



CHARTER AGREEMENT AMENDMENT APPLICATION

DC PUBLIC CHARTER SCHOOL BOARD

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DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD
Charter and/or Charter Agreement Amendment Application Guidelines

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DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application Checklist

Please complete the steps before submitting a charter or charter agreement amendment application.

The entire process can take up to six months from submission of this application to board vote, including up to three months to allow for ANC notification¹ (requires 45 days advanced notice of a public hearing), 30 days of public comment, a PCSB-sponsored public hearing, a public vote at a regularly scheduled public meeting, and the execution of a written charter amendment.

- Contact Laterica (Teri) Quinn at lquinn@dcpcs.org to set up a meeting between your school's Executive Director and Board Chair with PCSB leadership to discuss your proposed charter agreement amendment. While most amendments can be handled through filling out the appropriate template, some, such as expansions into new grade levels (early childhood, elementary, middle, high or adult) or multiple amendments at once, may require a more detailed charter agreement amendment application.
 - Obtain approval from your board to pursue the charter agreement amendment through a documented board vote, and attach a copy of the board meeting minutes to this application.
 - When appropriate, gather community input and approval from your staff and families. Attach copies of any written communications, dates of meetings, and other evidence of community engagement.
 - Actively engage the support of the potentially affected Advisory Neighborhood Commission (ANC), DC council member, and other community members about the proposed charter agreement amendment and attach copies of any written communications, date of meetings, and other evidence of community engagement.
 - Complete the following parts of the charter agreement amendment application:
 - Part I: General Information (**all applicants**); and
 - Part II: Applicable Section(s) A-K*
- *A school may apply for multiple types of amendments in a single application by completing each applicable template.
- Attach completed supporting documents (e.g., enrollment matrix, budget spreadsheet, etc.)

¹ ANC notification is only required where action will impact the neighborhood. So there are some amendments (e.g. amendments to bylaws and Articles of Incorporation) that do not require ANC notification and could require less time.

Charter and/or Charter Agreement Amendment Application Guidelines

Rationale

Pursuant § 38-1802.04(c)(10)² of the School Reform Act (SRA) and charter school charter agreements, a charter school must submit a petition for revision to amend its charter, and PCSB must hold a public hearing and vote on such proposed amendments. In addition, several other provisions of D.C. law – the Open Meetings Act, D.C. Law 18-350, codified at D.C. Code §§ 2-571 et seq.; the Expedited Advisory Neighborhood Commissions Notification Amendment Act, D.C. Law 18-111, codified at D.C. Code § 1-309.10; and the SRA, D.C. Code § 38-1802.14 - require the PCSB Board to hold a public hearing and vote on other proposed amendments, as listed below.

Directions

A school may amend its charter or charter agreement by completing the appropriate questions in this charter agreement amendment application template. All amendments, except for revisions to the articles of incorporation or bylaws, require a public hearing and all amendments are subject to the DC Public Charter School Board’s (PCSB) approval. Please note that some amendments must be submitted before a specific deadline to be implemented for the following school year, and the timeline must align with any deadlines specified in your school’s charter agreement. (Please check the PCSB [website](#) for due dates and changes to the Guidelines.) Before beginning the process, set up a meeting with PCSB leadership by contacting Laterica (Teri) Quinn at lquinn@dcpsb.org.

Typical Submission Process*

***Depending on the urgency and content matter of the amendment request, this process may be subject to a shorter (or longer) timeline.**

- I. Based on the type of charter amendment(s) that the School would like PCSB to consider, applicants must complete [Part I](#) and the appropriate section(s) and submit to lquinn@dcpsb.org within the timeframe, if applicable.
- II. Prior to submitting to PCSB for approval, the School must provide written or electronic notification of the proposed charter or charter agreement amendment to the appropriate Advisory Neighborhood Commission(s) (ANC).
- III. PCSB will hold a public hearing during its monthly board meeting within 45 days of submission of a charter or charter agreement amendment application, and will publicize the date to the appropriate ANC(s). The school’s board chair and school leader are expected to attend the public hearing.
- IV. PCSB will vote on the proposed charter or charter agreement amendment within 45 days of the public hearing, typically at a regularly scheduled PCSB board meeting. The school’s board chair is encouraged to be present to execute the new agreement. If the board chair cannot be present, the [charter agreement amendment](#) should be signed prior to the board meeting and submitted to PCSB.

