rural Area Development program with direct financing in the amount of \$6,000,000 from the USDA and Wilmington Savings Fund Society ("WSFS").

In its first year of operation MOT Charter School served 525 students in grades K to 6. In years two and three, the school grew to 600 and then 675 students adding 7th and 8th grade respectively. We accommodate three classrooms of 25 students per classroom in each grade. Education is delivered with each student having a primary classroom teacher and scheduled enrichment time every day. We offer enrichment instruction in the areas of Physical Education, Art, Spanish, Technology, Wellness and Music.

Students of the MOT Charter School have access to a growing resource library which they visit weekly. The library supports Accelerated Reader for all grade levels. As part of our mission is to teach children to become responsible members of the community, seventh and eighth grade students are involved in a variety of community service efforts within the school. These students have elected to serve as mentors to K-2 students, assist with the school store, direct relief fundraising efforts, and participate in the design of student areas.

MOT Charter School's educational objectives are supported by over 200 student computers. We encourage the integration of technology into the curriculum and to that end have provided each of our teachers with a laptop computer. Continually on the lookout for innovative technology approaches to education, MOT Charter School was a participant in the NWEA MAP test pilot, a computer-based adaptive standardized test for assessing students in grades 2-8, which paved the way for DCAS. In addition, this year, we have implemented a S.T.E.M. course in 7th and 8th grades.

As the school continues to mature, the Board of MOT Charter School will intensify its efforts to focus on the individual child and ensuring that every child, whether highly advanced, on grade level, or slightly behind, will be challenged to grow and learn.

1. Applicant Qualifications

- A) Describe the involvement of each of the Delaware certified teachers, parents, and community members who have participated in the preparation of the application and the development of the proposed school. (Renewal/Modifications - provide original documentation and any changes)

Response:

This second application for renewal was completed by the staff of the MOT Charter School working in conjunction with the Board of Directors. All major policy changes and reviews of school performance as reflected in this application have been reviewed by the Board of Directors.

- B) Describe how the group that participated in the development of the application came together and if there are any partnership arrangements with existing schools, educational programs, business, non-profit organizations, or any other entities or groups. If any consultants or contractors were enlisted to help prepare this application, identify them, describe their qualifications, and indicate the areas where they provided information and assistance. (Renewal/Modifications – provide original documentation and any changes)

Response:

No partnership arrangements with other schools, educational programs, businesses, non-profit organizations, or other groups exist. No one other than the Board of Directors and staff of MOT Charter School helped to prepare this application.

- C) List the names, the places of residence, and the phone numbers of the founding board of directors and indicate which members are teachers currently certified in Delaware, parents, and community members. Describe how the location of the founding group members is related to the proposed location of the charter school. (Renewal/Modifications – provide original documentation and any changes)

Response:

Please see attached list of names, addresses, telephone numbers and biographies of the Board of Directors. Attachment A.

- D) Describe the plans for further recruitment of board members of the school, especially teachers to be employed at the school and parents of students to be enrolled at the school. (Renewal/Modifications – provide original documentation and any changes)

Response:

The Board of Directors of MOT Charter School is constantly recruiting new community members to the Board to ensure that the Board is comprised of a variety of backgrounds to ensure adequate oversight. We identify the current needs of the Board and then canvass the community leaders who might fit our needs for their commitment and support.

Any time a vacancy arises in the teacher or parent position, the Board issues a blanket invitation for applications to the entire school community.

Each new Board member is provided with orientation materials that include the significant documents regarding the school's operations.

- E) Describe how the background of each member of the founding group makes him or her qualified to operate a charter school and implement the proposed educational program. Describe how the board of directors has and will maintain collective experience, or contractual access to such experience, in the following areas: (Renewal/Modifications – provide original documentation and any changes)

- Research-based curriculum and instructional strategies, to particularly include the curriculum and instructional strategies of the proposed educational program.

- Business management, including but not limited to accounting and finance.

- Personnel management.

- Diversity issues, including but not limited to outreach, student recruitment, and instruction.

- At-risk populations and children with disabilities, including but not limited to students eligible for special education and related services.

- School operations, including but not limited to facilities management.

Response:

The backgrounds and experiences of the Board of Directors are intentionally diverse to ensure adequate oversight of the school's operations and performance. Serving on the MOT Charter School Board are attorneys, management executives, a financial executive, a marketing professional and members with substantial experience in educational reform. The Biographies of the Board of Directors is attached as a file to this application.

1. Research-based curriculum and instructional strategies:

William Manning, Esquire
Chris Rispoli
Linda Jennings, Esquire

2. Business Management

Linda Jennings, Esquire
Morris Deputy
Steven Stallone
Brian Glancy, Esquire

3. Personnel Management

Linda Jennings, Esquire
Al Garbayo
Morris Deputy

4. Diversity Issues

William Manning, Esquire
Jennifer Taylor
Louis Savino
Al Garbayo

5. At-Risk Populations

Jolene Outfen
Chris Rispoli

6. School Operations

Linda Jennings, Esquire
William Manning, Esquire
Morris Deputy

2. Form of Organization

- A) Identify the name of the organizing corporation, date of incorporation, and names of the corporation's officers and the office held by each. Attach a copy of the Certificate of Incorporation and a copy of the bylaws of the corporation. The bylaws must be consistent with the provisions of the Freedom of Information Act, 29 Delaware Code, Chapter 100 (related to public bodies, public records, and

open meetings) and provide for representation of the school's teachers and parents of students on the board of directors. The by-laws must demonstrate that the applicant's business is restricted to the opening and operation of charter schools, before school programs, after school programs and educationally related programs offered outside the traditional school year. (Renewal/Modifications – provide original documentation and any changes)

Response:

MOT Charter School, Inc. is the organizing corporation of MOT Charter School. MOT Charter School, Inc.'s Certificate of Incorporation and the By-laws of MOT Charter School, Inc. are attached to this application. See Attachments B and C.

3. Mission, Goals and Educational Objectives

- A) Describe the purpose, mission, goals, and core philosophy of the proposed school. Indicate how the mission, goals, and educational objectives are consistent with the legislative intent of 14 Delaware Code, Section 501, and the restrictions on charter schools set forth in 14 Delaware Code, Section 506. (Renewal/Modifications – provide original documentation and any changes)

Response:

MOT Charter School provides a challenging curriculum in a safe and nurturing environment where all children learn and flourish. By utilizing diverse teaching techniques and exposing students to a wide variety of educational experiences, we ensure that each child participates in, understands, and enjoys the process of learning.

We believe that a strong school community enables every child to reach his or her academic potential; character development and personal responsibility form the basis for learning; students should be empowered and expected to be accountable for their own learning; parents should be invited and expected to be actively engaged in their children's education. The school facilitates the learning process with an environment that encourages high ethical and academic standards and reinforces positive values taught at home.

MOT Charter School combines the beneficial rigors of a classical education with the latest technology and the best teaching and learning practices. MOT Charter School will prepare students to be informed and responsible citizens and will compel all students to excel by engaging every child in learning and by holding students to high standards. All students will be stimulated and challenged in a variety of ways.

MOT Charter School's goal is to prepare students to be creative, intuitive, and analytical thinkers. The curriculum will prepare students to solve problems both individually and collaboratively, using critical thinking skills cultivated through comparative, interdisciplinary study. Extensive access to technology as an authentic learning tool will enable MOT students to become technologically literate and prepare them for advanced study in high school and beyond.

