

Charter Amendment Application Checklist

Prior to submitting a charter amendment application to PCSB, please be sure you have done the following:

- ☒ The school has already obtained approval from its board to pursue the amendment(s) requested in this application.

- ☒ The school has notified the local ANC in the appropriate ward(s) about the proposed charter amendment(s).

- ☒ The following parts of the charter amendment application have been completed in their entirety:
 - ☒ Part I: General Information (**all applicants**)
 - ☒ Section A-K (complete all sections that apply)*

- ☐ A copy of the [charter agreement amendment](#) template has been reviewed and revised (if applicable) and attached to the amendment application.

- ☒ **If applicable**, all attachments (i.e., enrollment matrix, budget, etc.) have been attached to the application prior to submission.

*A school may apply for multiple amendments in a single application.

For questions, please contact DC Public Charter School Board ("PCSB") at (202) 328-2660.

Charter Amendment Application

Part I: General Information

All applicants must complete this section

SUBMITTED BY: [Click here to enter Name of Board Chair – School Name](#)

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

- | | |
|---|--|
| <input type="checkbox"/> <i>Changes to the:</i> 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) | <input type="checkbox"/> Campus location (Part D1) |
| <input checked="" type="checkbox"/> Enrollment Ceiling | <input type="checkbox"/> Curriculum, standards, or assessments (Part D2) |
| <input type="checkbox"/> Articles of Incorporation or Bylaws | |

DATE: **3/31/2015**

PROPOSAL

DC Preparatory Academy Public Charter School (“DC Prep”) submits to the DC Public Charter School Board (“PCSB”) this petition to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on July 1, 2015.

1. What specifically is the school requesting to change? 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 1,562 to 1,580 for the 2015-16 school year. In preparation for this change, we have already drafted budgeting, staffing, and student recruitment and enrollment plans that reflect the proposed new enrollment ceiling.
2. 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 network of public charter schools on the DC CAS for three consecutive years – 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. Has the school’s board approved the proposed amendment(s)? If so, on what date? If not, please explain.
The DC Prep Board approved this enrollment ceiling increase request at its March 24, 2015 meeting.
4. Has the school informed its internal stakeholders (e.g., staff, students and parents) of the proposed amendment(s)? If so, how were they notified? Please describe any concerns raised by stakeholders.
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 was followed this year with the addition of the 5th grade at Benning Middle, and will continue next year with the addition of 6th grade. Similarly, Anacostia Elementary will open in SY15-16 with PreK(3) and PreK(4), adding Kindergarten in SY16-17, and continuing to “grow up” a grade each year through 3rd grade. No significant new concerns have been raised by these stakeholders.

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

For questions, please contact DC Public Charter School Board (“PCSB”) at (202) 328-2660.

Charter Amendment Application

1. Provide the following information about your school:
 - a) Number of years in operation: DC Prep is in its 12th year of operation. Our first campus, Edgewood Middle Campus opened in Fall 2003. Edgewood Elementary opened in Fall 2007, followed by Benning Elementary in Fall 2008 and Benning Middle in Fall 2013. Our fifth campus, Anacostia Elementary Campus, will open in Fall 2015.
 - b) Grade levels served: As an LEA, we serve PreK(3) through 8th grade. Edgewood Elementary and Benning Elementary both serve PreK(3) through 3rd grade. Edgewood Middle serves 4th-8th. Benning Middle currently serves 4th and 5th, but will add 6th grade in SY15-16 and ultimately serve 4th-8th at scale. Anacostia Elementary will open this fall with PreK(3) and PreK(4). Then school will then “grow up” one grade level per year until ultimately serving PreK(3) through 3rd grade.
 - c) Expiration date of the school’s charter agreement: 2017-18
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 Accountability Plan, EC or Adult PMF.
 - ☒ School is not currently under corrective action
 - ☒ School has been in operation for 3+ years
 - ☒ Has historically met enrollment projections w/in 80% of target.
 - ☐ School is properly accredited.
 - ☒ School has been in operation 3+ years.

Section E. Charter Amendment – Enrollment Ceiling Increase

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

**** Before completing this application, please be sure the school meets the following [criteria](#). ****

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

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

2. Summarize the school's enrollment history for the previous five years, including

- What is the school's current enrollment? 1320 students for SY14-15
- What is the school's current enrollment ceiling? 1350 students for SY14-15
- What are the school's reenrollment rates for the past five school years? Please see appendix
- How many students are currently on the on the school's waiting list? 1,288 students for SY14-15
- How many students were on the school's waiting list last year? 1,146 students for SY13-14

3. Summarize the school's academic performance history, including PMF scores and/or accountability plan results for the past three years.

Please see appendix for DC Prep's Academic Performance history

4. How will the proposed enrollment increase impact the school's operations and finances? Provide a proposed budget and budget narrative on a separate sheet.

DC Prep has consistently received strong reviews from the PCSB, including no findings noted on PCSB's FY13 Charter Audit Resource Management (CHARM) scorecard. With the expansion of DC Prep's Benning Middle Campus and the opening of the new Anacostia Elementary Campus, we will continue to apply the same budgeting principles that we've used for existing campuses. DC Prep's FY16 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. Please see appendix for five-year budget

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 not cause DC Prep's schools to exceed the maximum occupancy loads detailed in the schools' certificate of occupancy. Once the proposed location for our new Anacostia Elementary Campus has been finalized, DC Prep will apply for a new certificate of occupancy that will accommodate the proposed enrollment for the new school location.

- Has the school informed external stakeholders (e.g., the ANC) of the proposed amendment? If so, please provide the date. Please describe any concerns raised by external stakeholders.
Local ANCs were notified of our latest enrollment ceiling increase request via email on March 30. We have not yet received any concerns specific to this request.

- Please complete the following enrollment matrix*.

**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.*

Enrollment Matrix – All Campuses

	Academic Year 2014-15		Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	<i>Continue until year of max enrollment</i>
	Current	Projected	Projected	Projected	Projected	Projected	
LEA Total							
Projected % - SPED							
Projected % - ELL							
# Campuses*							