



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application

Part I: General Information

All applicants must complete this section

SUBMITTED BY:

Jack McCarthy, Chair

AppleTree Early Learning Public Charter School (AELPCS)

SUBJECT: Charter Amendment Request for: (Mark all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Enrollment Ceiling Increase | <input type="checkbox"/> Name Change – Campus or Facility |
| <input type="checkbox"/> Program Replication of Grades Served | <input type="checkbox"/> Campus Reconfiguration |
| <input type="checkbox"/> Grade Level Expansion (Single Grade) | <input type="checkbox"/> LEA Status for Special Education |
| <input type="checkbox"/> Grade Level Expansion (Grade Band) | <input type="checkbox"/> Special Education Enrollment Preference |
| <input checked="" type="checkbox"/> Additional Facility or New Location | <input type="checkbox"/> Governance Structure |
| <input type="checkbox"/> Goals and Achievement Expectations | (Bylaws, Articles of Incorporation or Management) |
| <input type="checkbox"/> Mission or Education Philosophy | <input type="checkbox"/> Graduation Requirements |
| <input type="checkbox"/> Curriculum, Standards or Assessments | <input type="checkbox"/> Competency-Based Learning Application |

SUBMISSION DATE: 3/9/2018

SCHOOL BACKGROUND

Please address the following questions in their entirety. This information provides helpful background to the DC PCSB Board as it reviews these requests.

Overview of School Performance

1. Provide the following information about your Local Education Agency (LEA) by campus:

- Campus name(s) and location(s): **Parklands, 2011 Savannah St., SE**
- Year opened: **School Year 2011-2012**
- Grade levels served (Currently and at maturation of charter agreement, if applicable): **PK3 and PK4**
- Date that charter will be eligible for possible renewal: **June 8, 2020**

2. Please select the performance indicators below that describe the school's current performance*: (Mark all that apply)

- ☒ Currently rated Tier 1, or met at least 2/3 of targets on the most recent PK-only PMF or Alternative Accountability Framework.
- ☒ School is not currently under corrective action.
- ☒ Has historically met enrollment projections w/in 80% of target.
- ☒ School has been in operation for 3+ years.
- ☒ School is currently accredited. **June 30, 2022**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **Enter text.**

Disclaimer: While processing this application, DC PCSB staff may contact you later to request additional information for the Board's consideration. By submitting this application, you agree to cooperate with DC PCSB staff to ensure your application is processed in a timely manner. For questions, please contact DC PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

PROPOSAL

AppleTree submits to the DC Public Charter School Board this application to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on_____, 20_____ (leave blank if this has not been determined).

1. Please provide details on the selected amendment(s) above and describe the requested change(s), including the school's rationale for the proposed changes. Describe any planning that is already underway to prepare for the proposed amendment.

AppleTree has built a new four-classroom school at THEARC (1801 Mississippi Ave. SE). AppleTree proposes to move the location of the Parklands school (which is also four classrooms) to THEARC beginning with School Year 2018-2019.

2. How will the proposed amendment(s) support or enhance the school's mission?

The new school is superior to Parklands current space: attractive, spacious, and designed for early education.

3. While considering this amendment request, DC PCSB staff may review the school's history of board actions, DC PCSB audits, community complaints, enrollment trends, and any relevant data used by DC PCSB to monitor equity in schools. Please describe any DC PCSB audits, notices of concern or other board actions issued against your school in the past 3 years. What was the outcome? Please explain what steps, if any, you've taken to address the concerns that prompted a DC PCSB audit, board action, or community complaint.

None

4. DC PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. If applicable, describe how the proposed amendment will impact the school's finances. Explain any anticipated expenses for the proposed changes and how the school will finance them. *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Name Changes and Graduation Requirements. If not applicable, write N/A.]*

Note: If applicable, in addition to your narrative please attach a proposed [5-year Operating Budget](#).

The new location should not significantly change the school's finances. Occupancy costs will be funded through the per capita facilities allotment.