- B) Describe the methods of internal evaluation that will be used by the board of directors to ensure that the school is meeting its stated educational mission and objectives. (Renewal/Modifications – provide original documentation and any changes)

Response:

The Board of Directors reviews an agreed upon set of benchmarks during monthly board meetings and annually: student and staff attendance, discipline referrals, parent volunteers, standardized test results, mission specific events, compliance audit results, student/staff retention, parent feedback, year-to-date financial reports, and regulatory compliance.

ACADEMIC PERFORMANCE: MOT Charter School utilizes a number of tools to monitor the school's academic performance: DIBELS, Universal math screeners, NWEA MAP test, and the state assessment. All academic results are timely presented and evaluated at public board meetings.

PARENT SATISFACTION: The school conducts an annual comprehensive Parent Survey. The results of this survey (both quantitative and qualitative comments) are reviewed by the Board of Directors. In addition, summaries of the results are shared

with the rest of the community.

STAFF SATISFACTION: The Board of Directors also monitors employee satisfaction by reviewing attendance and retention trends, as well as employee involvement in our extensive after school activities.

- C) Describe the procedures the school will use to ensure compliance with the requirements of 14 Delaware Code, Section 506, related to enrollment. (Renewal/Modifications – provide original documentation and any changes)

Response:

MOT Charter conducts enrollment for new students prior to the April 1 deadline. The student rosters are electronically submitted to DOE through eschoolplus. MOT Charter requires new students to complete a commitment form that includes a statement that, "I understand that my child is required to remain in this charter school, in the absence of any condition constituting good cause, for at least one school year." This letter is kept in the student's permanent file.

See attached Admissions Policies and Procedures. Attachment D. See also the New Student Commitment Form signed by parents of new students. Attachment CCC.

4. Goals for Student Performance

- A) List the specific student performance goals in math and reading by grade for students disaggregated by grade and ethnicity for the initial four years of operation and describe the assessment instruments that will be used to measure whether students meet or exceed those goals. (Renewals/Modifications – show and discuss the results during the current period as necessary)

Response:

In addition to the DSTP, MOT Charter utilizes the NWEA MAP test to provide additional information about student academic achievement. Attached to this application are the Fall-to-Spring growth results for each of the years 2006, 2007, 2008, 2009 and 2010. See Attachments E through I.

With the NWEA, we look at both the percentage of students who meet their growth targets as well as the overall mean growth of the students by grade level. MOT Charter School is making significant gains in student growth; both the mean growth achieved by grade level, as well as the percentage of students meeting their growth targets, has increased over time.

Average Mean Growth: Attached to this application is a table that highlights MOT Charter's progress in the area of mean growth by subject by grade level for this renewal period. See Attachment J. In 2009-2010 and in 2008-2009, the average growth of MOT Charter school students met or exceeded the targeted mean growth for all subjects and grade levels 83% of the time. Indeed, MOT Charter students achieved growth means ranging all the way up to 195% of the targeted growth mean.

The only instance in which the mean growth did not reach the targeted mean growth in reading was a cohort of students who were sixth graders in 2008-2009 and seventh graders in 2009-2010. Notably, the cohort's actual mean growth did improve in that two years, with the mean growth reaching 97% of targeted mean growth in 2010, up from 89% of target in 2009.

Mean growth did not reach targeted mean growth in math in just three instances. The first two involved a single cohort of students who were in 2nd grade in 2009 and 3rd grade in 2010. These students achieved a growth mean that was 95% of the targeted growth mean. Seventh grade students in 2010 achieved a growth mean that was 87% of targeted growth mean.

Percent of Students Meeting Growth Targets: The growth summary tables detail the percent of students who met their growth target in the fall-to-spring window. The percentage of students meeting their growth targets in grades 4, 5, 6 and 7 has increased over time. The percentage of students in grades 2 and 3 who have met their growth targets is strong, but has remained relatively flat. While 8th grade DSTP performance is outstanding, results on the NWEA for 8th grade have been inconsistent.

- B) List the specific measurable performance targets for each student performance goal for each year of the Delaware Student Testing Program (DSTP) for the initial four years of the charter. (Renewals/Modifications – Update this section to make it current)

Response:

MOT Charter School has demonstrated great success in providing students with the academic opportunities and support that allows them to be successful on the state assessment. MOT Charter School's performance on the DSTP continues to be strong across all grade levels and all subjects with strongest performance in science and math. Attached to this application are the disaggregated DSTP results for 2010 in math and reading, as well as two summaries showing MOT Charter performance compared to the overall state results over time. See Attachments K-N, XX and YY.

MOT Charter School Average Scores

In the five years covered by this renewal period, the average performance of MOT Charter students has met or exceeded the state average 96% of the time—in many cases substantially so. In fact, there have been just 4 isolated instances (two in 2nd grade and two in 3rd grade) where the mean score achieved by MOT Charter students has not exceeded the state's average. Moreover, as students progress through our program, their performance relative to the state increases dramatically. See Attachment O.

MOT Charter School Percent Meets and Exceeds

With the exception of 2nd grade, a higher percentage of MOT Charter School students achieved proficiency in 2010 than in 2006. Like the rest of the state, MOT Charter experienced a slight drop off in the percent of students at proficiency in many grade levels on the 2010 DSTP. However, the decreases experienced by were substantially less than the overall state decreases in percent proficient. See Attachments P and Q.

Also noteworthy is MOT Charter's success in increasing the percentage of students achieving exceeds and distinguished on the DSTP. In every grade level except grade 2, the percentage of students achieving 4's and 5's on the Math and Science DSTP assessments was higher in 2010 than in 2006. While the number of 4's and 5's in social studies has not shown that level of consistent increase, we have made dramatic gains in getting our students to proficient. The percent proficient in jumped from 68.49% to 90% in 8th grade social studies, from 74.67% to 90.54% in 6th grade social studies.

- C) List the assessment tools that will be used including the DSTP, standardized, formative, benchmarks, or performance assessments. Describe why these particular assessment instruments have been selected and provide the timetable indicating when those instruments will be used. (Renewals/Modifications – Provide original documentation, the results of these assessment tools and discuss the results)

Response:

MOT Charter utilized the DSTP, NWEA MAP computerized assessment, and DIBELS as school wide student achievement assessment tools. NWEA MAP was selected for its ability to provide reliable, nationally-normed information concerning student growth in math and reading. DIBELS was selected primarily for its flexibility and suitability for monitoring student progress in reading.

For information concerning student performance as measured by DSTP and NWEA MAP, please refer to Items B and D in this section.

DIBELS is used to screen students in grades K-5 for reading intervention. A graph comparing end of year reading RTI results in 2008-2009 to end of year reading RTI results 2009-2010 is attached to this application. In every grade level except 2nd grade, there were fewer students in RTI at the end of 2010 than at the end of 2009. Not only is this the result of enhancements to our core curriculum, it is a reflection of improved means of meeting the needs of struggling readers. The cohort represented by second grade on the attached chart has a large group of students with significant learning needs which became apparent as the expectations for independent reading increased. See attachments R, S, and T.

- D) Renewals/Modifications Only - Include a copy of the current signed Performance Agreement between the school and the Secretary of Education. Describe in detail the performance of the school on each of the objectives in the Performance Agreement. Place particular

focus on the school's academic performance, including evaluation results from the DSTP and other measures. Discuss highlights and concerns.

