



CHARTER AGREEMENT AMENDMENT APPLICATION:

NEW LOCATION

DC PUBLIC CHARTER SCHOOL BOARD

3333 14th Street, NW

Washington, DC 20010

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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

DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

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 DC PCSB-sponsored public hearing, a public vote at a regularly scheduled public meeting, and the execution of a written charter amendment.

- x Contact Laterica (Teri) Quinn at lquinn@dcpcsb.org to set up a meeting between your school's Executive Director and Board Chair with DC 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.
- x 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.
- x 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.
- x 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.
- x 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.

- x 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.



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

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 DC 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 DC 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 (DC 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 DC PCSB [website](#) for due dates and changes to the Guidelines.) Before beginning the process, set up a meeting with DC PCSB leadership by contacting Laterica (Teri) Quinn at lquinn@dcpcsb.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 DC PCSB to consider, applicants must complete [Part I](#) and the appropriate section(s) and submit to lquinn@dcpcsb.org within the timeframe, if applicable.
- II. Prior to submitting to DC 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. DC 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. DC PCSB will vote on the proposed charter or charter agreement amendment within 45 days of the public hearing, typically at a regularly scheduled DC 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 DC 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."



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: Evelyn Lee, Board Chair, District of Columbia International 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 checked="" type="checkbox"/> Campus location (Part D1) |
| <input type="checkbox"/> Enrollment Ceiling | <input type="checkbox"/> Curriculum, standards, or assessment |

SUBMISSION DATE: August 1, 2016

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

- Provide the following information about your Local Education Agency (LEA) by campus:
 - Campus name(s) and location(s): District of Columbia International School, 3220 16th Street NW, Washington, DC
 - Year opened: **2014-15**
 - Grade levels served (Currently and at maturation of charter agreement, if applicable): **Currently 6-9 growing through 12th Grade.**
 - Date that charter will be eligible for possible renewal: **2029**
- 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. **Received IB Authorization, Pursuing Middle States**

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

PROPOSAL

District of Columbia International School 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).

DCI, as written in the original member school Amendment Plans to move to Building 11, Delano Hall on the Walter Reed Campus as its permanent location. We plan to move for school year 2017-18. We have an experienced project team, the building, our architectural planning is complete and we have secured our financing package. We are just waiting for the Army to hand off from the city to begin construction.
- How will the amendment(s) selected above support or enhance the school's mission?

It will provide us a world class location to support our mission and our planned 1450 students 6-12th grades
- When did your school's board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

They approved it by an online vote 7/29/16.

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).

DCI has been working with the ANC since Yu Ying was originally awarded the location for it's highschool DCI at Yu Ying in 2011. See attached early letters of support and recent minutes from meetings this year where we presented at ANC4as and ANC4b.

In addition we brought the whole project team (Architect, Builders, Project Manager and Development Advisor), the Deputy Mayor of Education, Deputy Mayor of Planning & Economic Development, Heinz Urban Atlantic (the Walter Reed Master Developer) to present to the DCI Families this last year in October and then in the Spring for Community and Member Schools to hear about the progress of the project. The DME and DMPED staff also provided reassurances to all groups that we would open in 2017-8 on the campus.

Part II: Specific Revision Requests

Section J. Charter Agreement Amendment – New Location or Additional Facility

***ONLY complete this section if applying to amend Campus 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. What is the reason for this change in location: [check the reason below that best describes your plan]

☒ 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 temporary space until a permanent facility is found.).

☐ School is replicating an existing campus. (Note: Please complete Section H: Replication)

☐ School is creating a new campus being housed in a new facility (Note: Please complete Section D: Campus Reconfiguration)

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

We will no longer be at our locations on 16th and Park and All Souls Church on 16th and Harvard.

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?

We will lease the space via a long-term lease first from the Master Developer Heinz Urban Atlantic that will then be transferred to the City. We are currently finalizing the lease. The total space is 170,000 square feet. This is inclusive of 30,600 square feet that will subleased to LAMB for an additional elementary location. The remaining space will be DCI a 35,000 square foot STEAM (Science and Art) and Gym addition and the remaining space (100,000) is renovations to Delano Hall Building 11.

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

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

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

We have communicated to our families that Delano is our permanent location since before we opened. And in fact we are one year delayed in our move. All are aware that we are moving. Throughout the process we have discussed transportation options with them. Most of our students take public transportation and we expect that will be the same at the new site.

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

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

you will serve at full capacity at this location. Describe how the academic performance, demographics, and mission of your school compare to these schools.