5. How has the school informed its external stakeholders (e.g. local ANC commissioners, neighbors) and internal stakeholders (e.g. staff, parents) of the proposed amendment(s)? Please attach any written communication (e.g., meeting minutes). Describe any notable support for or opposition to the proposed amendment(s). If concerns have been brought to your attention, how do you plan to address them? *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Graduation Requirements and Competency-Based Learning Credits. If not applicable, write N/A.]*

The members of ANC 8B (which covers both the current location as well as the proposed location at THEARC) have been notified of the change (see email, attached) and AppleTree staff will attend the next ANC 8B meeting scheduled for March 20, 2018. Families of children currently at the school have also been notified of the impending move and a number of them have already toured the new location. In addition, the new location is listed at MySchools. We do not anticipate any opposition or objections. Indeed, 100% of those currently enrolled at the Parklands pre-school have re-enrolled for pre-kindergarten at the new location.

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

Yes, the board approved via a unanimous consent resolution (attached)



Tom Keane <tom.keane@appletreeinstitute.org>

Move of AppleTree's Parklands campus to THEARC

1 message

Tom Keane <tom.keane@appletreeinstitute.org>

Thu, Mar 1, 2018 at 3:05 PM

To: 8B01@anc.dc.gov, 8B02@anc.dc.gov, 8B03@anc.dc.gov, 8B04@anc.dc.gov, 8B05@anc.dc.gov, 8B06@anc.dc.gov, 8B07@anc.dc.gov

Cc: Khendall Beale <KHENDALL.BEALE@appletreeinstitute.org>, Anne Zummo Malone <amalone@appletreeinstitute.org>, Jack McCarthy <jack.mccarthy@appletreeinstitute.org>

Dear members of ANC 8B--

AppleTree Early Learning Public Charter School presently operates a 4-classroom school, called Parklands, at 2011 Savannah Street SE. The school serves three- and four-year old children. As you may know, AppleTree recently moved its home offices to THEARC West on Mississippi Ave. AppleTree's space at THEARC also includes a four-classroom school. Beginning with the next school year (2018-2019), AppleTree proposes to move the Parklands campus from Savannah Street to THEARC.

The new location is only a short distance away from Savannah Street and we do not anticipate that the move will inconvenience families. Indeed, parents and guardians of our existing Preschool students have had an opportunity to tour the new location at THEARC and are uniformly enthused about the new space -- so much so, that 100% of them have re-enrolled for Prekindergarten.

Please let me know if you have any questions or concerns about this move. We would be delighted to show you around the new space at your convenience. In addition, Khendall Beale from AppleTree will plan to be at the next meeting of ANC 8B to address any questions you may have.

Sincerely,

Tom Keane

*General Counsel and Strategic Initiatives***AppleTree Institute**

1801 Mississippi Ave SE

Washington, DC 20020

[202-813-3570](tel:202-813-3570) (direct dial)[617-388-8600](tel:617-388-8600) (mobile)

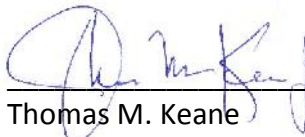
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**Consent Resolution Relating to
Moving the Parklands Campus to THEARC**

Resolved, that the board of directors of AppleTree Early Learning Public Charter School hereby approves moving the Parklands campus, effective School Year 2018-2019, from its current location at 2011 Savannah St., SE to THEARC, 1801 Mississippi Ave., SE.

I hereby certify that the above resolution was approved and adopted by unanimous consent of the Board of Directors of AppleTree Early Learning Public Charter School on February 26, 2018.



Thomas M. Keane
Clerk

Section C1. **New Campus Location or Additional Facility**

***ONLY complete this section if applying to amend a Facility or New Location.**

Any school that is planning to operate a new campus in an existing (or new) location or relocate an existing campus, whether temporarily or permanently, and even if it is taking over an existing campus of another public charter school, must notify DC PCSB of the change and amend its charter agreement to include the new address.