Response:

The Performance Agreement covering years 2006-2011 is attached. See Attachment U. For a discussion of the MOT Charter's performance on the Performance Agreement objectives, please see Attachment AAA, V-FF.

- E) Renewals/Modifications Only - Provide the charter Performance Agreement for the renewal period. Include a list of proposed measurable performance objectives with specific measurable targets for each year of the charter renewal period**

Response:

See attached Proposed Performance Agreement for the Years 2011-2012 to 2015-2016. See Attachment GG.

5. Evaluating Student Performance

- A) Describe the process how student evaluation information will be used to improve student performance. (Renewal/Modifications -- provide original documentation and any changes)**

Response:

Each year, the school reviews performance data provided by DSTP, NWEA, DIBELS, universal math screeners, and classroom assessments. This data is reviewed at the school, grade level, and classroom level.

Classroom assessments include:

- standard curriculum assessments
- observations of classroom discussion
- student portfolios
- student driven journaling about the content and understanding
- projects which require cooperative learning to include research, planning and creating
- student-teacher conferences

Three times each year, students are assessed using the NWEA, DIBELS, and universal math screeners. An instructional team reviews the data at the school level, grade level and classroom level. Professional learning teams meet to review the data and identify areas of instructional need.

If the data reveals a school wide or grade level area of need, we review the vertical alignment of our curriculum and consider a curriculum change. We also may reallocate time and resources related to educational support specialists (reading, math, special education, school psychologist, etc.), and assess the grade level schedule.

When the data points to a need in a particular classroom, we review the standards and ensure alignment, review the implementation of the curriculum, and compare the student growth results in this classroom to others.

- B) Describe the corrective action that will be taken when students do not meet performance expectations. (Renewals/Modifications Only - Describe how analysis of student evaluation information on the DSTP and other measures is used to guide instruction and improve student performance. Give examples from the current charter period of instructional change which has led to improved student performance.)**

Response:

Individual student needs are met by the implementation of RTI in Reading and Math, flexible groupings/differentiation in the regular

classroom setting, increased instructional time within the school day or in after school programs. Students are monitored at regularly scheduled intervals to assure interventions are resulting in increased success in the subject area.

The Student Services Team (or Instructional Support Team) reviews the results of the school wide screens as well as the progress of students every 12 weeks. The team which includes special education teachers, classroom teachers, and the administration, develops an action plan for addressing the student's needs. The team accesses services from on-site speech therapist, occupational therapist, school psychologist, math specialist and reading resource teacher.

If necessary, and with the consent of the student's parents, the school psychologist may test academic performance, assess behavioral needs, help develop behavioral plans, counsel students, and provide teachers with suggestions to help individual students have academic and social success.

MOT Charter School provides extended year tutoring sessions in a summer program designed for small groups of students as well as individual sessions for students. These sessions are designed with the cooperation of the teachers and parents.

MOT Charter School also provides math and language arts instruction in a summer program available to all students. Students are invited to enroll in the program by teacher referral, DSTP warning or below average score rating, or parent request. Students are taught small groups of two to eight students with related areas of need. Parents are provided with an overview of the summer session, student goals and progress, and counseled as to how best support their child's ongoing success.

- C) If the proposed school requests and receives a waiver for an enrollment preference for students at risk of academic failure, then describe the expected performance of each student on the Delaware Student Testing Program in each grade during the initial four year charter period. (Renewal/Modifications – provide original documentation and any changes)

NOTE: The applicant must agree and certify in the application that it will comply with the requirements of the State Public Education and Accountability System pursuant to 14 Delaware Code, Sections 151, 152, 153, 154, and 157 and Department rules and regulations implementing Accountability, to specifically include the Delaware Student Testing Program (Regulation 275, Subsection 4.2.1.1).

Further, the application must include certification that the proposed school's mean student performance on the Delaware Student Testing Program assessments in each content area will meet or exceed the statewide average student performance of students in the same grades for each year of test administration. Applicants with enrollment preferences for students at risk of academic failure may request a waiver of this requirement in the application (Regulation 275, Subsection 4.2.2).

Response:

Not Applicable.

6. Educational Program

- A) Provide a scope and sequence document for required content areas ELA, Math, Science, Social Studies, Health Education, Physical Ed, (see below) for proposed grades to be served over the first four years of the school charter. Click here to view a sample Scope and Sequence document.

For new applicants, this is a Phase I requirement. Renewal and modification applicants only, please include the following: Units required in (i) below with duration of instruction and alignment of instructional strategies to formative and summative assessment measures for required content areas for grades to be served by the school. Alignment of instruction to state content standards for required content areas for grades served by the charter school. Alignment of instructional strategies to formative and summative

assessment measures for required content areas for grades to be served by the school.

Response:

Scope and Sequence documents for ELA, MATH, SCIENCE, SOCIAL STUDIES, WELLNESS, SPANISH, ART, MUSIC and PHYSICAL EDUCATION are attached to this application.

- B)** Provide a statement defining likely curriculum basis in each of the following areas (for new applicants this is a Phase I requirement, renewal and modification applicants must complete all sections):

- Mathematics
- English Language Arts
- Science
- Social Studies
- World Languages (Renewals Only)
- Visual & Performing Arts (Renewals Only)
- Health Education (Renewals Only)
- Physical Education (Renewals Only)

Response:

For each of the areas noted above, MOT Charter relies primarily on the state standards as our curricular basis.

- C)** Provide a signed memorandum of understanding with the Science coalition, the Mathematics coalition, and the Social Studies coalition if chosen. For new applicants this is a Phase I requirement. Renewal and modification applicants attach the updated information as it has changed from your last renewal or original application.

Response:

The Science Coalition Memorandum of Understanding is attached. See Attachment HH.

MOT Charter participates in the Math Coalition, but has not signed an MOU.

The Social Studies Coalition Memorandum of Understanding is attached. See Attachment II.

- D)** Provide a statement of plans for additional academic support for at risk students. For new applicants, this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response:

Please see the response to question 5.B. By way of further response, MOT Charter School will employ a variety of support strategies for at-risk students. Teachers, classroom paraprofessionals and resource teachers will offer increased instructional time during the day as well as after the regular school day in which they may receive peer tutoring, small group instruction, individual instruction and/or the opportunity to work independently on web-based programs of instruction. Instructional activities during centers will focus specifically on the needs of the student above and beyond the standard curriculum work.

- E)** Provide a list of courses at grades 9-12 with sufficient detail to meet the state requirements for graduation and any and all Career and Technical Education (CTE) pathways courses. (secondary only) For new applicants this is a Phase I requirement. For renewal and

modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response:

Not applicable.

- F) Provide the Teacher to student ratio for the school. For new applicants this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response:

Grade K = 1:17

Grade 1 = 1:17

Grade 2 = 1:19

Grade 3 = 1:19

Grade 4 = 1:25

Grade 5 = 1:25

Grade 6 = 1:19

Grade 7 = 1:20

Grade 8 = 1:20

- G) Provide a description of the unique features of the school's educational plan including differentiated instruction, special materials and use of technology to serve the intended population of the school. For new applicants this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response:

MOT Charter's educational program is designed to focus on the needs of the individual student and to meet those needs through differentiated instruction, technology tools, mentoring programs, and parental support. We monitor student academic growth from Kindergarten through grade 8. We utilize centers and flexible groupings for math and reading instruction in all grades and employ reading and math specialists to support individual student needs and classroom teacher professional development. Each of our related arts are designed to integrate core content learning. We include authentic programs like Bank at School, Student Government, and School Store to support student learning and critical thinking. We align field trips and invite guest speakers/experts in to support authentic learning opportunities.

