



CHARTER AGREEMENT AMENDMENT APPLICATION

DC PUBLIC CHARTER SCHOOL BOARD

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DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application Guidelines

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DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application

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Charter and/or Charter Agreement Amendment Application Checklist

Please complete the steps before submitting a charter or charter agreement amendment application.

The entire process can take up to six months from submission of this application to board vote, including up to three months to allow for ANC notification¹ (requires 45 days advanced notice of a public hearing), 30 days of public comment, a PCSB-sponsored public hearing, a public vote at a regularly scheduled public meeting, and the execution of a written charter amendment.

- ☐ Contact Laterica (Teri) Quinn at lquinn@dcpcsb.org to set up a meeting between your school's Executive Director and Board Chair with PCSB leadership to discuss your proposed charter agreement amendment. While most amendments can be handled through filling out the appropriate template, some, such as expansions into new grade levels (early childhood, elementary, middle, high or adult) or multiple amendments at once, may require a more detailed charter agreement amendment application.
 - ☐ Obtain approval from your board to pursue the charter agreement amendment through a documented board vote, and attach a copy of the board meeting minutes to this application.
 - ☐ When appropriate, gather community input and approval from your staff and families. Attach copies of any written communications, dates of meetings, and other evidence of community engagement.
 - ☐ Actively engage the support of the potentially affected Advisory Neighborhood Commission (ANC), DC council member, and other community members about the proposed charter agreement amendment and attach copies of any written communications, date of meetings, and other evidence of community engagement.
 - ☐ Complete the following parts of the charter agreement amendment application:
 - ☐ Part I: General Information (**all applicants**); and
 - ☐ Part II: Applicable Section(s) A-K*
- *A school may apply for multiple types of amendments in a single application by completing each applicable template.
- ☐ Attach completed supporting documents (e.g., enrollment matrix, budget spreadsheet, etc.)

¹ ANC notification is only required where action will impact the neighborhood. So there are some amendments (e.g. amendments to bylaws and Articles of Incorporation) that do not require ANC notification and could require less time.

Charter and/or Charter Agreement Amendment Application Guidelines

Rationale

Pursuant § 38-1802.04(c)(10)² of the School Reform Act (SRA) and charter school charter agreements, a charter school must submit a petition for revision to amend its charter, and PCSB must hold a public hearing and vote on such proposed amendments. In addition, several other provisions of D.C. law – the Open Meetings Act, D.C. Law 18-350, codified at D.C. Code §§ 2-571 et seq.; the Expedited Advisory Neighborhood Commissions Notification Amendment Act, D.C. Law 18-111, codified at D.C. Code § 1-309.10; and the SRA, D.C. Code § 38-1802.14 - require the PCSB Board to hold a public hearing and vote on other proposed amendments, as listed below.

Directions

A school may amend its charter or charter agreement by completing the appropriate questions in this charter agreement amendment application template. All amendments, except for revisions to the articles of incorporation or bylaws, require a public hearing and all amendments are subject to the DC Public Charter School Board's (PCSB) approval. Please note that some amendments must be submitted before a specific deadline to be implemented for the following school year, and the timeline must align with any deadlines specified in your school's charter agreement. (Please check the PCSB [website](#) for due dates and changes to the Guidelines.) Before beginning the process, set up a meeting with PCSB leadership by contacting Laterica (Teri) Quinn at lquinn@dcpsb.org.

Typical Submission Process*

***Depending on the urgency and content matter of the amendment request, this process may be subject to a shorter (or longer) timeline.**

- I. Based on the type of charter amendment(s) that the School would like PCSB to consider, applicants must complete [Part I](#) and the appropriate section(s) and submit to lquinn@dcpsb.org within the timeframe, if applicable.
- II. Prior to submitting to PCSB for approval, the School must provide written or electronic notification of the proposed charter or charter agreement amendment to the appropriate Advisory Neighborhood Commission(s) (ANC).
- III. PCSB will hold a public hearing during its monthly board meeting within 45 days of submission of a charter or charter agreement amendment application, and will publicize the date to the appropriate ANC(s). The school's board chair and school leader are expected to attend the public hearing.
- IV. PCSB will vote on the proposed charter or charter agreement amendment within 45 days of the public hearing, typically at a regularly scheduled PCSB board meeting. The school's board chair is encouraged to be present to execute the new agreement. If the board chair cannot be present, the [charter agreement amendment](#) should be signed prior to the board meeting and submitted to PCSB.

Areas of the Charter Agreement that may require revisions when submitting an amendment

Changes to any of charter agreement sections listed below require the School to submit a charter agreement amendment and seek the Board's approval to execute a charter agreement amendment. Please complete all sections that apply to your particular needs for a charter amendment.

