



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: Kate Brannon, Treasurer, LAYC Career Academy

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: **June 30, 2017**

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:
 - a) Campus name(s) and location(s): **LAYC Career Academy, Columbia Heights DC**
 - b) Year opened: **2012**
 - c) Grade levels served (Currently and at maturation of charter agreement, if applicable): **Ungraded/Alternative/Adult Education**
 - d) Date that charter will be eligible for possible renewal: **2027**
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. **In process of accreditation**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **N/A**



PROPOSAL

LAYC Career Academy 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.

Due to uncertainty during LAYCCA's charter revocation proceedings this spring, the school lost its lease and needs to move.

Once we knew we needed to move, the school set up a facilities committee and found four potential spaces. We decided it was important to stay in our current neighborhood so the list was narrowed to two properties that are within three blocks of our current location.

We have set up the following timeline for our move:

- o Last day of school August 4 (The last day was originally August 11th.)
- o Staff will pack on August 7th and 8th
- o Movers come on the 9th. Staff will help.
- o Staff will unpack on the 10th and 11th
- o Conduct interviews/ testing for prospective students week of August 14th and 21st
- o Staff back on August 28th for more move in/spruce up/ internal seminar/ PD/ and some interviews and testing
- o Labor day = holiday. Monday September 4th
- o Staff back on September 5th for one day before students start
- o First day of school for students is Wednesday September 6th

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

The proposed amendment will allow the school to continue to serve its students in a quality facility.

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.

DC PCSB voted to commence charter revocation proceedings in March 2017. On May 9, 2017, the PCSB Board voted to continue the school's charter with conditions. LAYC Career Academy is committed to meeting and exceeding the new goals and conditions set in its charter to address the concerns raised through the charter revocation proceedings.

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](#).

LAYC Career Academy is financially healthy and has a history of strong fiscal management. The school is confident that it will be able to cover the rent and operating expenses in its new location. LAYCCA has a strong balance sheet and has savings set aside to cover costs like movers and set up of phone, computer and security systems.

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.]*

LAYCCA's new facility was previously a school and it is in the same neighborhood in which LAYCCA has operated since its inception. We have informed our ANC Commissioner and do not expect opposition from the community.

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

Our board has been continually updated about the school's search for space and the recommendations to the board from the student and staff committee. When the committee has its final recommendation, we will schedule a special board meeting to approve the school's new facility.

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.

LAYC Career Academy is moving from 3047 15th Street to [REDACTED] The school will only operate one campus.

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. LAYC is leasing the new facility that will house its entire program.

The space is [20,000] square feet and the lease is starting on August 1, 2017. School will open in the new facility on September 6, 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 facility is a very short walk from our current facility. Students will be able to take the same buses and will use the same metro stop to access the new building.

While evaluating locations, we developed a facilities committee that included a small group of students that represent the different demographics within our student body. These students weighed in

heavily on the facilities options and were supportive of the new facility.

We are launching a communication campaign where we will use social media, calls, texts, email and in person communication to inform students of our move and build buy in. We also plan to have a staff member sitting at the old building during the first few weeks after the move and during the first week of school to ensure that students who may be confused about the address can be personally informed of the move and can be escorted to the new location.

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

Since the new location is so close to our old location, students' transportation options will remain the same.

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 Latin American Youth Center has been a staple in the community of Columbia Heights /Mount Pleasant for over 50 years and the LAYC Career Academy has been part of this community since its inception in 2012. This community is a mix of residential and commercial and it is served by the Green and Yellow lines of the metro. LAYC Career Academy has always served students in all of the city's wards. However, Wards 1 and Wards 4, the wards closest to our campus, have always drawn the highest percentage of the school's students. LAYC Career Academy benefits its local community by providing residents with literacy, numeracy, GED, English Language skills, Medical Assistant, Information Technology and college credit classes. The school also benefits the local business community by providing students that can fill IT and MA jobs.

Schools in our vicinity include:

- YouthBuild (Tier 2)
- Next Step (Tier 2)
- Sustainable Futures (opening Fall of 2017)
- Carlos Rosario (Tier 1)
- Bell High School
- Roosevelt High School
- Cardozo High School

LAYC Career Academy is a Tier 2 school while the other charters that serve a similar population are also Tier 2 with the exception of Carlos Rosario, which is a Tier 1 school. LAYC Career Academy offers services that are complementary to the other schools in the community. Most of these schools (Next Step, Sustainable Futures, Bell, Roosevelt and Cardozo) offer a GED, High School Diploma, or ELL program. LAYC Career Academy accepts the graduates of these schools to participate in LAYC Career Academy's college and career pathway programs. YouthBuild and Carlos Rosario offer career training for their students. However, YouthBuild focuses on construction and Carlos Rosario primarily serves and older student population.

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.

We developed a facilities committee that is comprised of students and staff members. This committee has visited and weighed in on all potential sites. The committee is supportive of both options that the school is currently considering.

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.

We have communicated with our ANC representative to let him know that we will be moving. Once our new address is set, we will communicate more broadly.

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

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.

Each space offers approximately 20,000 square feet, which should offer enough space for our maximum enrollment of 200 students.

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?

Cost

A maximum of 200 students will be served

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

Cost

- 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?

N/A

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

We can use some of our savings to cover expenses associated with the move as needed. The operating expenses will be covered by our per pupil facilities allowance.

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



Charter Amendment Application

****Please be sure to complete Part I**

If we do not make our enrollment projections, we have contingency plans in place to cut back on our electives budget, staff incentives, and we are also prepared to consolidate two administrative positions. We have contingency budgets in place that would allow us to operate with 30 fewer students than we are anticipating.