



Charter School Minor Modification Application
Delaware Department of Education
March 31, 2023

DELAWARE DEPARTMENT OF EDUCATION

APPLICATION TO MODIFY AN APPROVED CHARTER

2022-2023

Part I: General Information
(All applicants must complete this sections)

Submitted by:

Subject: Charter Modification Request for (Mark all that apply)

| Minor Modification | |
|---|--|
| Applicants should only complete Part I and provide additional required documentations as attachments | |
| | Enrollment change (increase or decrease) between 5 and 15% |
| | Change agreement with EMO/CMO |
| | Start date (one-time) delay |
| | Name of charter school |
| | Existing or planned school facilities or structures (including any plan to use temporary or modular structures) |
| | Change in terms to current site facility arrangement (i.e. lease to purchase) |
| | Educator Evaluation Process |
| | A change to the current authorized number of hours, either daily or annually, devoted to actual school sessions. |
| | Other |

Modification Effective date:

SCHOOL BACKGROUND

Please address the following questions in their entirety. This information provides helpful background for The Charter School Accountability Committee (CSAC).

Provide the following information about your LEA by Campus

a. Campus name and location:

b. School's mission statement:

c. Year Opened:

d. Grade levels served:

e. Date the Charter will be eligible for possible renewal:

Please select the performance indicators that best describe your school's current performance: (Mark all that apply)

- Currently rated "Meets or Exceeds" on the Academic Performance Framework.
- Currently rated "Meets or Exceeds" on the Financial Performance Framework
- Currently rated "Meets or Exceeds" on the Organizational Performance Framework
- School is not under corrective action or other conditions.
- School has currently met enrollment projections.
- School has been in operation for 3+ years.

PROPOSAL

1. What modification does the school's Board of Directors want to make to the term(s) of the charter? Identify the page number(s) on which the term(s) is/are stated in the currently approved charter. If the term(s) of the charter the school wants to modify is/are conditions placed on the charter by the Secretary of Education and members of the State Board of Education, state the condition(s) and the date(s) on which the condition(s) was/were placed on the school's charter.

2. How does the modification align to the school's current mission and vision?

3. The authorizer will review your most recent Performance Review Reports as part of your application. Discuss the school's academic performance, compliance with the terms of its charter, and financial viability as measured by the Performance Framework.

4. Describe the rationale for the request(s). Discuss any relevant research base or evidence that supports this type of request. *(Attachments may be provided)*

5. Describe how the proposed modification will impact the operation of the school. Include how student achievement, staffing, facilities, and financial viability of the school may be impacted in the current school year and for the remainder of the school’s charter term.

6. How has the school informed its external and internal stakeholders of the proposed amendment(s). Please attach any written communication (i.e. meeting minutes). Describe notable support or opposition to the proposed modification. If concerns have been brought to your attention, how do you plan to address them?

7. Indicate the projected impact, if any, of the proposed modification on the school’s present financial position, and its financial position going forward. If the modification promises to create financial challenges, indicate how those will be remedied.

8. When did your school's board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

PROJECTED ENROLLMENT

Provide a five-year enrollment chart by grade level, in the prescribed format below. Ensure that the chart allows for the natural progression of students from year-to-year.

| Projected Enrollment | | | | | | |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | 2026-2027 | 2027-2028 |
| K | | | | | | |
| Grade 1 | | | | | | |
| Grade 2 | | | | | | |
| Grade 3 | | | | | | |
| Grade 4 | | | | | | |
| Grade 5 | | | | | | |
| Grade 6 | | | | | | |
| Grade 7 | | | | | | |
| Grade 8 | | | | | | |
| Grade 9 | | | | | | |
| Grade 10 | | | | | | |
| Grade 11 | | | | | | |
| Grade 12 | | | | | | |
| Total | | | | | | |

BUDGET AND REVENUE PROJECTS

- Modification Application Budget Projection Sheets: [Excel](#)
- Modification Revenue Estimates: [Excel](#)

Attachments

- Board meeting minutes and approval for modification.