CROSS-GRADE COLLABORATION: We offer cross-grade learning and mentoring opportunities to support reading and writing, technology integration, and school spirit building. We also partner with St. Andrews School (high school) to mentor students referred by teachers for mentoring.

SCHEDULE: Our schedule is designed to maximize instructional time and minimize transitions. This includes having recess prior to lunch as well as block scheduling.

COMMON PLANNING TIME: We maximize opportunities for shared teacher planning, including grade level planning periods (approximately 80 min per day) and cross grade level, content specific meetings.

TECHNOLOGY: Our school has implemented a series of technology-based programs and materials to address the wide variety of instructional needs of our students. We have implemented the use of SmartBoards, Elmo Video Cameras, and REDCAT audio sound systems. We utilize Dragon naturally speaking speech-to-text programs for our struggling writers and a variety of content specific software programs including: IXL.com (mathematics), Maps101.com (interactive geography), TCI.com (Social Studies interactive), SRA ImagineIt! (on-line reading), Earobics (phonics), K-8th Power (technology integration) and Type to Learn. Classrooms contain 5-12 student computers. We utilize two permanent computer labs and two mobile labs for student use.

CAREER READINESS: MOT Charter offers students in 7th and 8th grades two career pathways: business education and technology education. The most recent addition to our education program is a S.T.E.M. class offered as a core subject in the 7th and 8th grades.

- H) For new applicants, provide plans for professional development that outlines the initial three year approval span for the school with one year benchmarks. This is a Phase I requirement. For renewal and modification applicants provide plans for ongoing, high quality professional development for staff for the duration of the charter renewal as it varies from your last renewal or original application.

Response:

MOT Charter School participates in the Vision 2015 network, partners with Focus on Results, and partners with the Delaware Reading and Writing project to provide high quality, classroom-embedded professional development. Through this work, teachers receive on-the-job coaching, collaborate to review student work, offer peer reviews, and plan the implementation of research-based instructional strategies.

In addition, our teachers participate in the Science, Math and Social Studies Coalitions to support and enhance their professional practice.

- I) Provide three approved (Submitted units are scored "3" or "4" on the Charter School Unit Review Rubric. Click here to view the Charter School Unit Review Rubric) units of instruction for Mathematics, English Language Arts, Science, Social Studies, Visual & Performing Arts, World Languages, Health Education & Physical Education at each grade cluster in which the school intends to serve students. For new applicants, this is a Phase II requirement. For renewals and modifications provide updated information as it may differ from your last renewal or original application. Include plans for the modification of approved Delaware Model Units (from the DOE website) to meet the specific needs of the student population of students you serve. Click here to view the Model Unit Modification document.

Response:

See Attached Curriculum Documents.

- J) Provide a description of major curricular resource adoptions for Mathematics, English Language Arts, Science and Social Studies. For new applicants this is a Phase II requirement. For renewal and modification applicants provide updated information as it may vary from your last renewal or original application.

Response:

See attached document "Major Curricular Resources", Attachment JJ.

- K) A detailed chart showing alignment of instruction to standards. This is a Phase II requirement and for new applicants only

Response:

Not applicable.

- L) Provide a detailed description of how instructional strategies and formative and summative assessment strategies will be aligned. This is a Phase II requirement and for new applicants only.

Response:

Not applicable.

- M) Provide a detailed description of how the alignment will enhance student learning. For new applicants this is a Phase II requirement. For renewal and modification applicants provide updated information as it may vary from your last renewal or original application.

Response:

All instruction at MOT Charter begins with the state standards and a definition of the student learning targets. Classroom teachers then incorporate a variety of teaching methods to accommodate all learning styles. Most units are text-centered with an introduction and a pre-assessment directed by the teacher. Students will also engage in a discovery process through a variety of student-directed activities, including student research, group discussions, projects, journaling, experiments. Exploring content through a variety of avenues maximizes the students' opportunity to absorb the content and develop true understanding.

Student understanding is similarly assessed through a variety of means consistent with the incorporation of text-based and discovery-

based learning. Assessments include paper exams, project rubrics, classroom presentations, classroom discussions, conferences, and journaling.

Student learning is enhanced by providing diverse learning opportunities and a multitude of means for students to demonstrate their level of understanding.

- N) Provide a copy of the school calendar and master instructional schedule. For new applicants this is a Phase II requirement. For renewal and modification applicants provide updated information as it may vary from your last renewal or original application.

Response:

A school calendar and master instructional schedule are attached to this application. See attachments KK and LL.

- O) Provide a copy of Career and Technical Education pathway and course approval documents. (secondary only) This is a Phase II requirement and for new applicants only

Response:

Not applicable.

7. Students with Special Needs

- A) Describe how the school will be in full compliance with current federal and state statutes relating to the education of students with disabilities, including but not limited to: evaluation, re-evaluation, accommodations, and employment of certified special education teachers prior to the admission of students. The plan must provide for a free appropriate public education to students with disabilities and include a continuum of educational placements for students with disabilities.

Response:

MOT Charter School is committed to educating all students, including students with special needs. MOT Charter School follows an extensive RTI process which provides for increasing levels of intervention and additional instruction for students who do not respond to the general instruction. After the RTI process has been exhausted, the school team works with parents to consider further evaluation and identification of students with disabilities. Special needs determinations are based upon timely and recurring evaluations of qualified professionals. Special education students will be re-evaluated at least once every three years.

Students with disabilities are provided with a continuum of educational placement options including self-contained small classes, integrated classes with special education teachers present and regular classes with consultation from special education teachers. IEP plans are designed to educate students in the least restrictive environment possible, primarily serving children with disabilities in an inclusive setting.

Children with identified disabilities are assigned a certified special education teacher who coordinates the child's education with the regular classroom teachers and, in conjunction with the student intervention team, also ensures that other services such as occupational therapy, speech therapy, psychological assistance are provided as needed. All accommodations relating to the special needs student are adhered to in the classroom as well as on any standardized test. Classroom teachers and the special education teachers coordinate accommodations and classroom activities.

Parents are highly involved in the IEP meetings and the IEP process. Parents are notified of the intent to evaluate/re-evaluate their child for services and provide written consents prior to evaluations. All evaluations are communicated by a trained, licensed professional. All communication includes a copy of "Notice of Procedural Safeguards".

The IEP includes current educational level, annual goals, specific educational objectives, special education and related services to be provided, dates for initiation of service, anticipated duration of service, and evaluation criteria. Through our identification and IEP

processes, we ensure that students with disabilities are educated to the maximum extent appropriate with their non-disabled peers.

All special education teachers are certified in Delaware.

- B) Renewals/Modifications Only - Discuss how the school has resolved any administrative complaints.

Response:

MOT Charter has not had any administrative complaints.

- C) Complying with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990.

Response:

All children attending MOT Charter School are afforded an equal education opportunity. We do not deny an education on the basis of any disability. A 504 plan is developed in accordance with regulations for all students identified as having a physical or mental impairment that substantially limits one or more major life activities. The 504 includes current educational level, accommodations for the disability, dates for initiation of service, anticipated duration of service, and evaluation criteria. The classroom teachers work closely with the parents to monitor the effectiveness of 504 accommodations.

- D) Complying with Title VI and VII of the Civil Rights Act of 1964.

