DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Staff Proposal
☐ Charter Application Approval (Full)
☐ Charter Application Approval (Conditional)
☐ Charter Application Denial
☐ Charter Continuance
☐ Proposed Revocation
☐ Revocation
☐ Lift Board Action
☐ Board Action, Charter Warning
☐ Board Action, Notice of Concern
☐ Board Action, Notice of Deficiency
☐ Board Action, Notice of Probation
☐ Proposed Revisions to PCSB Existing Policy--Vote
☒ New PCSB Policy—Open for Public Comment
☐ New PCSB Policy—Vote
☐ Other

School Request
☐ Enrollment Ceiling Increase
☐ Change in LEA Status
☐ Lift Board Action
☐ Approve Accountability Plan
☐ Operate in a New Location
☐ Charter Amendment
☐ Approve E-Rate Plan

PREPARED BY: Mustafa Nusraty, Project Administrator

SUBJECT: Update Existing Policies to make Consistent and Relevant

DATE: July 1, 2012
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BOARD ACTION
Staff recommends that the Board vote to open the following policy changes for public comment.

BACKGROUND
Over the past three years, the PCSB Board has approved major changes to the PCSB evaluation and data collection systems. As per the School Reform Act, PCSB monitors the performance of public charter schools by conducting high-stakes five-year reviews, fifteen-year renewal reviews, and annual site visits. However, PCSB is transitioning from a system of accountability that relied on School Accountability Plans and Performance Development Reviews (PDRs) to a system of quantitative reviews, currently captured in a Performance Management Framework (PMF) and the school's Annual Report, and qualitative reviews, captured in a myriad of proposed rubrics for site visits, including the CLASS for Early Childhood, a self-created intensive special education review, and yet-to-be created school "walk-through" rubric. Therefore, PCSB staff recommends that references in existing policies to Accountability Plans, PDRs, and Performance Management Framework (PMF) and replace with "high stakes accountability reviews".

These changes to our oversight processes have resulted in PCSB adding, upgrading, and removing data systems and we anticipate continuing to make changes in data collection systems, as technologies improve and PCSB's data needs change. Therefore, staff requests that the Board approve removing language referencing outdated procedures and data systems, specifically removing any reference to the data systems: OLAMS, MODMS, AOIS, and ProActive and replace with "data collection tools".

Policy

In each of the following Board-approved policies, the following language will be removed and replaced with the proposed language.

Policy Name and Page Number in Policy and Procedures Manual	Current Language In Policy and Procedures Manual	Proposed New Language
Data Collection Page 29	The vehicle through which attendance is collected is ProActive, a web based software system which allows the PCSB to extract data directly from a school's student information system if it is Schools Interoperability Framework (SIF) compatible. ProActive has replaced OLAMS, as OLAMS is no longer in use. Schools also may enter data directly into ProActive or complete a template for file upload. It is imperative that schools adhere to the PCSB guidelines for attendance submission as this is the vehicle through which the PCSB submits data to the Office of the State Superintendent of Education (OSSE) for the Statewide Longitudinal Education Data (SLED) system, Special Education Data System (SEDS), Blackman Jones and attendance reporting. This data is used for local and federal reporting so that schools can effectively meet their obligations to PCSB and the OSSE and address student needs as follows: Unique Student Identifier assignment, Enrollment Audit, Management of IEPs, Transportation of Students with Disabilities, Special Education Hearing Officer Decisions (HODs) and Settlement Agreements (SAs), and Direct Certification to receive free meals. As such, regular data entry is very important. If your school does not enter its data into ProActive as described above, your school and students will either not receive the services described above or there will be significant delays in getting the services.	*Replace Current Language with the Data Submission Policy, adopted by the Board on April 2, 2012.*

Policy Name and Page Number in Policy and Procedures Manual	Current Language In Policy and Procedures Manual	Proposed New Language
AOIS Page 26	**PROCEDURE** Charter schools are required to submit various documents electronically to the D.C. Public Charter School Board in order to conduct annual performance reviews and monitor and track compliance. As part of a broader initiative to automate various functions, the PCSB uses a content management technology product named Authorizer Online Information System (AOIS). AOIS is the current software used to manage electronic document submission via a web browser to the PCSB. Each charter school has an AOIS account that is unique to the charter school. (For multi-campus charter schools, an AOIS account is assigned to each campus.) The PCSB provides on-going training and tech support, especially at the beginning of each school year, to ensure schools understand how to use it. At least two staff members should be trained by the PCSB with the use of AOIS (e.g., registrar, Compliance Office) to be responsible for document submission. If the responsible staff member at your charter school changes, please notify the PCSB so that the account can be deleted, and a new account and training can be provided to the appropriate new person. Once your school has submitted a document through AOIS, the PCSB Performance Officer or designee will review the document and provide feedback within 1 -2 weeks of submission, if necessary. **Document Types.** Types of documents that are required for	New Policy Name: **Document Submission** **PROCEDURE** Charter schools are required to submit various documents electronically to the D.C. Public Charter School Board through its data collection tools. The PCSB provides on-going training and technical support, especially at the beginning of each school year, to ensure schools understand how to use its systems. At least two staff members from each school who are responsible for document submissions should be trained in all data systems. If the responsible staff member at the charter school changes, the school must notify the PCSB so that the account can be deleted and a new account and training can be provided to the new responsible person. PCSB staff will be in communication with schools regarding document submission errors. **Document Types.** Types of documents that are required for charter school submission include, but are not limited to charter school Annual Report, quarterly Discipline Reports, audit and financial reports. **Non-Compliance.** Failure by charter schools to submit required documents will be documented as