- | | |
|------------|--|
| Section A. | Mission or Education Philosophy |
| Section B. | Curriculum, Standards, or Assessments |
| Section C. | Goals and Academic Achievement Expectations |
| Section D. | Expand Grade Levels to be Served |
| Section E. | Governance Structure (Including hiring/dismissal of management companies, changes to bylaws, etc.) |
| Section F. | Enrollment Ceiling (Please review the criteria for this type of amendment before applying.) |
| Section G. | LEA Status for Special Education |
| Section H. | Campus Reconfiguration |
| Section I. | Replication/Operation of additional campus(es)* (with no changes to grade configurations) |
| Section J. | New Location or Additional Facility |
| Section K. | New Campus that is Not a Replication |

² D.C. Code § 38-1802.04(c)(10) provides: “*Charter revision.*—A public charter school seeking to revise its charter shall prepare a petition for approval of the revision and file the petition with the eligible chartering authority that granted the charter. The provisions of §38-1802.03 shall apply to such a petition in the same manner as such provisions apply to a petition to establish a public charter school.”

Charter and/or Charter Agreement Amendment Application

Part I: General Information

All applicants must complete this section

SUBMITTED BY: **LeRoy Eakin III – DC Preparatory Public Charter School**

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

- | | |
|---|--|
| <input type="checkbox"/> Mission or Education Philosophy | <input type="checkbox"/> Replication/Operation of additional campus(es)*
*(w/ no changes to grade configurations) |
| <input type="checkbox"/> Goals and Academic Achievement Expectations | <input type="checkbox"/> LEA Status for Special Education |
| <input type="checkbox"/> Grade Levels to be Served | <input type="checkbox"/> Voluntary Closure of a Campus or Grade Level(s) |
| <input type="checkbox"/> Governance Structure
(e.g., hiring/dismissal of management companies or
changes in bylaws) | <input type="checkbox"/> Campus location (Part D1) |
| <input checked="" type="checkbox"/> Enrollment Ceiling | <input type="checkbox"/> Curriculum, standards, or assessment |

SUBMISSION DATE: 9/25/2015

SCHOOL BACKGROUND

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

Overview of School Performance

- Provide the following information about your Local Education Agency (LEA) by campus:
 - Campus name(s) and location(s): **DC Preparatory Academy Public Charter School – Edgewood Elementary Campus (EEC), Edgewood Middle Campus (EMC), Benning Elementary Campus (BEC), Benning Middle Campus (BMC), and Anacostia Elementary Campus (AEC)**
 - Year opened: **2003**
 - Grade levels served (Currently and at maturation of charter agreement, if applicable): **EEC: PK3 – 3rd, EMC: 4th – 8th, BEC: PK3 – 3rd, BMC: 4th – 6th (growing up to 8th grade), AEC: PK3 – PK4 (growing up to 3rd grade)**
 - Date that charter will be eligible for possible renewal: **2017-2018**
- 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 Accountability Plan, EC, or Adult PMF.
 - ☒ 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. **Currently a candidate with AdvanceED**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **See appendix for details on academic performance**

PROPOSAL

DC Preparatory Academy Public Charter School ("DC Prep") 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).

- Please describe the requested change (provide detail on the selection above). Please describe any planning that is already underway to prepare for the proposed change(s).

DC Prep submits to the DC Public Charter School Board a request to increase its current enrollment ceiling from 1,580 students in SY15-16 to 1,783 in SY16-17. That increase represents a ceiling increase of 203 students to account for planned growth in our existing schools. In preparation for this change, we have already drafted budgeting, staffing, and student recruitment and enrollment plans that reflect the proposed new enrollment ceiling.

- How will the amendment(s) selected above support or enhance the school's mission?

We believe that there is a critical need for more high-quality, college-preparatory programs for Washington students, particularly in Wards 7 and 8. Based on our track record of success – DC Prep has been the city's highest-performing

For questions, please contact PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

network of public charter schools on the DC CAS for its final three years of administration – we believe that we can help to address this important need, and accomplish our mission of bridging the educational divide in Washington, DC, by providing more students with a DC Prep education.

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

The board approved the proposed amendment at our September 30th meeting.

4. 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). Please describe any notable support for or opposition to the proposed amendment(s).

Internal stakeholders such as staff, students, and parents are well aware of our plans to serve an increasing number of students. When Benning Middle opened in Fall 2013 with three homerooms of 4th grade students, it was well-known to all that we would “grow up” a grade each year through 8th grade. This growth plan has been followed over the past two years with the addition of the 5th and 6th grade at Benning Middle, and will continue next year with the addition of 7th grade. Similarly, Anacostia Elementary opened in SY15-16 with PreK(3) and PreK(4), will be adding Kindergarten in SY16-17, and will continue to “grow up” a grade each year through 3rd grade. Anacostia Middle is planned as the companion middle school paired with Anacostia Elementary. No significant new concerns have been raised by these stakeholders. Similarly, we have always been transparent with external stakeholders about our plans to “grow up” at each campus. Additionally, we reached out to all affected ANCs to inform them of our requested change in our enrollment ceiling.