Response:

All children attending MOT Charter School are afforded an equal education opportunity without regard to race, creed, color, age, gender, national origin, sexual orientation, marital status, political belief, disability status, or any other consideration made unlawful by applicable federal laws.

Likewise, MOT Charter School provides equal opportunity for all persons in employment. All qualified applicants for employment are recruited, hired, assigned, trained, promoted, terminated or otherwise affected on the basis of merit without regard to race, creed, color, age, gender, national origin, sexual orientation, marital status, political belief, disability status, or any other consideration made unlawful by applicable federal laws.

- E) Complying with Title IX of the Education amendments of 1972.

Response:

All children attending MOT Charter School are afforded an equal education opportunity without regard to race, creed, color, age, gender, national origin, sexual orientation, marital status, political belief, disability status, or any other consideration made unlawful by applicable federal laws.

- F) Having certified special education teacher(s) providing services for students with disabilities.

Response:

Certified special education teachers provide services to students with identified learning disabilities.

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. (Renewals/Modifications – Update this section to make it current)

Response:

See attached current staff roster and job descriptions. Attachments MM and BBB.

- 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)

Response:

School Psychologist -- See Attachment NN.

Occupational Therapist -- See Attachment OO.

- 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 site either through a signed lease agreement or a signed purchase agreement. (Renewal/Modifications – provide original documentation and any changes)

Response:

MOT Charter School purchased the land and financed the building through a direct and guaranteed loan program of the USDA in cooperation with WSFS. A current debt schedule is attached to this application.

- 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)

Response:

The 17+ acre property on which the school is situated is owned by MOT Charter School, Inc. The school financed the building with a loan through WSFS and USDA. If the school were to close, MOT Charter School, Inc. would work with its lenders and seek to convert the building to other uses or sell the facility to pay off its existing debt.

- 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)

NOTE: Contracts for bus and food services are required by Regulation 275, Subsection 4.4.4 to be in place by August 1st of the year in which the school proposes to open and by August 1st of each year thereafter. Contracts for the lease or purchase of real property, and/or the construction and/or the renovation of improvements to real property must be in place sufficiently far in advance so that the applicant might obtain any necessary certificate of occupancy for the school premises no later than June 15th of the year in which the school proposes to open.

The application must include a complete and balanced budget for the proposed school in the approved format for the planning year and the first four years of school operation. **THE METHOD BY WHICH AMOUNTS ARE CALCULATED MUST ALSO BE DESCRIBED.** [Click here to view and obtain a blank Budget Sheet.](#)

NOTE: All State and Local revenue estimates can be done by accessing the on line spreadsheet for New Charter School State and Local Fund Estimates.

[Click here to view and obtain a blank Revenue Estimates Sheet.](#)

Should you have questions in accessing, completing or understanding this spreadsheet please contact the Education Associate for Charter School Finance at (302) 735-4040. These revenue estimates will be used to assist in the completion of the Budget Sheet. Estimates for federal program revenues may be obtained from the Education Associate for Federal Accounts, who can be reached at (302) 735-4040. Information about the Federal Charter School Support Program startup funds may be obtained from the Charter Schools Office, (302) 735-4020. Estimates for state, local and federal program revenues will be based on the assumptions which the applicant makes regarding the numbers of students anticipated at each grade, the numbers of students anticipated from various districts, the anticipated special education classifications of enrolling students, and the qualifications of teachers hired by the school. These revenue estimates must be viewed with caution since the assumptions upon which the applicant may have based them may

change as students actually enroll and staff is hired.

Response:

Transportation Contract -- See Attachment QQ.

Occupational Therapy Contract -- See Attachment RR.

HVAC Maintenance Contract -- See Attachment SS.

Security and Alarm Contract -- See Attachment TT.

- 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. (Renewals/Modifications -- Not Applicable)

Response:

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. (Renewal/Modifications -- provide original documentation and any changes)

Response:

Sources of other revenue include loans from the USDA and WSFS, fees for after school activities, and charitable donations.

A small amount of school funds are processed outside of DFMS accounts. These funds include money received for student activities and charitable donations. These funds are processed through a WSFS Checking account.

- 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)

Response:

MOT Charter School would have to maintain its current enrollment to provide a program of the quality we are currently implementing. While fewer students may be economically possible, any decrease in funds from the current level (whether due to decreased enrollment or by operation of regulation/statute) would impact the quality of our program.

If enrollment were to fall below projections, we would consider a variety of scenarios: (1) cutting positions that do not directly impact the classroom, (2) delaying building maintenance and investments in technology, (3) using cash reserves, and/or (4) refinancing or current debt for more favorable terms.

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)

Response:

The accounting, payroll, purchasing, compensation and benefits functions are managed by the school's Business Manager who reports directly to the Head of School.

The Business Manager, assisted by an administrative assistant, has direct responsibility for ensuring that: all transactions are accurately recorded in FSF, the school timely pays its obligations, and all employees are timely paid.

The Head of School approves all purchasing. The Head of School in conjunction with the Board of Directors determines compensation and benefits offered to employees.

- 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)

Response:

ROLES and RESPONSIBILITIES OF THE BOARD OF DIRECTORS:

Review the mission of the school; revising it when necessary.

Ensure that administration implements educational programs that are consistent with the school's mission and charter.

Approve and monitor the annual operating budget.

Hire and establish performance targets for administration.

Strategic planning.

Establish community support for the school.

Plan capital expenditures.

- 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)

Response:

MOT Charter School is operated under the leadership of a Head of School, an employee of MOT Charter School, Inc. All other employees of MOT Charter School report directly or indirectly to the Head of School.

- D) 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)

Response:

Teachers have many opportunities to participate in decision-making at MOT Charter School. Each week, teachers meet as grade levels to provide input into issues, share concerns and brainstorm solutions. In addition, MOT Charter has several teacher leader groups that help guide decisions relating to our instructional program. Teachers lead content teams. A representation of teachers throughout the school serve on an instructional leadership team, which is responsible for determining the school's instructional focus as well as resource allocation. Faculty and staff meet with parents on committees with specific objectives, such as the Crisis Response Team, commissioned to review and improve the school's emergency response plan. Finally, a teacher serves on the Board of Directors and teachers are invited to serve as a school Steward, a school-wide leadership group comprised of elected parents and teachers.

There are currently 5 parents who sit on the Board of Directors. In addition, parents have full access to the Board of Directors through the website, email, telephone and Board of Director Meetings, during which parents are invited to participate in discussions about community-wide matters. The PTO is active in many aspects of the school relating to fundraising and community events. Parents provide input through annual surveys, by sitting on committees such as the Consolidated Grant review committee, and the School Stewards.

- E) 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)

Response:

MOT Charter School hires only those employees who have demonstrated success in the technical area for which they are being hired, and who have the minimum qualifications set forth in the applicable position description. We also require candidates to have

outstanding communication skills, and a proven ability to build relationships with others. Teachers and administrators are are hired from May-August. Others are hired as needed.

- F) 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)

Response:

MOT Charter School participates as a potential employer in "Teach Delaware" hosted by the University of Delaware each year. In addition, we post open positions in the Middletown Transcript, News Journal, local papers in southern New Jersey, and Maryland, the MOT Charter School website, as well as the career website used by Delaware educators.

- G) 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)

Response:

See Personnel Manual. Attachment UU.

- H) 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)

Response:

MOT Charter School evaluates teachers using the DPAS II framework. Teachers receive 1 informal and 1 formal observation per year structured around the DPAS II framework, and receive specific feedback according to the rubrics set forth in Charlotte Danielson's Framework.

