

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: Avni Murray – Interim Director, Equity and Fidelity Team

SUBJECT: Revisions to the DC Public Charter School Board Data and Document Submission Policy

DATE: June 25, 2019

Proposal

The DC Public Charter School Board (DC PCSB) staff recommends that its Board open for public comment revisions to DC PCSB’s Data and Document Submission Policy (DDS Policy). DC PCSB is scheduled to hold a public hearing on the proposed updates on July 15, 2019 and will close the public comment period on July 25, 2019. The Board will vote on the proposed revisions at the scheduled Board meeting on September 16, 2019.

Written comments may be submitted until 5:30 p.m. on July 25, 2019 by mail or email to:

DC Public Charter School Board
3333 14th Street NW, Suite 210
Washington, DC 20010
public.comment@dcpcsb.org

Summary of Revisions

DC PCSB staff proposes revisions to the DDS Policy to incorporate the process by which schools must comply with the School Transparency Policy. DC PCSB staff also proposes several minor edits to the policy to update outdated language and align policy with practice; these edits will have minimal impact on schools.

The updates to the DDS Policy to incorporate the School Transparency Policy are summarized below:

- There are two options available to schools to comply with the School Transparency Policy, each with a separate set of instructions, and schools must annually notify DC PCSB of how they plan to comply by submitting a form to DC PCSB, which will be included annually on the LEA Document Submission Calendar:
 - Option one: they may post the Required Website Documents on their own websites, or
 - Option two: they may prominently post a link on their websites that redirects to their own individual profile page on DC PCSB's website where DC PCSB will post the Required Website Documents.
- All Required Website Documents must be from the most current school year, with the exception of school budgets, which must align with the current fiscal year; approved board meeting minutes, which must include all minutes from at least two years prior to the current school year; current salaries of the five most highly-compensated individuals from the most recently completed fiscal year; and the Form 990, which must be the most recent available.
- The consequences outlined in the School Transparency Policy will be initiated if DC PCSB finds any of the following issues: a document cannot be accessed; Required Website Documents do not match what was reviewed and verified by DC PCSB; content is not posted; and/or material changes have been made to content that violate applicable law or the school's Charter Agreement.

Other updates to the DDS Policy not related to the School Transparency Policy include:

- A title change from the Data and Document Submission Policy to the Data and Document Submission and Verification Policy.
- Clarify that DC PCSB will give schools 30 calendar days' notice when an issue is found with data submission.
- Clarify under Attendance Data about the definition of present attendance status according to DC law and that starting in school year 2020-21, DC

PCSB will require schools to distinguish between full and partial day attendance when reporting present and absent attendance statuses.

- Clarify under Discipline Data that schools must enter or upload every out-of-school suspension, involuntary dismissal, and expulsion into DC PCSB's data system.

These changes may be seen in Attachment A: Revised Data and Document Submission Policy (Redlined).

Background

On March 18, 2019, DC PCSB approved the School Transparency Policy (Attachment B) that lists Required Website Documents that schools must make public for the purpose of improving accessibility of information for DC public charter school families and other stakeholders.

The Required Website Documents, per the School Transparency Policy include:

1. Charter school board of trustees meeting calendar, including a notation of which meetings are open to the public, in full or in part
2. Approved board meeting minutes
3. High school course offerings and graduation requirements
4. School calendar
5. Student/ Family Policies, which must include policies around:
 - a. Discipline,
 - b. Attendance,
 - c. Grievance Procedures,
 - d. Non-Discrimination,
 - e. Family Educational Rights and Privacy Act (FERPA) Notice, and
 - f. Open Meetings¹
6. Employee Policies, which must include board-approved policies around compliance with applicable employment law, including:
 - a. Sexual harassment,
 - b. Equal opportunity,
 - c. Drug-free work place,
 - d. Staff complaint resolution process, and
 - e. Whistleblower
7. School budgets²
8. Form 990s (non-profit tax filings)

¹ While DC PCSB does not prescribe a particular open meetings policy, schools will be required to develop a policy pertaining to board meeting accessibility. This policy shall include the number of open meetings the school plans to hold per year. DC PCSB will work with school leaders and other stakeholders to develop a best practice guide for schools.

² DC PCSB will work with schools, OSSE, and other stakeholders to develop a common chart of accounts that will be required for budget submissions beginning with the 2020-21 school year.

9. Current salaries of the five most highly-compensated individuals in the organization, if over \$100,000
10. Description of at-risk funding plans
11. Annual report
12. Contact information for the following school staff: Title IX coordinator, McKinney-Vento Homeless coordinator, Special Education point of contact;
13. Lottery procedures (schools not participating in My School DC)
14. Student application (schools not participating in My School DC)
15. Student enrollment form(s)
16. Names of all school board members, and contact information for, at minimum, the Chair and Vice Chair (a general email address, e.g., Board@LEA.org, is acceptable)

The revised DDS Policy, if approved, will require schools to either post these Required Website Documents to their own websites or prominently post a link on their websites that redirects to schools' individual profile pages on DC PCSB's website where each document will also be posted.

Attachments

Attachment A: Revised Data and Document Submission Policy (Redlined)

Attachment B: School Transparency Policy

| |
|--|
| <p>Date: _____</p> <p>DC PCSB Action: _____Approved _____Approved with Changes _____Rejected</p> <p>Changes to the Original Proposal:</p> <p>_____</p> <p>Signature: _____</p> |
|--|