DC PCSB will generally approve a campus addition or relocation amendment, if the school has made documented and meaningful effort to engage the community, including the Advisory Neighborhood Commission (ANC), and has made an effort to address their concerns, if any. The school must show proof that it has taken into consideration the current families attending the school and their transportation needs, at least for the first year of operation in the new location.

1. Please check the reason below that best describes your proposed change.

- ☒ Entire campus or school is relocating from current location to a new location.
- ☐ A single campus is both staying in its current location AND expanding into a second location (e.g. some grades in one facility and some in a second facility to allow more space, or until a permanent larger facility is found).
- ☐ School is creating a new campus being housed in a new facility (Note: Please complete [Section A2: Program Replication](#))

2. List all the facilities and addresses the school currently operates, along with the new facility(ies) the LEA plans to operate if approved. Include the campus(es) located in each facility, highlighting any changes from what is currently written in the school's charter agreement.

The current locations are as follows:

- **Columbia Heights, 2750 14th St NW**
- **Douglas Knoll, 2017 Savannah Terrace SE**
- **Lincoln Park, 138 12th St NE**
- **Oklahoma Avenue, 330 21st St NE**
- ***Parklands, 2011 Savannah St SE***
- **Southwest, 801 7th St SW**

Appletree proposes to move the Parklands campus (*italics, above*) to THEARC West, 1801 Mississippi Ave., SE.

3. Is the proposed new facility a property that you plan to purchase or lease? How many square feet is this space? Which grade level(s) will be at this location? If you have already purchased or leased the property, provide specific dates of when the property was acquired.

AppleTree is leasing the third floor of THEARC West. The entire floor is 26,412 sf. Approximately half is being used as AppleTree's home offices. The school – serving PreK3 and PreK4 -- will occupy the remainder. The lease (with a 30-year term) was executed January 8, 2016 and AppleTree took occupancy in December 2017.

4. If the school is planning to move a current campus into a new location, please answer the following:

- a. How will the change in location impact students who currently attend this campus, and how will you ensure that students will re-enroll?

The new location is very close to the current location. Families have been notified of the new location and many have toured it. 100% of all preschoolers have re-enrolled for SY2018-2019.

- b. Given that students are expected to move; how will you support families that need transportation?

We do not anticipate that transportation needs will change. The new location is in the same neighborhood as the current location.

5. Describe the neighborhood of the proposed location (e.g. residential, commercial, metro-accessibility). What value will you bring to this community? In your response, list traditional and public charter schools in close proximity to the new location, identifying schools that serve the same grade span as you will serve at full capacity at this location. Describe how the academic performance, demographics, and mission of your school compare to these schools.

The Town Hall Education Arts Recreation Campus (THEARC) is a community organization located east of the Anacostia River in Washington, DC's Ward 8. THEARC was built and is operated by Building Bridges Across the River (BBAR) a nonprofit 501-c-3 organization. Funding for building THEARC came entirely from charitable contributions by the Federal and District government, corporations, foundations and individuals. THEARC is a key part of a revitalization of the area known as East of the (Anacostia) River in Washington, DC.

THEARC is a home away from home for the many underserved children and adults of East of the River, enabling them to participate in dance classes, music instruction, fine arts, academics, continuing education, mentoring, tutoring, recreation, medical and dental care, and other services at a substantially reduced cost or no cost at all. AELPCS is a key component of THEARC's mission, providing early education service to children of need in Ward 8 and throughout the District.

The proposed new space at THEARC is superior to Parklands' current space. It is in a Class A building, with excellent light, spacious classrooms and a bright, engaging feel. In addition, the new campus located at the same premises as the Children's National Medical Center's new clinic at THEARC which will deepen our partnership and provide significant opportunities to improve child well-being.

6. Describe how you have engaged your school's community in the decision to relocate, expand, or divide into this new location. Submit documentation of your communications with your staff and families regarding this new location. Please explain any potential concerns raised by the school's internal community, including

students, teachers, etc.

AELPCS has informed all families at Parklands of the new location at THEARC. Families have been uniformly enthusiastic and 100% of those now enrolled in preschool at Parkland's current location have re-enrolled for pre-kindergarten at THEARC. No one has raised any concerns.

