

## DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

### Charter Actions Requiring a Vote

- Approve a Charter Application
- Approve a Charter Renewal (15 yrs.)
- Approve Charter Continuance (5 or 10 yrs.)
- Approve a Charter Amendment Request
- Approve a Charter Agreement
- Give a Charter Notice of Concern
- Lift the Charter Notice of Concern
- Commence Charter Revocation Proceedings
- Revoke a Charter
- Board Action, Other \_\_\_\_\_

### Non-Voting Board Items

- Public Hearing Item
- Discussion Item
- Read into Record

### Policies

- Open a New Policy or Changes to a Policy for Public Comment
- Approve a New Policy
- Approve Revisions to an Existing Policy

**PREPARED BY:** Rashida Young - Senior Manager, Equity and Fidelity

**SUBJECT:** Revisions to the DC Public Charter School Board's  
Mandatory School Notification Policy

**DATE:** September 17, 2018

---

### **Proposal**

The DC Public Charter School Board (DC PCSB) staff recommends its Board vote to open for public comment DC PCSB's revised Mandatory School Notification Policy (Attachment A). DC PCSB is scheduled to hold a public hearing on this matter on October 15, 2018 and will close the public comment period after the hearing is held. The Board will vote on the proposed revisions on November 19, 2018.

Written comments may be submitted until 5:30 p.m. October 15, 2018 by mail or email to:

DC Public Charter School Board  
3333 14th Street NW, Suite 210  
Washington, DC 20010  
[public.comment@dcpcsb.org](mailto:public.comment@dcpcsb.org)

### **Summary of Revisions**

DC PCSB staff proposes to add *Modifications to management contract* to the list of required notifications, as shown in red in the chart below.

Notification Required	Timeline	Process for Notification
<u>New: Modifications to management contract<sup>1</sup></u>	<u>Within five days of the execution of the management contract modification</u>	<u>Via email to <a href="mailto:notification@dcpcsb.org">notification@dcpcsb.org</a></u>
Unscheduled school closing	At the same time as the school notifies parents	Via email to <a href="mailto:notification@dcpcsb.org">notification@dcpcsb.org</a>  Update the school's attendance calendar at the Office of the State Superintendent of Education (OSSE) within three days of the event
Health or safety crisis	At the same time as the school notifies parents	Via email to <a href="mailto:notification@dcpcsb.org">notification@dcpcsb.org</a>
Key personnel changes <sup>2</sup>	<i>Via Email:</i> Within five business days of the school receiving written notice of the intended departure  <i>Update in Hub:</i> Within five business days of the effective date of the departure	Via email to <a href="mailto:notification@dcpcsb.org">notification@dcpcsb.org</a>  Update the Hub School Contacts section
Revoked or expired authorizations <sup>3</sup> (for the purpose of this policy, we will monitor those related to health or safety)	Within five business days of the school receiving notice of the revocation, or within five business days of the expiration date	Via email to <a href="mailto:notification@dcpcsb.org">notification@dcpcsb.org</a>
Proceedings	Within five business days of the institution of any material action, arbitration, government investigation, <sup>4</sup> or other proceeding against the school	Via email to <a href="mailto:notification@dcpcsb.org">notification@dcpcsb.org</a>

<sup>1</sup> A "school management contract" is any contract for management or oversight services between a school and a school management organization, as defined by law and the school's charter agreement.

<sup>2</sup> Key Personnel: Executive Director/Head of School, Board Chair, Board of Trustee members, and any other key personnel as identified by position in the school's charter agreement.

<sup>3</sup> According to the charter agreement, "Authorizations" shall mean any consent, approval, license, ruling, permit, certification, exemption, filing, variance, order, decree, directive, declaration, registration, or notice to, from, or with any governmental authority that is required in order to operate the School.

<sup>4</sup> Examples of government investigations could include investigations by OSSE, Office of Human Rights, Inspector General, or any other investigation by a government entity.

Per DC PCSB’s [Procurement Contract Submission and Conflicts of Interest Policy](#)<sup>5</sup>, modifications to management contracts are to be promptly disclosed to DC PCSB. By revising the Mandatory School Notification Policy to include this category, schools now have clarity regarding *how* to inform DC PCSB of modifications to management contracts.

As noted in the policy, schools that do not adhere to the notification guidelines may be subject to an Out of Compliance Notice, Notice of Concern, and if uncured, a Charter Warning.

**Policy Background**

This policy highlights the specific scenarios in which public charter local education agencies (LEAs) must provide notification to DC PCSB, and the process for doing so. The guidelines in this policy are applicable to all public charter schools unless otherwise specified in the school’s charter agreement. These notification requirements are separate and apart from the data and document submissions required by other DC PCSB policies, the reporting requirements included in our Annual Compliance Reporting process, and any additional notifications required by a school’s charter agreement.

**Attachments (separate document)**

Attachment A: Revised Redlined Mandatory School Notification Policy

Date: _____
PCSB Action: _____ Approved _____ Approved with Changes _____ Rejected
Changes to the Original Proposal:
_____
_____
_____

---

<sup>5</sup> Link to policy: <https://www.dcpsb.org/sites/default/files/report/2018-04-23%20Procurement%20Contract%20Submission%20Policy%20Revised%20Again.pdf>