Part II: Specific Revision Requests

Section F. Charter Agreement Amendment – Enrollment Ceiling Increase

***ONLY complete this section if applying to amend Enrollment Ceiling Increase:**

A school should apply for an enrollment ceiling increase if it plans to offer more spaces in the next fiscal year and wishes to be paid for the additional students. A school does not need to apply for a change in enrollment ceiling if it is offering the same total number of spaces but not in the exact grade levels it determined through its Schedule I. If applying for an enrollment ceiling increase, please be sure the school meets the criteria listed in the [Enrollment Ceiling Increase Policy](#). Failure to meet the criteria may result in denial of your charter agreement amendment request.

1. Explain the school's rationale for proposing to increase its student enrollment.

Our requested enrollment ceiling increase is intended to accommodate the planned growth of our two campuses that are not yet fully grown and a small number of additional students in PreK(4) through 6th grade at all campuses. When Benning Middle opened in Fall 2013 with three homerooms of 4th grade students, it was well-known to all that we would "grow up" a grade each year through 8th grade. Similarly, Anacostia Elementary opened in SY15-16 with PreK(3) and PreK(4) with the stated intention that it would continue to "grow up" a grade each year through 3rd grade. Our increased enrollment ceiling accommodates the addition of a 7th grade at Benning Middle and a Kindergarten at Anacostia Elementary for SY16-17.

2. PCSB will review the school's enrollment trends over the past 3-5 years. What patterns are we likely to find? Is there any context you can provide to explain your current enrollment patterns?

- We will look at the school's enrollment ceiling(s), certificate of occupancy, waitlist/vacant seats, and re-enrollment rates by grade and subgroup.
- We will review lost instructional time due to out-of-school suspensions, expulsions, and mid-year withdrawals. We will also look at re-enrollment trends for students with infractions.

Over the last five school years, DC Prep has had a re-enrollment rate of at least 80% (data not yet available for the most recent school year, but we expect it to also be above 80%). We have consistently met our enrollment targets and there continues to be a strong demand for seats at DC Prep. Last year we had over 1,200 students on our waitlist and we currently have over 1,300 students on waitlists to attend DC Prep.

We have spent considerable organizational energy towards decreasing our out-of-school suspension rate for this school year. Our goal is to maintain a very safe and orderly learning environment while simultaneously reducing the out-of-school suspension rates, thereby maximizing instructional time. Changes we have made for this year include: 1) Adjustments to our policy on which actions trigger out-of-school suspension. For instance, a threat of violence has changed from an out-of-school suspension to an in-class suspension; and 2) We will hold a mandatory parent meeting after repeated in-class suspensions, in lieu of the out-of-school suspension that happened in previous years.

So far we are seeing a positive impact from these changes. While only a few weeks into the school year, our current suspension rate is approximately half of what it was at this same time last year.

3. PCSB will review the school's academic history by looking at the following: 1) All PMF and Accountability Plan results for the past three years, 2) The school's most recent charter review and any Qualitative Site Review (QSR) reports, and 3) Progress towards meeting goals as documented in your annual reports. What patterns are we likely to find? Is there any context you can provide to explain your academic history? Please include any additional information PCSB should review when considering your school's academic history.

Please see appendix for details on DC Prep's academic history.

4. PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. How will the proposed amendment impact the school's finances? What are the anticipated expenses, and how will the school finance its growth plan?

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

For questions, please contact PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

DC Prep has consistently received strong financial reviews with no findings noted on PCSB's Financial Audit Reviews (FAR) scorecard. With the expansion of DC Prep's Anacostia Elementary Campus and Benning Middle Campus, we will continue to apply the same budgeting principles that we have used for existing campuses. DC Prep's FY17 proposed budget has not been finalized, but staffing, student, occupancy, and business expenses will be aligned with enrollment projections. With commitments from NewSchools Venture Fund, the U.S. Department of Education Charter Schools Program, and a number of foundations and private donors, we are confident that we will have sufficient financial resources to fund our school operations.

5. Will the proposed enrollment ceiling increase cause the school to exceed the maximum occupancy load detailed in the school's certificate of occupancy? If so, when and how will the school address this?

The proposed enrollment increase will cause DC Prep's schools to exceed the maximum occupancy loads detailed in the schools' certificate of occupancy. However, DC Prep will work with its architect and zoning counsel to prepare applications to DC's Department of Consumer Regulatory Affairs (DCRA) to request an amendment of the schools' certificates of occupancy to increase the occupant load above the increased enrollment ceiling. We expect to be able to secure revised certificates of occupancy (for the impacted schools) in the next 60 – 90 days.

1. Please include a completed enrollment matrix* with your charter amendment application. Click [here](#) for enrollment matrix template.

**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.*

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Enrollment Matrix – All Campuses

See appendix.

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