



## DEPARTMENT OF EDUCATION

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Mark A. Holodick, Ed.D.  
Secretary of Education  
(302) 735-4000  
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December 21, 2023

Angela Harvey-Bowen  
President, Board of Directors  
Great Oaks Charter School  
1200 N French Street  
Wilmington, DE 19801

Dear Ms. Harvey-Bowen:

I am pleased to inform you that on December 14, 2023, the Department of Education with the assent of the State Board of Education, approved the charter renewal application for Great Oaks Charter School with the following conditions:

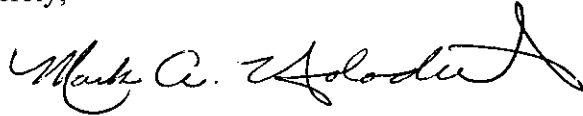
1. For the remainder of Fiscal Year (FY) 2024, Great Oaks leadership (head of school, building principal, and a representative of the board) will engage in bi-weekly, on-site meetings with members of the Department of Education (DOE) on the first and third Tuesday of each month at 1:00p. These meetings will be utilized for the following:
  - Review progress made towards meeting each condition.
  - Offer support in any area identified by the school or DOE.
  - Review the following:
    - Teacher certification,
    - Recruitment and enrollment and
    - Budget.
2. For the remainder of the FY24, on or before the last Tuesday of each month, Great Oaks will submit a financial report to the Charter School Office containing the following:
  - Projected cash balance at June 30, 2024.
  - Anticipated summer payroll projections (updated monthly to reflect staffing changes).
  - Account code level expenditure report that compares year-to-date actuals to the budget.
  - Written explanation for any budget variances and/or adjustments to the budget.
3. For the remainder of FY24, the school must maintain an available cash balance in First State Financials to cover summer salary obligations.
4. On the 2023-2024 Financial Performance Framework improve to a rating of “approaching standard” on the Days Cash and Cash Flow measures.

5. On April 1, 2024, Great Oaks will have an enrollment of 119 students (80% of authorized enrollment).
6. On September 30, 2024, Great Oaks will have an enrollment of 148 students.
7. Great Oaks will meet all mandatory deadlines required/requested by DOE.
8. By February 1, 2024, Great Oaks will develop and implement a succession plan. The plan must include the following:
  - An organizational chart that identifies key positions and outlines responsibilities of each position.
  - A professional development plan that builds capacity within the current on-site leadership team.
  - A plan for ongoing support of the on-site leadership team.
  - Emergency succession protocols for unexpected vacancies or emergencies.
9. Great Oaks will submit detailed policies and procedures for multi-tiered systems of support (MTSS) no later than February 1, 2024. This document must include:
  - A plan for tiered interventions.
  - The current number of students in each tier.
  - A description of team-based decision-making procedures.
  - A description of data collection processes and procedures.
10. By February 1, 2024, Great Oaks will submit a detailed plan for parent engagement and communication for children with disabilities. This will include a plan for parent councils and a plan for chronically absent students.
11. By February 1, 2024, Great Oaks will submit a special education professional development plan that includes a scope and sequence.
12. By February 1, 2024, Great Oaks will submit a detailed plan of the internal processes for monitoring compliance of special education timelines, individualized education plans (IEPs), and evaluation summary reports (ESRs). This plan will include:
  - Roles and responsibilities
  - Frequency of internal monitoring
  - Processes for verifying compliance
  - Specific action steps to be taken in the event of non-compliance.
13. Great Oaks will schedule and attend monthly meetings with the Exceptional Children Resources liaison. These meetings will include the special education director and school psychologist. The compliance monitoring plan will be reviewed at these meetings. This condition will be considered met upon successful exit from the compliance monitoring as approved by the Exceptional Children's workgroup.
14. By December 15, 2023, the foster care liaison will review the online training module and submit confirmation.
15. By February 1, 2024, Great Oaks will meet standard in ALL curricular areas as determined by the Curriculum, Instruction and Professional Development workgroup.
16. Until December 2024, Great Oaks will report monthly to DOE on the progress for each unlicensed and/or uncertified staff member to obtain certification and corresponding status update.

Once these conditions are met, the school's renewed charter will be in effect from July 1, 2024 to June 30, 2029. Please note that your next charter renewal application is due September 30, 2028.

Should you have any questions and/or concerns, please contact Leroy Travers at (302) 735-4020 or [Leroy.Travers@doe.k12.de.us](mailto:Leroy.Travers@doe.k12.de.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Mark A. Holodick". The signature is fluid and cursive, with a large, stylized initial "M" and "H".

Mark A. Holodick, Ed.D.  
Secretary of Education

cc: Dr. Laretha Odumosu, Head of School, Great Oaks Charter School  
Kim D. Klein, Associate Secretary, Operations Support  
Leroy Travers, Director, Charter School Office