

**Key Facts New School Leaders Should Know**

| Topic                                  | Notes  | DC PCSB Manager Point of Contact  |
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| Charter Reviews and Renewals           | This <a href="#">QSR and Charter Review PowerPoint</a> provides information on how schools are evaluated for 5 and 10-year charter reviews and 15-year charter renewals.   | Teri Quinn<br><a href="mailto:lquinn@dcpcsb.org">lquinn@dcpcsb.org</a>                |
| Qualitative Site Reviews (QSR)         | DC PCSB conducts site visits for schools in their first year of operation; schools with PMF Tier 3 status; schools in Focus/ Priority status under ESSA; and schools that will undergo a 5 and 10-year charter review or 15-year renewal the following year. This <a href="#">QSR and Charter Review PowerPoint</a> provides more information, including a description of the rubric used, <i>Charlotte Danielson Framework for Teaching</i> . | Teri Quinn<br><a href="mailto:lquinn@dcpcsb.org">lquinn@dcpcsb.org</a>                |
| Charter Amendments                     | See the <a href="#">Charter Amendment application</a> on DC PCSB's website if your school seeks to amend its charter in any way (e.g. mission, location, expansion, governance).   | Teri Quinn<br><a href="mailto:lquinn@dcpcsb.org">lquinn@dcpcsb.org</a>                |
| Performance Management Framework (PMF) | See this <a href="#">ES/MS/HS PMF Overview</a> and <a href="#">AE PMF Overview</a> for information on the PMF, including: PMF indicators, tiers, definitions, points, data collection and validation. Technical resources including the Policy and Technical Guide and calculators can be found on DC PCSB's website, <a href="#">HERE</a> .   | Erin Kupferberg<br><a href="mailto:ekupferberg@dcpcsb.org">ekupferberg@dcpcsb.org</a> |
| Finance                                | See the <a href="#">School Finances</a> page on DC PCSB's website for more information on financial oversight. This includes information on the Financial Audit Review (FAR), in which each year an independent audit is conducted to assess the financial health of DC's public charter schools. View the 2017 FAR <a href="#">HERE</a> .   | Erin Kupferberg<br><a href="mailto:ekupferberg@dcpcsb.org">ekupferberg@dcpcsb.org</a> |
| Compliance                             | See the <a href="#">Annual Compliance Reporting</a> page on DC PCSB's website, which shows all documents school must submit into Epicenter (SY 2018-19 Epicenter calendar found <a href="#">HERE</a> ).  | Rashida Young<br><a href="mailto:ryoung@dcpcsb.org">ryoung@dcpcsb.org</a>             |

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| Data Overview                           | This <a href="#">Data Overview PowerPoint</a> provides information on DC PCSB and OSSE Systems; monthly data validations and outlier emails; annual data validations and public reports; Hub management; and OSSE and DC PCSB data points of contacts.  | Rashida Young<br><a href="mailto:ryoung@dcpcsb.org">ryoung@dcpcsb.org</a>         |
| Procurement                             | See DC PCSB's <a href="#">Procurement Policy</a> for more information on requirements schools must follow related to contracts, including a timeline for submission and caveats for potential conflicts of interest. With the exception of certain types of contracts, all procurement contracts must be bid publicly.  | Rashida Young<br><a href="mailto:ryoung@dcpcsb.org">ryoung@dcpcsb.org</a>         |
| Transcript Audits                       | DC PCSB conducts 9 <sup>th</sup> grade transcript audits to measure for "9 <sup>th</sup> grade on track" on the PMF, and conducts 12 <sup>th</sup> grade transcript audits to ensure students have met requirements to earn a high school diploma. See the <a href="#">Transcript Audit Policy</a> for more information.  | Rashida Young<br><a href="mailto:ryoung@dcpcsb.org">ryoung@dcpcsb.org</a>         |
| Special Populations                     | DC PCSB monitors special student populations including students with disabilities and English Learners (EL). We facilitate Professional Learning Communities for EL Coordinators, as well as one for Special Education Coordinators. For more information on our oversight activities for Special Education, see <a href="#">HERE</a> on DC PCSB's website. For more information on our oversight activities for EL, see <a href="#">HERE</a> . | Rashida Young<br><a href="mailto:ryoung@dcpcsb.org">ryoung@dcpcsb.org</a>         |
| Collaboration with external DC agencies | DC PCSB collaborates with several DC agencies to assist schools with various external needs, including: the Metropolitan Police Department, Department of Health, Department of Behavioral Health, Department of Transportation, DC Fire and Emergency Medical Services, Office of Human Rights (Bullying), and Department of Consumer and Regulatory Affairs (Certificate of Occupancy). Contact Audrey Williams                               | Audrey Williams<br><a href="mailto:awilliams@dcpcsb.org">awilliams@dcpcsb.org</a> |

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|                  | at <a href="mailto:awilliams@dcpcsb.org">awilliams@dcpcsb.org</a> if your school needs assistance liaising with any of these agencies.   |   |
| DC PCSB Policies | See the <a href="#">DC PCSB Policies Summary</a> for brief explanations of all policies. Each policy is shown in their entirety on DC PCSB's website, found <a href="#">HERE</a> (and listed below). | Rashida Young<br><a href="mailto:ryoung@dcpcsb.org">ryoung@dcpcsb.org</a> |

List of DC PCSB Policies (as of 10/31/18):

- Accreditation Policy
- Administrative Fee Policy
- Amendment Allowing Single Campus Closures Policy
- ANC Notification Policy
- Attendance and Truancy Policy
- Board of Trustees Compliance Policy
- Charter Amendments for Revised Goals and Academic Achievement Expectations Policy
- Common Lottery Board: Voting Procedures Policy
- Community Complaint Policy
- Credit Recovery Policy
- Criteria for Determining Schools in Good Standing
- Data Access Security Policy
- Data and Document Submission Policy
- Data Audit Policy
- Definition of School, Campus, and Facility Policy
- Discipline Plans Policy
- Elect the PMF as Charter Goals Policy
- English Learner Monitoring Policy
- Enrollment Ceiling Increase Policy
- Family Educational Rights and Privacy Act (FERPA) Policy 2017
- Fiscal Year 2017 Financial Audit Review Report Technical Guide
- High School Graduation Requirements Approval Process Policy
- Mandatory School Notification Policy
- Open Enrollment Policy
- Parent and Alumni Leadership Council (PALC)
- Policy on Charter Renewal and Review Criteria
- Procurement Contract Submission Policy
- Sibling, Founder, and Staff Preference Policy
- Special Education Audit Policy
- Student Admission Guidelines

- Transcript Audit Policy
- 2018-19 PMF Policy and Technical Guide