- Curriculum documents
- Community comments/letters of support
- Curriculum Attachments
- Additional evidence or researched based supports



BRYAN ALLEN STEVENSON
SCHOOL OF EXCELLENCE

Attachment 1
Second Planning Year Draft Budget

| Other Funds | | YEAR 0 | YEAR 00 | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 |
|----------------------------|----------------------------|--------------------|------------------|--------------------|--------------------|--------------------|--------------------|
| 1 | Non Profit Grants | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2 | Foundation Funds | \$1,000,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$150,000 |
| 3 | Donations | \$150,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 | \$300,000 |
| 4 | Construction / Bank Loans | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 5 | Cafeteria Funds | \$0 | \$0 | \$168,750 | \$236,250 | \$303,750 | \$371,250 |
| 6 | Miscellaneous Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 7 | Prior Year Carryover Funds | \$0 | \$515,830 | \$515,830 | \$647,296 | \$858,728 | \$1,095,642 |
| TOTAL OTHER REVENUE | | \$1,150,000 | \$965,830 | \$1,134,580 | \$1,333,546 | \$1,612,478 | \$1,916,892 |

| Other Expenses | | YEAR 0 | YEAR 0 | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 |
|--|---|------------------|-------------|------------------|-------------|------------------|-------------|
| | FTE | | FTE | FTE | FTE | FTE | FTE |
| Personnel Salaries / Other Employer Costs | | | | | | | |
| 8 | Classroom Teachers | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 9 | Special Education Teachers | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 10 | Special Teachers (Phys Ed, Art, Music) | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 11 | Counselors | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 12 | Principal/Administrative | \$178,000 | 3.00 | \$178,000 | 3.00 | \$97,917 | 1.50 |
| 13 | Nurse | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 14 | Clerical | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 15 | Custodial | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 16 | Substitutes | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 17 | Other | \$0 | 0.00 | \$0 | 0.00 | \$0 | 0.00 |
| 18 | Other Employer Costs (33.11% of Salaries) | \$58,936 | | \$58,936 | | \$32,420 | |
| 19 | Health Insurance | \$35,318 | | \$35,318 | | \$21,191 | |
| 20 | Other Benefits | \$0 | | \$0 | | \$0 | |
| SUBTOTAL SALARIES / OTHER EMPLOYER COSTS | | \$272,253 | 3.00 | \$272,253 | 3.00 | \$193,771 | 4.50 |

| | | | | | | | |
|---------------------------------|-----------------------------------|----------------|--|------------------|--|------------------|--|
| Student Support | | | | | | | |
| 21 | Transportation | \$0 | | \$0 | | \$0 | |
| 22 | Extra Curricular Transportation | \$0 | | \$0 | | \$0 | |
| 23 | Cafeteria | \$0 | | \$146,813 | | \$205,538 | |
| 24 | Extra Curricular | \$0 | | \$20,000 | | \$50,000 | |
| 25 | Supplies and Materials | \$5,000 | | \$5,000 | | \$4,000 | |
| 26 | Textbooks | \$0 | | \$200,000 | | \$0 | |
| 27 | Curriculum | \$0 | | \$4,600 | | \$16,700 | |
| 28 | Professional Development | \$0 | | \$5,000 | | \$0 | |
| 29 | Assessments | \$0 | | \$0 | | \$0 | |
| 30 | Other Educational Program | \$0 | | \$0 | | \$0 | |
| 31 | Therapists (Occupational, Speech) | \$0 | | \$0 | | \$0 | |
| 32 | Classroom Technology | \$0 | | \$35,000 | | \$0 | |
| 33 | School Climate | \$0 | | \$0 | | \$0 | |
| 34 | Computers | \$0 | | \$100,000 | | \$0 | |
| 35 | Contracted Services | \$0 | | \$0 | | \$0 | |
| 36 | Other | \$0 | | \$0 | | \$0 | |
| SUBTOTAL STUDENT SUPPORT | | \$5,000 | | \$349,600 | | \$187,513 | |