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	charter school submission to AOIS include, but are not limited to Charter School Annual Report, quarterly Discipline Reports, audit and financial reports. **Non-Compliance.** Failure by charter schools to submit required documents through AOIS will be documented as failure to comply with reporting requirements. As such, charter schools will face board action for non-compliance, which may lead up to, and/or include revocation. If your Performance Officer or designee fails to review your submissions within 1 – 2 weeks, please contact Monique Miller, Assistant Manager, School Performance Team, at 202-328-3865 or mmiller@dcpubliccharter.com. For more details regarding AOIS, refer to the DATA COLLECTION SYSTEMS User Handbook (See *Attachment 14*), or contact your charter school's PCSB Performance Officer. For technical support please contact the PCSB's Network Administrator.	failure to comply with reporting requirements. As such, charter schools will face board action for non-compliance, which may lead up to and/or include revocation.
ProActive Page 28	**PROCEDURE** Schools must submit their student attendance and demographic data using either: 1. an automated pull, via an SIF Agent, 2. file upload, via a template created internally by the D.C. Public Charter School Board, or	*Replace Policy with the Data Submission Policy, adopted by the on Board in April 2, 2012.*

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3. manual entry	Once a school has entered its demographic data, it will go through ProActive's automated validation process. Clean, or error free, demographic data will appear in ProActive the same day. Demographic data that contains errors or conflicts will generate error reports and will not appear in ProActive or be sent to the Office of the State Superintendent of Education (OSSE) for the services described above. *Please note - if you submit your data via file upload you will be informed of any errors real-time and will be responsible for making the corrections immediately. If data is submitted via SIF and captured in the conflict staging area, the PCSB will provide the campus with an error report identifying the issues within 2 business days. It is the school's responsibility to correct all errors or conflicts within 2-3 business days thereafter.	

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Monitoring Pages 17-21	**Program Development Review** Program Development Reviews (PDR) will be conducted for schools between October and March of each year. The review will provide the PCSB with qualitative data about the implementation and quality of a school's curriculum, instruction, assessment, school climate and governance and management models. If you have questions about whether or not your school is scheduled for a PDR, please consult your Performance Officer. **Compliance Review** The PCSB is responsible for monitoring each school's compliance with state and federal regulations, The D.C. School Reform Act of 1995, federal accountability standards, and their charter agreement. Public charter schools are required to submit compliance documents through the PCSB's technology platform, the Authorizers Oversight Information System (AOIS) in October of each year. In the event that documents are late, missing, or inadequate, the school will be notified and will be required to engage in discussions with staff to resolve the outstanding issue(s). Should existing issues remain following staff intervention, the school may become a candidate for Board Action. Compliance reviews are conducted October through November. For more information on the Compliance Review process, please see the section on Compliance Review Guidance for School Leaders. (See *Attachment 5*) **Program Status Reports**	**On-site Reviews** **On-site reviews will be conducted for schools each year.** The review will provide the PCSB with qualitative data about the implementation and quality of a school's curriculum, instruction, assessment, school climate, governance, and management. **Compliance Review** The PCSB is responsible for monitoring each school's compliance with state and federal regulations, The D.C. School Reform Act of 1995, federal accountability standards, and their charter agreement. Public charter schools are required to submit compliance documents **in such manner as prescribed by PCSB,** by October of each year. **Failure by charter schools to submit required documents will be documented as failure to comply with reporting requirements. As such, charter schools will face board action for non-compliance, which may lead up to and/or include revocation. Compliance reviews are conducted throughout the year.**

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	This includes a number of documents or reports that provide basic information about the operation, program, and student body of the school, including attendance and discipline reports through the ProActive and compliance and governance document submission through AOIS. These compliance and governance documents usually will consist of copies of documents already produced by the school for its own use, such as inventories of furnishings and equipment, and accreditation documents. For a listing of all reports and related due dates, please refer to the AOIS Calendar. **Notification of Changes in Circumstances** Schools will be required to report through AOIS any changes or pending changes in the educational program, key personnel, governance, management, or financial condition of the school that are likely to compromise its ability to meet the terms of the charter or that represent a significant departure from the terms of the charter.	**Program Status Reports** This includes a number of documents or reports that provide basic information about the operation, program, and student body of the school, including attendance and discipline reports, and compliance and governance document submissions. These compliance and governance documents usually will consist of copies of documents already produced by the school for its own use, such as inventories of furnishings and equipment, and accreditation documents. **Notification of Changes in Circumstances** Schools will be required to report **through PCSB data collection tools** any changes or pending changes in the educational program, key personnel, governance, management, or financial condition of the school that are likely to compromise its ability to meet the terms of the charter or that represent a significant departure from the terms of the charter.
Attendance and Truancy Page 10	Attendance must be tracked daily and uploaded weekly into ProActive. Truancy rates (determined by the percentage of compulsory school-age students within a school campus with 15 or more	Attendance must be tracked daily and uploaded weekly to PCSB. Truancy rates that are consistent with the State and Federal guidelines are calculated by the PCSB

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	unexcused absences) are calculated by the PCSB quarterly with the attendance pull from ProActive.	quarterly based on attendance information submitted by schools.
Discipline Plan Page 94	Beginning school year 2011, discipline reports will be submitted by schools to the PCSB through the ProActive Data Management System	**Discipline reports will be submitted by schools using a data collection tool.**
Technology Plans Page 31	Proposed technology plans with a summary are to be submitted via AOIS at least three (3) weeks prior to the PCSB's monthly Board meeting for preliminary review and approval.	Proposed technology plans with a summary are to be submitted at least three weeks prior to the PCSB's monthly Board meeting for preliminary review and approval.
Charter Amendment Page 106	…a copy of the Amendment Request uploaded to AOIS, …	…a copy of the Amendment Request, …