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 Data and Document Submission Policy

DATE: May 21, 2018

Proposal

The DC Public Charter School Board (DC PCSB) staff recommends its Board vote to open for public comment on May 21 DC PCSB's revised Data and Document Submission Policy (Attachment A). DC PCSB is scheduled to hold a public hearing on this matter on June 18, 2018 and will close the public comment period after the hearing is held. The Board will vote on the proposed revisions on July 23, 2018.

Written comments may be submitted until 5:30 p.m. June 21, 2018 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 changes to the Data and Document Submission Policy to clarify what data and documents schools are required to submit, as well as

the consequences of non-submission. We also propose these changes to ensure DC PCSB's practices and the policy are aligned. Key changes are listed in the table below.

Revised Policy	Current Policy	Rationale for Change
Section on "Data Validation" includes expectations for data submission	Section on "Data Validation" does not include expectations for data submission	In some data validation processes (e.g., PMF), schools must first submit documents
• School contact information is added to the policy • Site review documentation is added to the policy • Charter renewal documentation is added to the policy • Charter goals documentation is added to the policy • School response to community complaints is added to the policy • Procurement Contracts documentation is added to the policy • Ad hoc data requests are added to the policy	Language not included	DC PCSB historically requested these data and documents, but consequences for non-submission were not clearly outlined
Repeated submissions of incorrect data could lead to consequences as outlined in the policy	No consequences for repeat submissions of incorrect data	Repeated errors in data submissions, even after technical support has been provided, have led to poor data quality
School requests to change data after a data validation window has closed could lead to consequences as outlined in the policy	No consequences for requests to correct data after a validation window has closed	Data corrections after the validation window has ended have led to inaccurate public reports
Reference to databases currently used by DC PCSB are added to the policy (e.g., the Hub, Egnyte)	Reference to databases no longer used by DC PCSB (e.g., ProActive)	Updated language reflects current DC PCSB databases

Policy Background

The School Reform Act of 1995, D.C. Code §§ 38-1802.01 *et seq*. (SRA), requires DC PCSB to monitor the progress of each public charter school in meeting the goals and student academic achievement expectations specified in the charter granted to each school, adherence to health and safety regulations, and compliance with applicable law.

In order to conduct such monitoring, DC PCSB collects data and documents including but not limited to: compliance, finance, attendance, discipline, academics, enrollment, procurements, community complaints, school contact information, and school responses to specific inquiries.

Attachments (separate document)

Attachment A: Revised Redlined Data and Document Submission Policy

Date: _____
PCSB Action: _____Approved _____Approved with Changes _____Rejected

Changes to the Original Proposal:
_____
_____
_____