| | | | | | | | |
|--|--------------------------------|------------------|--|------------------|--|-----------------|--|
| Operations and Maintenance of Facilities | | | | | | | |
| 37 | Insurance (Property/Liability) | \$25,000 | | \$25,000 | | \$0 | |
| 38 | Rent | \$147,917 | | \$181,050 | | \$0 | |
| 39 | Mortgage | \$0 | | \$0 | | \$0 | |
| 40 | Utilities | \$50,000 | | \$50,000 | | \$90,000 | |
| 41 | Maintenance | \$0 | | \$0 | | \$0 | |
| 42 | Telephone/Communications | \$0 | | \$0 | | \$0 | |
| 43 | Construction | \$80,500 | | \$0 | | \$0 | |
| 44 | Renovation | \$0 | | \$0 | | \$0 | |
| 45 | Other | \$0 | | \$0 | | \$0 | |
| SUBTOTAL OPERATIONS AND MAINTENANCE OF FACILITIES | | \$303,417 | | \$256,050 | | \$90,000 | |

| | | | | | | | |
|--|---------------------------------------|-----------------|--|-----------------|--|------------|--|
| Administrative/Operations Support | | | | | | | |
| 46 | Equipment Lease/Maintenance | \$0 | | \$0 | | \$0 | |
| 47 | Equipment Purchase | \$0 | | \$0 | | \$0 | |
| 48 | Supplies and Materials | \$2,500 | | \$2,500 | | \$0 | |
| 49 | Printing and Copying | \$2,500 | | \$2,500 | | \$0 | |
| 50 | Postage and Shipping | \$1,500 | | \$1,500 | | \$0 | |
| 51 | Enrollment / Recruitment | \$5,000 | | \$5,000 | | \$0 | |
| 52 | Staffing (recruitment and assessment) | \$0 | | \$0 | | \$0 | |
| 53 | Technology Plan | \$0 | | \$0 | | \$0 | |
| 54 | Other | \$5,000 | | \$5,000 | | \$0 | |
| SUBTOTAL ADMINISTRATIVE/ OPERATIONS SUPPORT | | \$16,500 | | \$16,500 | | \$0 | |

| | | | | | | | |
|------------------------------------|-------------------------------|------------------|--|------------------|--|------------------|--|
| Management Company | | | | | | | |
| 55 | Fees | \$0 | | \$0 | | \$0 | |
| 56 | Salaries/Other Employee Costs | \$0 | | \$0 | | \$0 | |
| 57 | Curriculum | \$0 | | \$0 | | \$0 | |
| 58 | Accounting and Payroll | \$25,000 | | \$45,000 | | \$0 | |
| 59 | Other | \$12,000 | | \$12,000 | | \$17,000 | |
| SUBTOTAL MANAGEMENT COMPANY | | \$37,000 | | \$57,000 | | \$16,000 | |
| OTHER EXPENDITURES | | \$634,170 | | \$951,403 | | \$474,818 | |

| | | | | | | | |
|----------------------------------|-------------------|------------------|-----------------|------------------|------------------|--------------------|--------------------|
| 60 | # Students | 0 | 250 | 250 | 350 | 450 | 550 |
| REVENUE LESS EXPENDITURES | | \$515,830 | \$14,426 | \$647,296 | \$858,728 | \$1,095,642 | \$1,291,810 |



BRYAN ALLEN STEVENSON
SCHOOL OF EXCELLENCE

Attachment 2
Parent and Caregiver Advisory
Meeting Minutes



BRYAN ALLEN STEVENSON SCHOOL OF EXCELLENCE

Parent & Caregiver Advisory Agenda

February 23, 2023

6:30 PM – 7:30 PM

| | |
|--------------------|--|
| 6:30 – 6:45 | Welcome and General Updates <ul style="list-style-type: none">○ We have access to our building (see picture below)○ We will launch our new website in a few weeks○ We are on track to use IB in the fall○ We will be hiring soon, be on the look out for the job descriptions○ Student Voice Planning Workshop 3/30, 6:30 PM, be on the lookout for more information○ Grant Opportunities<ul style="list-style-type: none">▪ Charter School Growth Fund – Semi-finalists▪ Rodel – will request parent members if received▪ New Ventures Fund – applying in the next two weeks |
| 6:45 – 7:00 | Student Recruitment: Updates & Call to Action <ul style="list-style-type: none">• Fill out this survey to let us know how you want to help: https://forms.gle/wmidZMx8LsiDGnHT9• Please share these with your networks:<ul style="list-style-type: none">▪ DelmarvaLife: https://youtu.be/5M9iosuaMXq▪ Delaware Online: https://www.delawareonline.com/story/sponsor-story/bryan-allen-stevenson-school-of-excellence/2023/01/30/new-sussex-charter-enrolling-students-for-2023-2024-school-year/69844802007/• Swag & Yard Sign Pick-Up<ul style="list-style-type: none">▪ Pick-Up: 21133 Sterling Ave, Suite 12, Georgetown, DE 19947, from 9 AM – 1 PM, M-TH. Text (302)443-8343 to make sure we are in the office.▪ Drop-Off: Text or Email if you would like us to drop off your sign and shirt. |
| 7:00 – 7:10 | Uniforms <ul style="list-style-type: none">• The consensus is that the BASSE community is pro-uniform. Several suggestions for allowing frequent dress-down and theme dress days. Another suggestion for M-Th uniforms and flexible uniform Fridays. I will present this to the board and invite parents to the meeting when the final vote takes place (Most likely in March or April). |