Walter Reed is situated within the Rock Creek East Planning Area, a largely residential area that includes neighborhoods such as Shepherd Park, 16th Street Heights, Brightwood, Petworth and Takoma. The non-cluster location of Walter Reed, next to Clusters 16 and 17, is known for its park-like setting, and its housing stock holds strong appeal for families (www.neighborhoodinfodc.org, 2008).

According to the District of Columbia Comprehensive Plan, approximately 12% of the city's population lives in Rock Creek East (OP, 2006). Of the 66,000 residents, more than 20% are under the age of 18. That is more than 13,000 school-aged children in the area that includes Walter Reed. This, in addition to the racial and ethnic diversity of Rock Creek East, makes a compelling case for locating a groundbreaking, international public charter school like DCI at Walter Reed. DCI will be positioned to serve existing area residents as well as new residents attracted by the advantages of the location.

By providing a world class school to DC, DCI is contributing to keeping residents in the city for middle and high school. Traditionally many residents have left the city for Maryland and Virginia because DC's 6-12th grade options are limited or quality options are oversubscribed. Approximately 2500 diverse students and their families make up the DCI and member school community. Rather than providing a drain on nearby schools it is providing a new path for members school families to stay in the city. And providing a world class school to new students that will join DCI through the lottery.

DCI's primary goal is to integrate itself into the fabric of the neighborhood, not only as an educational resource but also as a broader community asset. By choosing to join the network of International Baccalaureate Schools, DCI has obligated the school to become a thriving community of learners actively engaged in the greater Washington, DC community.

Already DCI students are engaged in a myriad of community activities: Students in the DCI ACE after school program volunteer for a myriad of DC organizations including: Mary's Center, So Others Might Eat, St Colletta's, the DC Humane society, Anacostia Watershed Society, member schools and so many more. Through their IB 8th Grade Community Projects they have contributed to a variety of other programs both community and environmentally oriented. Through the creation of a world-class school at Walter Reed, DCI will demonstrate that we are sensitive to the community's desired usage for the school and are eager to create a true community asset that provides access to education and training for the neighborhood at large. DCI presented to ANC 4A and received initial support and we have continued to build support over the years throughout the BRAC disposition process to ensure that DCI would be welcomed by the community and be able to serve the community as a whole.

Section J continued on next page ↓

Section J. Charter Agreement Amendment – New Location Continued

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. (Not applicable if replicating an existing campus.)

As mentioned before, we have always communicated to our families and staff that our permanent location is Delano Hall on the Walter Reed Campus. It is on our website, in our literature, on our original Charter Amendments submitted by the member schools.

Attached is a recent presentation given to our staff and families about the new building by our Architects to get their feedback and support for our relocation to Delano Hall.

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. What concerns, if any, have been brought to your attention and how do you plan to address them?

As mentioned before we have been presenting and meeting at the ANC since 2011 when the building was first awarded. Minutes from recent meetings and the original letters of support are attached.

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

The buildings capacity is 1450. All spots will be filled by the MySchools lottery. Member school students and staff receive preference. After that spots are filled through unpreferenced lottery spots.

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 total occupancy is 1450 students and that is the planned capacity of the school.

10. How will the proposed change impact the school's operations and finances? What are the anticipated expenses, and how will the school finance these expenses?

We have planned for this since inception of the school and the writing of the original applications and it is in the budget. Attached is the budget. Our financing package of \$56.7M to do the renovation and addition is in place, it includes:

- \$41m senior loan from Bank of America
- \$10m subordinate debt from LISC and TRF
- The remaining amount includes subordinate debt and credit enhancements from OSSE and Building Hope, a hopeful QZAB, equity from DCI, and grants through OSSE SOAR funding.

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

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Enrollment Matrix – All Campuses

	Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20	<i>Continue until year of max enrollment</i>
Grade Levels	Current	Projected	Projected	Projected	Projected	Projected
PK-3						
PK-4						
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Total						
Grade 6	193	140	235	277	290	255
Grade 7	118	170	178	223	278	240
Grade 8	91	110	174	169	208	230
Total						
Grade 9		90	113	148	144	196
Grade 10			76	107	122	186
Grade 11				72	94	175
Grade 12				774	62	168
Total						
LEA Total	402	500	775	996	1197	1450
Projected 20% - SPED	80	100	155	199	239	290
Projected 15% - ELL	60	75	116	149	180	217
# Campuses* Locations	2	2	1	1	1	1

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Attachments:

1. Original Letters of Support from ANC4A
2. Minutes from 2016 meetings in ANC4A and 4B where DCI presented
3. Presentation to DCI Families, Member School Families and Staff about the Building
4. Agenda from November 18th DCI and March 7th Community Meetings about DCI at Delano Hall
5. 5 Year Operating Budget
6. Documentation of Board Vote