- I) 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.

Response:

As a 100% choice school, MOT Charter School is held accountable to the parents of children primarily through parent choice. In addition, the school provides frequent written communications from school to home, and supports a policy that teachers must reply to parent inquiries within 48 hours. Parents attend Board of Directors public meeting where parents may voice their comments and review monthly financial reports. Parents are invited to complete a formal survey at the end of each school year.

- J) 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.

Response:

Not Applicable.

- K) 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)

Response:
Not Applicable.

- L) Describe the plan (including timetable) to be used for recruiting students. Describe how the school will publicize its program and admission procedures. Describe how the school will recruit a sufficient number of students to be financially viable. You must convincingly demonstrate that the school will be able to attract enough students to make the school financially viable. Signatures of potentially interested parents and student in the community, feasibility studies are possible methods of demonstrating interest. While these methods are good indicators the committee may review other sources of information in making its determination. (Renewal/Modifications – provide original documentation and any changes)

Response:
MOT Charter School holds open enrollment annually for new students. Each year in October and November, MOT Charter School advertises open enrollment in the Middletown Transcript and on our website, www.motcharter.com. MOT Charter School's Open Enrollment period in which we accept new student applications is November 1 through December 22nd. Families may request an Admissions Packet from the school by phone, fax, or email, or they may complete and download an application from the school's website. The deadline for submission of applications is December 22.

- M) List all the admissions preferences authorized by this statute the school will use. If more than one preference will be used, describe how the various preferences will be employed together. (Renewal/Modifications – provide original documentation and any changes)

Response:
MOT Charter School grants enrollment preferences for Founding Board Members, full time teachers, siblings of currently enrolled students, and students residing within the Appoquinimink School District, in that order of priority. All student applications are entered into the MOT lottery by grade level and are drawn publicly in a blind lottery. The above preferences are then applied.

- N) If the proposed school will give admissions preference to children of the school's founders, describe how the school will identify the founders and how the preference will be used in the enrollment process. (Renewal/Modifications – provide original documentation and any changes)

Response:
Founding Board Members' children are given priority enrollment preference at MOT Charter School so long as the Member continues to serve on the Board at the time the preference is exercised. All preferences are applied after all the names are drawn from the lottery. The MOT Charter Founding Board Members who are eligible for the Founder's preference are:
Linda Jennings
Jennifer Taylor
Morris Deputy

- O) Describe the plan for selecting students if more students seek admission than space allows. If a lottery is used, describe how it will be conducted. (Renewal/Modifications – provide original documentation and any changes)

Response:
MOT Charter School conducts a blind lottery by grade level to fill grade rosters. All applicants for each grade are placed in a pool and drawn from the pool one at a time in a blind lottery and numbered according to the order drawn from the pool. Preference is applied after the lottery when establishing the Enrollment List for each grade. Students are offered enrollment in lottery number order until the vacancies have been filled. The remaining lottery participants are placed on the Waiting List for that grade in lottery number order.

- P) Provide the timetable for the school's application and admissions process. Demonstrate how it is consistent with the timetable set forth in 14 Delaware Code, Chapter 4, for the public school choice program. (Renewal/Modifications – provide original documentation and any changes)

Response:
Open Enrollment Period: November 1-December 22
Application submission deadline: December 22

Public Lottery: January 11, Second Tuesday
Applicants Notified of Admission: End of February
Local Districts Notified: April 1

- Q) List in detail the administrative tasks that will be undertaken between approval of the charter and school opening. Describe the tasks, how they will be accomplished, who will accomplish them, and the timetable by which they will be accomplished. The list of activities should be thorough and not generalized. The more detail provided in the list of activities indicates a well thought out proposal. (Renewals/Modifications – Not Applicable)

Response:
Not Applicable

10. Insurance

- A) 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)

NOTE: If a charter is granted to the applicant, a copy of the Certificate of Insurance must be submitted prior to the opening of the school.

Response:
See Insurance Binder. Attachment VV.

11. Student Discipline and Attendance

- A) The application must include a draft "Student Rights and Responsibilities Manual" that includes the school rules and guidelines governing student behavior. The manual must describe student rights and responsibilities and the plan the school will follow to discipline students. Describe how the manual will be distributed to parents and students prior to students applying for enrollment at the school. (Renewal/Modifications – provide original documentation and any changes)

Response:
Parents are provided with information from the Family Handbook during Open Houses and during the admissions process. Upon acceptance, but prior to enrollment, parents are provided with the Family Handbook.

- B) Describe how discipline will be handled with students with disabilities. Describe how the school will report inappropriate behavior to affected parents, the Department, and when necessary, to law enforcement agencies. (Renewal/Modifications – provide original documentation and any changes as well as a discussion of discipline issues you may have had and the general discipline climate in your school)

Response:
Discipline involving students with disabilities follows the school's code of conduct unless the student has a disability that directly impacts the student's ability to comply with the code of conduct. In such cases, the student's IEP will contain a behavior plan which the student must follow. In matters of serious consequences, a manifestation hearing is held to determine whether the infraction was

a manifestation of the student's disability.

Whenever a student is referred to a member of the administration, the school places a call to the student's parents to discuss the observed behavior. Offenses of the category "D" and "C" are reported in e-school plus for communication to the Department of Education. If required by law or DOE regulations, the school will immediately report school crimes to the appropriate law enforcement agency through a telephone call and written follow up.

- C) Describe the plan the school will follow to ensure compliance with 14 Delaware Code, Section 4112, regarding the reporting of school crimes. (Renewal/Modifications – provide original documentation and any changes)

Response:

The school's Administration is knowledgeable about Mandatory School Crime Reporting Law and reports all applicable offenses to the appropriate law enforcement agency by telephone at the time of the offense, and when appropriate, to the Department of Education. If a question exists regarding whether an offense is reportable, the school contacts the police agency to discuss it.

- D) Describe the attendance policies of the school. Describe the level of attendance that will be required of the students each year. Describe the actions that will be taken to ensure that students meet those levels of attendance. Describe how the attendance policies will be distributed to each student at the beginning of each school year. (Renewals/Modifications – Discuss any attendance anomalies you may have had here. If the committee is aware of any such issues they will request this information.)

Response:

Students are expected to be present and on time at school every day. Our approach to student attendance is regular and frequent communication with the parent through courtesy notices (3 unexcused absences), meetings (5 unexcused absences), attendance contracts (7 unexcused absences). On the rare occasion when students have been absent for more than 10 days unexcused, it has been for the purpose of extended travel overseas. On these occasions, the Board of Directors considers other consequences.

The attendance policy is distributed annually as part of the Family Handbook. We will also highlight portions of the policy as needed in monthly newsletters. See Attachment WW.

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.)

Response:

MOT Charter School has a full-time nurse who ensures that all students have physical examinations prior to enrollment, who administers medications and medical treatments according to instructions from the students' physician, who treats minor injuries and contacts parents when more serious injuries occur. The nurse maintains student health records, ensures that immunizations and TB screenings are current, and serves on IEP teams when necessary.

Routine vision, hearing and orthopedic screenings are conducted in compliance with federal and state regulations.

The school conducts health-related education for parents and students around topics such as puberty, ADHD, and how to respond to certain medical conditions.

The school also employs a school psychologist and counselor who look after the emotional health of our students.

The school employs a full-time, 10-month cafeteria manager to ensure that student meals are nutritionally adequate.