| | |
|---------------------------|--|
| <p>7:10 – 7:15</p> | <p>Clubs & Sports Interest Survey</p> <ul style="list-style-type: none"> • Fill out this survey for step 1 in deciding what activities we'll offer this year: https://forms.gle/2pNh975UvG5ibNwz8 |
| <p>7:15 – 7:20</p> | <p>In Case You Missed It: Family & Parent Resources</p> <p>Sign-Up for these newsletters to learn about more resources in our community:</p> <ul style="list-style-type: none"> • https://www.sussexcoalition.org/ • https://picofdel.org/ |
| <p>7:20 – 7:30</p> | <p>Questions, Comments, Concerns</p> <ul style="list-style-type: none"> • Proposed Weely Schedule • Draft SY 2023 – 2024 Calendar (Final Draft expected in April) |





BRYAN ALLEN STEVENSON
SCHOOL OF EXCELLENCE

Attachment 3
Draft Year Delay Press Release



BRYAN ALLEN STEVENSON SCHOOL OF EXCELLENCE

BRYAN ALLEN STEVENSON SCHOOL OF EXCELLENCE SETS ITS SIGHTS ON FALL 2024

THE SUSSEX COUNTY CHARTER SCHOOL LOOKS TOWARD FUTURE OFFERINGS

GEORGETOWN, DE (MARCH 31, 2023) – The Georgetown-based free, public charter school, the Bryan Allen Stevenson School of Excellence (BASSE), has decided to delay its opening for a year and pivot to a fall 2024 opening.

“Over 120 families want their children to become BASSE students this fall,” said BASSE Founding School Leader, Chantalle Ashford. “Though we hate to defer our dream of providing a new school option to the students in Sussex county, we are looking forward to opening in Fall 2024.”

The enrolled families have expressed excitement about joining the BASSE school community and that a school like BASSE is needed in Sussex County. According to their data, an average of 12 new families have applied to enroll at BASSE every week since March 1st. “New people are finding out about us every day,” Ms. Ashford added, citing that many parents had only recently begun looking for other options while others had only recently realized that BASSE was a third public charter school option joining Sussex Academy and Sussex Montessori. Unfortunately, not enough parents have heard about the new school to meet the school’s first enrollment deadline.

Delaware’s charter school law states that all charter schools need to have 80% of their enrollment by April 1st to be allowed to open their doors by the Delaware Department of Education. BASSE was almost to its goal needing only 76 students to hit the April 1 goal of 200 students. “We’re rolling right along and getting the word out. People were incredibly supportive and enthusiastic. But it takes time, and we just ran out of it,” said BASSE Vice Board Chair and Founding Board Member, Betsy Renzo.

“This is a hard decision,” continued Ms. Ashford. “Our parents, caregivers, and students that have applied to attend our school were looking forward to a Fall 2023 opening, but we had to stay within compliance with our charter.”

BASSE aims to provide students with proximate learning experiences engaging students in both the classroom and the community. Pairing these experiences with a personalized and rigorous academic curriculum, BASSE will cultivate students’ commitment to stay engaged and dedicated to Sussex County while equipping them with the leadership skills required to make important contributions to their community.

