



Part I: General Information

All applicants must complete this section

SUBMITTED BY: Nick Rodriguez – Capital City PCS

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

- | | |
|---|--|
| <input checked="" 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 type="checkbox"/> Additional Facility or New Location | <input type="checkbox"/> Governance Structure |
| <input type="checkbox"/> Goals and Achievement Expectations | <input type="checkbox"/> (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: 5/10/2019

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): **Capital City Lower School, Capital City Middle School, Capital City High School – 100 Peabody Street NW, Washington, DC 20011**
 - b) Year opened: **2000**
 - c) Grade levels served (Currently and at maturation of charter agreement, if applicable): **PK3-12**
 - d) Date that charter will be eligible for possible renewal: **July 2030**
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. **December 1, 2023**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **In 2017-18, Capital City Lower School rated as Tier 1 (65.1%); Capital City Middle School rated as Tier 2 (58.0%); and Capital City High School rated as Tier 1 (83.6%). Both the Lower School and the High School were Tier 1 in 2016-17 as well.**

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

Capital City PCS 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 July 1, 2019 (*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.

There are two situations which necessitate we request a de minimis enrollment increase in our charter. First, we have successfully retained an increasing number of our students through their senior year of high school, so will have our largest graduating class next year! As our retention rates increase, ideally, our overall high school enrollment will as well. Second, the number of students across our LEA who will likely need to be categorized as non-public placement (NPP) could increase next year, from the five students we started this year with to as many as eight students next year (based on the increase during this school year, before we know anything about our newly enrolled students).

This year, we had 992 students in the building and five NPP students as of count day. Our charter enrollment cap is 1,000 students, so this total of 997 students has us very close to that cap. If we receive additional students who are designated NPP, and continue to successfully retain our rising high school seniors, we run the risk of exceeding our enrollment count if we fill all the seats in our building that we opened for the My School DC lottery.

We are requesting an enrollment ceiling increase of 20 students (2%), to 1,020. This will allow us to budget and enroll correctly for the number of students we would like to offer seats to in the building, in addition to any NPP students who enroll, without needing to have any further requests for increased enrollment caps in the future.

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

This increase in our enrollment ceiling will allow Capital City to continue to serve the original target of 1,000 students with in-seat enrollment, regardless of an increase in the number of students requiring non-public placement outside of the school building. It will also allow Capital City to maintain our enrollment targets for new 9th and 10th grade students even while we are able to successfully graduate a higher percentage of those students each year.

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.

In the past three years, Capital City has only received a small number of community complaints. We responded promptly to each concern, working with complainants and other parties to reach adequate resolutions.

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](#).*

We do not anticipate significant additional expenses from this change, other than any special education or other student service needs tied specifically to individual students enrolled at Capital City. The main impact is that the de minimis increase in enrollment will allow Capital City to maintain (not increase) our in-seat enrollment levels at all other grade levels, even as our number of graduating high school seniors increases, regardless of whether our NPP population also increases.

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.]*

Capital City has emailed our ANC Commissioner and our school community to notify them of the application for this de minimis increase in our enrollment limit and to explain the reasons for this application. No concerns have yet been brought to our attention.

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

Capital City's board of trustees will meet on May 21, 2019 to approve the amendment request. We will forward to the DC Public Charter School Board a copy of the draft meeting minutes (including the resolution and vote results) on May 22.