

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.

a. Lee Montessori – Brookland. 3025 4th Street NE, Washington, DC 20017 (current)

b. Lee Montessori – East End. 2501 Martin Luther King, Jr. Avenue, S.E., Washington DC 20020 (new)

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.

One-year lease (7/1/19 to 6/30/20) for approximately 13,350 square feet of space on the ground floor, in which to serve 88 students in grades PK3 and PK4.

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?
Given our lengthy waitlist in Brookland and that we enroll students from across all eight (8) wards, we do not anticipate

this materially impacting recruitment efforts, nor do we anticipate any issues recruiting new students to our East End campus.

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

Not applicable – only students seeking a within-LEA transfer from Brookland to East End are permitted, which would presumably be more convenient for those families.

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 neighborhood is a mix of residential and commercial (largely churches and the Anacostia Metro Station). Given that we anticipate our students will come from across Ward 7 and Ward 8, we believe that we will provide a much-desired school/services while not materially impacting neighborhood schools (schools that predominately come from the immediate vicinity).

Schools in Close Proximity (0.5 miles):

- Excel Academy for Girls (DCPS – collocated, same grade span)
- Thurgood Marshall Academy (high school)
- Savoy Elementary School (same grade span)
- KIPP DC – Douglass Campus (same grade span)
- Cedar Tree Academy (same grade span)

While there are four schools in close proximity, none of them offer similar programming and we anticipate serving a more racially and socioeconomically diverse set of families.

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.

Provided in ECI Application

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.

Since the PCSB approved our ECI request in December, we have engaged in efforts to engage the community in our planning process. This includes:

1. Ward 7 and Ward 8 Council Members and Citywide Members (meetings with CM Trayon White and CM David Grosso, Office of CM Gray).
2. ANC 8C Chair and SMD for 8C06
3. Barry Farm Tenants and Allies Association
4. Ward 8 SBOE Member Marcus Batchelor
5. Ward 8 Education Council

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

Recruitment efforts began in late 2018, with intensive efforts beginning following the approval of our ECI application. These efforts include (but are not exclusive to) meeting with/distributing materials at:

- Community events
- Door-to-door in neighborhoods around the school
- Child development centers
- Metro stops
- Churches

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 maximum occupancy for the space is significantly more than our enrollment for next year. However, given that we have only a one-year lease, we are already working with building owners, real estate brokers, and other groups to ensure that we have a space for SY2020-21 and beyond.

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?

Lease is tied to 100% of the facilities allowance for 88 students, our target enrollment.

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

See above

- 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?

Both of our leases are tied to 100% of our facilities allowance for our enrollment, although the lease for our Brookland campus is tied to our actual enrollment, while the East End lease is tied to our enrollment target.



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

Not applicable

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

We have funding reserves that can adequately cover an enrollment shortfall of up to, and possibly exceeding a 25% shortfall (66 instead of 88). However, at relevant shortfall intervals, we would also make cuts to staffing, services, and supplies that would allow us to maintain services to students without compromising quality or our financial sustainability.