The board and school leadership team will continue to serve its mission, even though the school is delaying opening, by engaging students in summer and after-school programming over the next year. “Proximity is at the core of what we do,” BASSE Founder and Board Chair Dr. Teresa Berry noted. “We are excited to continue to work with our community partners to provide programs and services to the families of Sussex County as we move towards our 2024 opening.”

Halfway to their total enrollment number for the fall of 2024, BASSE will continue to create opportunities for families to engage with them, including their two-week Summer Leadership Lab this July. “We’re still in business,” said Dr. Berry.

Learn more and stay informed about updates at basseinc.org.

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BASSE is a 501c(3) public charity. BASSE wants to honor the history of the Sussex County community by building rigorous academic pathways to greatness for students. It provides unique learning experiences where high-performing educators create an environment for students to explore self, community, and the world. BASSE is named in honor of Bryan Stevenson, a prolific social justice activist and lawyer from Milton, Delaware. Mr. Stevenson is the founder and executive director of the Equal Justice Initiative in Montgomery, Alabama.

“Proximity is a pathway through which we learn the kind of things we need to know to make healthier communities.” – Bryan Allen Stevenson

DRAFT



BRYAN ALLEN STEVENSON
SCHOOL OF EXCELLENCE

Attachment 4

BASSE March 27th Meeting Minutes

BASSE Board Meeting Minutes Monday March 27, 2023

Present: Karl Armand, Teresa Berry, EdD, Katherine Cauley, PhD, Jeff Fried, Karen Higgins, Joseph Kim, MD, Betsy Renzo, Denise Snyder, Chantalle Ashford, Crystal Timmons-Bryan

Betsy Renzo called the meeting to order, and Katherine Cauley confirmed a quorum of the Board of Directors was present.

Betsy updated Board regarding most recent recruiting efforts including an article in Bay to Bay News, advertisements on WBOC during prime time, events including Kate the Chemist show at Sussex Academy Elementary School, flyers to parents, Board members calling parents, and Wake Up, Good Morning show.

However, there were only 111 kids registered, shy of the required number to open Fall 2023.

Chantalle reported having met with DOE on Wednesday to clarify some things, and Board discussion followed.

In response to question about impact of delay on fiscal viability...Fiscally, we are in good shape as the budget submitted with the application included this year, and a full planning year plus the first five years of operation. Most of the money spent this year was from the CSP grant, which still has a balance and there will likely be another CSP grant available next year. We have the WSP grant which includes \$30K a year over five years, we have spent very little of the Longwood Foundation grant and have their permission to hold the money until needed. We can rent the building, likely to partners like Boys and Girls Clubs as there is no full public gym available in Georgetown which will generate some additional income. We recently received a \$100K grant for programming which will continue regardless of when we open related to summer and after school programming for kids. Our accounting firm is working on a specific budget picture given a delay in opening, so we should have details soon.

In response to question about opening with 111 kids...we could technically open with 80% which is 190, but not lower. Chantalle reviewed the laws related to school openings some of which were made prior to changes in the timing of activating state funding streams. And while these may be changed in the future they are in place currently, requiring the 190 census by April 1.

Further discussion of the building use confirmed planned construction can continue while utilizing other parts of the building for summer and after school programming as well as leasing space to partner organizations associated with recruiting and providing access to a full gym for children, for example.

Chantalle and Crystal reviewed recent and proposed communications with funders regarding a delay in opening to report large funders on board, and a press release will be sent out first thing Friday morning following the letter being sent to DOE on Thursday requesting a delay in opening.

Overall concern expressed for the children who will not be able to attend BASSE this year and for the parents who had been expecting to send children to BASSE. Assurances from Chantalle that ongoing parent and student engagement will keep families close, and we may apply for modification to original application to try and include 8th grade in the fall 2024 opening in order to accommodate all kids currently registered with BASSE.

Overall disappointment in the delay, but agreement that alternative of formal review is not viable. Recalling we have weathered a delay in the past and will be stronger when we begin enrollment in November of 2023, anticipating a waiting list by February of 2024. This is not a setback, it's an opportunity to succeed.

Motion to delay opening until Fall 2024 made by Karen Higgin, seconded by Dr. Kim, no further discussion, vote unanimously in favor of delay until Fall, 2024.

Respectfully submitted, Katherine Cauley 3/31/23

DRAFT