



Part I: General Information

All applicants must complete this section

SUBMITTED BY: Carla Bailey, Cedar Tree Academy

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

- Enrollment Ceiling Increase
Program Replication of Grades Served
Grade Level Expansion (Single Grade)
Grade Level Expansion (Grade Band)
Additional Facility or New Location
Goals and Achievement Expectations
Mission or Education Philosophy
Curriculum, Standards or Assessments
Name Change - Campus or Facility
Campus Reconfiguration
LEA Status for Special Education
Special Education Enrollment Preference
Governance Structure (Bylaws, Articles of Incorporation or Management)
Graduation Requirements
Competency-Based Learning Application

SUBMISSION DATE: 3/1/2019

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): Cedar Tree Academy 701 Howard Road SE Washington DC 20020
b) Year opened: In 1999, the school opened as Howard Road Academy. In 2013, it was rebranded as Cedar Tree Academy.
c) Grade levels served (Currently and at maturation of charter agreement, if applicable): PS-K
d) Date that charter will be eligible for possible renewal: In 2020, the school will embark on its 20th year renewal process.
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. The school maintains accreditation through Middle States Association of Colleges and Schools and our accreditation expires December 2023.

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

Disclaimer: While processing this application, DC PCSB staff may contact you later to request additional information for the Board's consideration. By submitting this application, you agree to cooperate with DC PCSB staff to ensure your application is processed in a timely manner. For questions, please contact DC PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

PROPOSAL

Cedar Tree 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 August 2020 (*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.

Cedar Tree Academy would like to expand our academic program, by adding grades 1st through 3rd. Our current early childhood environment provides students and families with a nurturing school community. As a Tier 1 school, we are confident that we can continue to provide a program that fosters our mission.

Parents have expressed interest for Cedar Tree Academy to expand in grades since the inception of our program. In an effort to prepare for the additional grade levels we have created an expansion taskforce which consist of leadership, teachers, parents and board members.

The taskforce has identified classroom space, curriculum, and financial impact for the identified grade levels, as well as plans to retain and recruit staff and students. The addition of an elementary component will expand school opportunities for families and allow them to remain in a Tier 1 elementary school in Ward 8.

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

Cedar Tree Academy's mission is to build a foundation for all students in a safe learning environment designed to enhance social and emotional growth, cognitive and creative development, while preparing students to become active independent learners. The proposed amendment will support our mission by providing families and students with the continuation of a nurturing and rigorous school environment that puts students on high-quality pathways through high school and beyond, empowering students to be leaders and problem solvers. Our commitment to excellence will be known for providing unique educational experiences designed to prepare every student in our diverse school setting for college, careers, and becoming a contributing member in our 21st century society.

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.

Cedar Tree Academy has not received any notices of concern issued from DCPCSB within the last three years. Cedar Tree Academy recently had a visit from DCPCSB for our twenty-year renewal. On the final Qualitative Site Review (QSR) report, Cedar Tree Academy showed improvements from the last visit by DCPCSB. Cedar Tree Academy

continues to meet our enrollment targets each year and does not anticipate any problems meeting our enrollment goals once we add the additional grades.

In the past three years, Cedar Tree Academy has had two complaints involving safety and general well-being of two individual students. Each person making the complaint was offered a meeting with the principal and board. In both instances, parents opted not to meet with the school's leadership and ultimately withdrew their child from the school. As a result of these complaints, the school held staff development sessions on the topic of student safety and made adjustments to our school safety protocol.

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.*

In the last 5 years, Cedar Tree Academy has earned a FAR score of 100%. The proposed amendment will impact Cedar Tree Academy's finances due to additional staff being hired and the purchasing of new curriculum to support the added grade levels of first through third. The programmatic cost of hiring new employees and purchasing curriculum will be offset by the additional revenue generated through increased enrollment.

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.]*

Cedar Tree Academy has received full support for grade level expansion from the Advisory Neighborhood Commissioner (ANC) 8C01.

Cedar Tree Academy has informed staff of potential grade expansion during grade level meetings and professional development. Parents have been informed of the intent to increase grade levels during parent workshops and Parent Teacher Organization (PTO) meetings. In addition, parents will be notified in writing once the amendment is approved by the DC Public Charter School Board. The communication will be in the form of a memorandum, in addition to the school's newsletter.

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

Cedar Tree Academy's board approved the proposed amendment to Cedar Tree Academy's charter on October 11, 2018.