7. Describe all community outreach that has been done in the local community of the new school location. Submit documentation of communications with nearby principals, neighbors, ANC representatives, Councilmembers, and others, notifying them of your plans.

The members of ANC 8B (which covers both the current location as well as the proposed location at THEARC) have been notified of the change (see email, attached) and AppleTree staff will attend the next ANC 8B meeting scheduled for March 20, 2018.

8. Will there be newly-created slots for additional students? If so, discuss student recruitment efforts in the new school community.

The new location has the same number of classroom (four) as the old, so there will be no new slots.

9. What is the occupancy maximum at the new location? If the maximum occupancy load for staff and students is less than the total number of staff and students who will occupy the facility at any point in the future, please explain how you will address this issue.

The occupancy maximum is 158. This is far greater than the total number of staff and students who will occupy the facility (which would max out at 88 children plus another 20-25 staff)

10. In addition to providing a [5-year Operating Budget](#), please answer the following questions regarding the financial impact of the proposed new location:

- a. How much does the proposed new facility cost, and how many students will be served at the new site?

The cost of the new facility will be equal to the per pupil facilities allotment. The new facility has four classrooms and we anticipate serving 20-22 students per classroom (for a total of 80-88).

- b. What is the school's per-pupil cost, and how does this compare with its per-pupil allowance?

The per-pupil cost will equal to per-pupil facilities allowance.

- c. If you plan to operate multiple facilities, in addition to the proposed new location, what is the LEA's total facilities cost (e.g. lease, plus mortgage)? How does this expense compare with your per-pupil allowance?



AELPCS's other facilities will not be affected by the proposed move.

- d. What additional sources of funding do you plan to use to pay for this new facility.

AppleTree does not anticipate requiring any additional sources of funding.

- e. If applicable, what contingencies do you have in place in case the new location enrolls fewer students than anticipated?

At this point, enrollment demand well exceeds the number of slots available.

Enrollment Matrix – K-12 Charter Schools

	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22	Academic Year 2022-23	Continue adding columns until SY of max enrollment
Grade Levels	Projected	Projected	Projected	Projected	Projected	Projected	Projected
PK-3	43	43	43	43	43	43	
PK-4	42	42	42	42	42	42	
Kindergarten							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Total	85	85	85	85	85	85	
Grade 6							
Grade 7							
Grade 8							
Total							
Grade 9							
Grade 10							
Grade 11							
Grade 12							
Total							
LEA Total	628	628	628	628	628	628	
# Campuses*	6	6	6	6	6	6	

*If requesting an amendment for more than one campus, please complete a separate enrollment matrix for each campus.

**If school is not currently at Maximum Enrollment, please add columns to include all projected school years until maximum enrollment is expected to be reached.

[Click here for downloadable Word version.](#)

Five-Year Estimated Budget Worksheet

AELPCS-PARKLANDS (at THEARC)	Year 1 SY18-19	Year 2 SY19-20	Year 3 SY20-21	Year 4 SY21-22	Year 5 SY22-23
REVENUES					
Per Pupil Charter Payments	1,631,480	1,654,606	1,678,098	1,702,043	1,726,328
Federal Entitlements	95,271	97,770	100,344	102,995	105,725
Income from Grants and Donations	34,621	34,621	34,621	34,622	26,221
Activity Fees	49,104	50,577	52,094	53,657	53,916
Other Income	0	0	0	0	0
TOTAL REVENUES	\$1,810,476	\$1,837,574	\$1,865,157	\$1,893,317	\$1,912,190
EXPENSES					
Personnel Salaries and Benefits	873,149	899,343	926,324	954,113	982,737
Direct Student Costs	119,049	122,620	126,299	130,088	133,990
Occupancy	271,405	271,405	271,405	271,405	271,405
Office Expenses	133,130	136,909	140,796	144,795	148,803
General Expenses	152,305	159,419	166,823	174,527	182,544
TOTAL EXPENSES	\$1,549,038	\$1,589,697	\$1,631,647	\$1,674,928	\$1,719,479