The school employs a maintenance technician to keep the building and grounds in safe and good repair and to maintain MSDS information on all cleaning products and other chemicals used in the building.

All employees of MOT Charter are annually certified in CPR and trained in first aid.

Employees are provided information and guidance on health and safety related issues and trained in first aid, CPR, and how to respond to emergencies.

The School has a Crisis Management plan which is distributed to all employees. School employees are instructed in the school's lockdown and evacuations procedures and participate in monthly emergency evacuation drills.

- B) 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)

Response:

All employees are required to submit to a state and federal background check, and a child protection registry check. The results are kept in the personnel file of each employee. The Business Manager is responsible for ensuring that criminal background checks have been completed on all employees. Any findings are brought to the attention of the Head of School.

- C) 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.

Response:

MOT Charter School employs an experienced, full-time school nurse who is responsible for ensuring that students have the required physical examinations and immunizations prior to enrollment, medications and medical treatments are properly administered, that required health screenings are conducted, student records are properly maintained, and who sits on IEP teams as necessary.

- 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)

Response:

MOT Charter School is a single story building, approximately 55,000 square feet, and is situated on 17+ acres in a rural area south and west of Middletown, Delaware. In addition to 27 regular classrooms, the school has a library, dedicated classroom space for Art,

Music, Science, Special Education, and a multi-purpose room used for Physical Education, lunch, and other school activities.

MOT Charter School maintains a security system which includes controlled access through magnetic readers on all doors, door alarms and burglar alarms. All visitors to the building must enter through the front entrance. Only employees with magnetic reader badges may exit or enter in any other door during school hours.

- 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)

Response:

MOT Charter School is in full compliance with all applicable building codes and is accessible to individuals with disabilities.

MOT Charter has received DOE modification approval to expand its facility. See Attachment ZZ. We are currently awaiting a decision from the USDA regarding financing.

- 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)

Response:

MOT Charter School employs 4 full time maintenance personnel. The maintenance personnel follow a rotating maintenance schedule to ensure that all areas are kept clean, safe and free of debris, and that requires them to note and address any maintenance issues present in the building or on the grounds.

- 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)

Response:

Physical Education classes are held in the multi-purpose room or outside on the playing fields. These spaces are designed for physical activity and, therefore, present no extraordinary safety issues.

- 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)

Response:

MOT Charter School contracts with Lehanes Bus Service to provide transportation to students in grades K-8. Currently, 15 buses are provided. Approximately 96% of the students ride the bus.

- 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)

Response:

MOT Charter school provides bus transportation to and from hub stops for students residing outside of the Appoquinimink School District.

- 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)

Response:

All MOT Charter students are provided the same opportunities for transportation.

- 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)

Response:

The Head of School provides primary oversight for school transportation operations, including route planning, bus stop selection and coordination with Lehanes. The Principal is directly responsible for addressing school bus discipline and working with the drivers to maintain safe environments on the school bus. The Business Manager maintains the driver files and works with the contractor on contract issues.

- 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)

Response:

MOT Charter School provides an opportunity for students to have a hot lunch every day. All lunches are prepared (heat and serve) and served by MOT Charter cafeteria staff in strict accordance with the USDA and Board of Health guidelines. MOT Charter's Child Nutrition Supervisor is an experienced food service manager with over 13 years experience in preparing meals in an institutional setting.

- 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)

Response:

The school follows the federal regulations regarding the Free and Reduced Lunch Program. At the beginning of each school year, MOT Charter sends enrolled families the approved Free and Reduced package of information and applications. The school determines eligibility of student in accordance with federal guidelines. Every eligibility determination is double-checked and tested. MOT Charter School maintains complete and accurate records of meals and claims made under the Free and Reduced program.

13. Student and School Data

- A) Describe the process and procedures the school will follow to comply with the Family Education Rights and Privacy Act (FERPA) and implementing federal and Department of Education regulations regarding disclosure of student records. (Renewal/Modifications – provide original documentation and any changes)

Response:

Student data and records are kept in the administration office and locked from public access. Access is limited to school personnel and given only for the legitimate purpose of providing educational services to the student. The school does not release any student data or records (other than data identified as "directory information") to third parties without express written consent of the student's parents or guardian, or unless otherwise required by lawful process.

- B) Describe the plan for the timely transfers of student and school data to the Department of Education. (Renewal/Modifications – provide original documentation and any changes)

Response:

MOT Charter School timely enters appropriate student data into e-school plus and DELSIS as required by the Department of Education. The school has timely complied with all requests for data and reports.

14. Management Companies

- A) The board of directors shall annually certify to the Department, on a form provided by the Department, that prior to the payment of any fees or other sums to any management company employed by the board, the board shall ensure that sufficient revenues of the school are devoted to adequately support the school's proposed educational program. Such form of certification may require documentation of all actual or proposed expenditures by the school. Failure to provide sufficient funds to adequately support the school's proposed education program shall be grounds for revocation of the school's charter. A management company may be a company that manages any aspect of the school to include administrative and financial functions as well as the educational process. Provide with this application a copy of the contract to include detailed descriptions and delineation of responsibilities between the school and the management company. (Renewal/Modifications – provide original documentation and any changes)

Response:

MOT Charter School, Inc. originally contracted with Mosaica Education, Inc. for the management of MOT Charter School. The Board of Directors severed its relationship with Mosaica in the fall of 2002 just after opening. No management fees have been paid.

ASSURANCES

The Board of Directors of this charter school assures that the school will:

- 1) Be in full compliance with 14 Delaware Code, Chapter 5 and 14 DE Admin Code, Section 275 in the Regulations of the Department of Education.
- 2) Not discriminate against any student in the admissions process because of race, creed, color, sex, disability, or national origin or because a student's school district of residence has a per student local expenditure lower than another student seeking admission.
- 3) Not operate in a sectarian manner or include religious practices in its educational program.
- 4) Participate in the Delaware Student Testing Program and meet the requirements for school accountability as described in state law.
- 5) Manage the school within all State administrative and financial systems listed in 14 Delaware Code, Section 512 (9) including accounting, payroll, purchasing, retirement, and benefits. All school funds will be managed through the school's accounts set up in the Delaware Financial Management System (DFMS).
- 6) Initiate and maintain direct communication with other public and nonpublic schools to assure efficient notification and transfer and exchange of records.
- 7) Update the application to incorporate any modifications and/or conditions identified as pre-conditions to final approval by the Secretary of Education and State Board of Education as set forth in its written decisions; and operate the program in accordance with the content of the updated and approved charter granted by the Department of Education and State Board of Education. The school's board of directors will not implement any modifications to the charter school program or operation without the express written consent of the Department of Education.
- 8) Notify the Department of Education in writing within 30 days when the school's administrative head or any member of the board of directors change.
- 9) Provide the Department of Education with copies of all the policies and by-laws of the school and the school's board of directors and inform the Department in a timely manner when by-laws change.
- 10) By the first day of instruction each school year, ensure that all teachers meet the certification requirements of the Delaware charter law and are properly listed in the PHRST and DEEDS programs.
- 11) Employ only staff who have complied with the requirement of having a successful criminal background check and report to the Department of Education by September 1 of each school year that the school is in full compliance with state law related to this requirement.
- 12) Cooperate fully with Department of Education requests for reporting information and activities related to monitoring the school's compliance with the charter and applicable state and federal laws and regulations.
- 13) Comply with the provisions for a Performance Agreement, as required by the Secretary of Education.
- 14) Distribute copies of the Department's Frequently Asked Questions About Delaware Charter Schools/Parent Guide to Delaware Charter Schools to all parents seeking to enroll their child(ren) as well as to parents of enrolled children.

- 15) Conduct all meetings of the board of directors in a manner consistent with the Freedom of Information Act, especially the legal requirements of 29 Delaware Code, Sections 10002, 10003 and 10004.
- 16) The Board of Directors will include a member who is a certificated teacher employed by the school and a member who is a parent of a student currently enrolled in the school, consistent with 14 Delaware Code, Section 512(1).
- 17) Comply with the requirements for reporting school crimes as described in 14 Delaware Code, Section 4112.
- 18) As required by 14 Del. C. § 506, maintain on file a written statement signed by the parent or guardian of each enrolled child acknowledging that the child will attend the charter school for at least one complete school year.
- 19) Advise any person or entity offering a loan to the school that debts of the school are not debts of the State of Delaware and that neither the State nor any other agency nor instrumentality of the State is responsible for the repayment of any indebtedness.
- 20) Annually certify to the Department, on a form to be provided by the Department, that prior to the payment of any fees or other sums to a management company employed by the board, the board will ensure that sufficient revenues of the school are devoted to adequately support the school's proposed educational program.
- 21) Participate in all training offered by the Department of Education to charter schools prior to the opening of the school.
- 22) Establish a student application and admissions process that will enable the school to provide the local districts in which the students reside with a preliminary roster of students for the subsequent year on or before April 1 each year.
- 23) Ensure that by April 1 each year the school has enrolled at least 80% of the total authorized number of students and that it has notified each school district of information about enrolled students.
- 24) Complying with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990.
- 25) Comply with Title VI and VII of the Civil Rights Act of 1964.
- 26) Comply with Title IX of the Education amendments of 1972.
- 27) Have certified special education teacher(s) providing services for students with disabilities.
- 28) Ensure that students have physical examinations prior to enrollment.
- 29) Ensure that required immunizations and screenings (lead, TB) are in compliance.
- 30) Administer medications and medical treatments, including first aid.
- 31) Screen for health problems (vision, hearing, postural/gait, etc.)
- 32) Monitor student health and maintaining health records.
- 33) Ensure emergency care for known and unknown life-threatening health conditions.
- 34) Ensure health representation on IEP teams when student's needs require such.
- 35) 14 Delaware Code, Section 511 (1) states that all applications for a charter shall contain an affirmative representation by the applicant that, no later than June 15 immediately preceding the authorized opening date of the school, the applicant shall secure a Certificate of Occupancy, either temporary or final, for the premises in which the school is to be located; provided that any temporary Certificate of Occupancy must permit occupancy at the premises by school staff and students for school purposes. If the charter is approved and the charter holder shall subsequently fail to obtain the necessary Certificate of

Occupancy as required by this section, the opening of the school shall be delayed by one year from the date previously authorized by the approving authority and the charter shall be placed on probation subject to the terms and conditions imposed by the Department of Education with the consent of the State Board of Education. No waivers are available for this requirement.

- 36) The school must participate and receive training in the use of the Department of Education's Pupil Accountability system E-School Plus.
- 37) The school must intend to comply with all additional curriculum regulations including 501, 503, and 525 and any other curricular regulations.
- 38) Maintain corporate status as described in Title 14, Del. C. § 504.
- 39) Follow the Family Education Rights and Privacy Act (FERPA) and implement federal and Department of Education regulations regarding disclosure of student records.
- 40) The Board of Directors of the school, its employees, agents and contractors, shall comply with all obligations imposed upon them by law, shall comply with the provisions of the corporate charter, by-laws and resolutions, and shall further comply with any applicable rule or regulation, all of which are imposed as conditions to approval of this charter.
- 41) The Board of Directors shall ensure that school is and remains in compliance with any student, educator, and school achievement performance requirements now or hereafter in effect in Delaware Code or Regulation.
- 42) No part of the school's corporate charter or by-laws shall be amended, altered, repealed, restated or otherwise modified without the prior written consent of the Department of Education, except that the number of directors may be increased or decreased without the Department's consent, provided that any such change shall be limited to the number of directors only and not to the qualifications thereof; and further provided that any such change shall otherwise be consistent with any applicable law, rule or regulation.
- 43) The Board of Directors shall not charge or collect any fee not permitted to be assessed by a school district. These include but are not limited to fees to any students applying for admission and fees for the use of instructional materials.
- 44) The Board of Directors shall ensure that the school submits data requested or required by the Department in any form, including electronically, in accordance with timelines in the Department's Data Acquisition Calendar.
- 45) The Board of Directors shall ensure that the school is in full compliance at all times with the requirements of background checks as stated in 11 Delaware Code, Chapter 85, and Subchapter VI.
- 46) The Board of Directors shall assure that the by-laws of the Board have been reviewed and remain in compliance with the current and future opinions of the Public Integrity Commission, Attorney General opinions, and the use of bid laws for procurement.
- 47) The Board of Directors shall assure that the school has met the teacher certification requirements of 14 Del. C. § 507 (c).

As members of the Board of Directors of the Charter Holder, we hereby agree to these assurances as a condition of the approval of the charter modification.

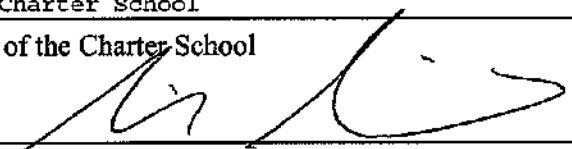
We have reviewed the Delaware Charter Law (14 Delaware Code, Chapter 5) and 14 DE Admin Code, Section 275 in the Regulations of the Department of Education (Regulation 275), and have based the responses in this application on the review of these documents.


Oct 15, 2010


Date of Signature

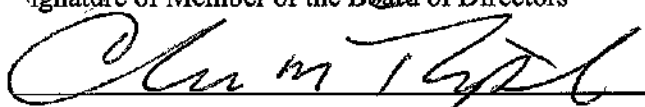
MOT Charter School

Name of the Charter School


Signature of the Chairperson of the Board of Directors


Signature of Member of the Board of Directors


Signature of Member of the Board of Directors


Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

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MOT Charter School Charter School Application

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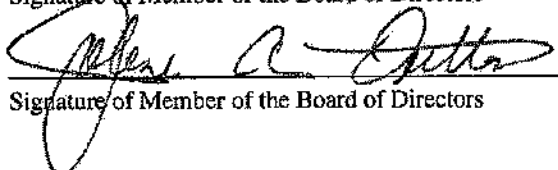
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10/15/10
Date of Signature

MOT Charter School
Name of the Charter School

Signature of the Chairperson of the Board of Directors

Signature of Member of the Board of Directors


Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

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MOT Charter School Charter School Application

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10/14/10

Date of Signature

MOT Charter School

Name of the Charter School

Signature of the Chairperson of the Board of Directors

Steven V. Stallone

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

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15 OCTOBER 2010

Date of Signature

MOT Charter School

Name of the Charter School

Signature of the Chairperson of the Board of Directors

ALFONSO GARBAYO

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

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MOT Charter School Charter School Application

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10/15/12
Date of Signature

MOT Charter School
Name of the Charter School

Signature of the Chairperson of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Signature of Member of the Board of Directors

Brian P. Glancy
Signature of Member of the Board of Directors

Signature of Member of the Board of Directors