Areas of the Charter Agreement that may require revisions when submitting an amendment

Changes to any of charter agreement sections listed below require the School to submit a charter agreement amendment and seek the Board’s approval to execute a charter agreement amendment. Please complete all sections that apply to your particular needs for a charter amendment.

- Section A. [Mission or Education Philosophy](#)
- Section B. [Curriculum, Standards, or Assessments](#)
- Section C. [Goals and Academic Achievement Expectations](#)
- Section D. [Expand Grade Levels to be Served](#)
- Section E. [Governance Structure](#) (Including hiring/dismissal of management companies, changes to bylaws, etc.)
- Section F. [Enrollment Ceiling](#) (Please review the criteria for this type of amendment before applying.)
- Section G. [LEA Status for Special Education](#)
- Section H. [Campus Reconfiguration](#)
- Section I. [Replication/Operation of additional campus\(es\)* \(with no changes to grade configurations\)](#)
- Section J. [New Location or Additional Facility](#)
- Section K. [New Campus that is Not a Replication](#)

² D.C. Code § 38-1802.04(c)(10) provides: “*Charter revision.*—A public charter school seeking to revise its charter shall prepare a petition for approval of the revision and file the petition with the eligible chartering authority that granted the charter. The provisions of §38-1802.03 shall apply to such a petition in the same manner as such provisions apply to a petition to establish a public charter school.”



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application

Part I: General Information

All applicants must complete this section

SUBMITTED BY: Patrina Clark, Chair, Academy of Hope APCS Board of Directors

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

- Checkboxes for Mission or Education Philosophy, Goals and Academic Achievement Expectations, Grade Levels to be Served, Governance Structure, Enrollment Ceiling, Replication/Operation of additional campus(es)*, LEA Status for Special Education, Voluntary Closure of a Campus or Grade Level(s), Campus location (Part D1), Curriculum, standards, or assessment.

SUBMISSION DATE: 8/3/2015

SCHOOL BACKGROUND

Please address the following questions in their entirety. This information provides helpful background to the 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): Academy of Hope Adult Public Charter School, Northeast and Southeast sites; b) Year opened: 2014; c) Grade levels served: adult education; d) Date that charter will be eligible for possible renewal: 2029.
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 Accountability Plan, EC, or Adult PMF.
- 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. ProLiteracy until 2017

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: Enter text.

PROPOSAL

Academy of Hope Adult PCS (AoH) 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 ____, 20____ (leave blank if this has not been determined).

- 1. Please describe the requested change (provide detail on the selection above). Please describe any planning that is already underway to prepare for the proposed change(s).
AoH proposes amending its goals and academic achievement expectations to align with DC PCSB's Adult Education PMF. More specifically, "AoH Adult PCS will achieve at least three out of the four PMF indicators at 65% or better of weighted range score for each indicator as determined by the Adult Education PMF, and no indicator will fall below 35% in years 2 through 4, 40% in years 5 through 7, and 45% in years 8 and beyond."
2. How will the amendment(s) selected above support or enhance the school's mission?
Aligning its PMF with the DCPCSB Adult Ed PMF will facilitate AoH's internal data management and outcomes reporting. This modification will also allow AoH to have comparable and homogenous data with other adult education school in the city. Both of these results will allow us to focus more energy on continuously improving our programs.
3. When did your school's board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.
June 6, 2015

For questions, please contact PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

4. 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). Please describe any notable support for or opposition to the proposed amendment(s).

AoH has informed its internal stakeholders through discussions at all-staff meetings and informal conversations with volunteers and adult learners. The proposed change affects how we calculate certain measures and report them to PCSB; it does not affect our ongoing commitment to excellence in adult education nor does it change the indicators and outcomes we focus on.

Part II: Specific Revision Requests

Section A. Charter Amendment – **Mission or Educational Philosophy**

***ONLY complete this section if applying to amend Mission/Educational Philosophy.**

A school should apply to amend its mission or education philosophy when it is proposing a material change to its current mission that directly affects students and families. Changes include adding or removing components of the mission, such as second language acquisition, a specific curriculum listed in the mission (e.g., Core Knowledge, Expeditionary Learning, STEM), or specific outcomes (e.g., Career and Technical Education/Certification, International Baccalaureate Diploma). Changes that are revisions in syntax do not require a petition and public hearing. These changes, however, will need to be approved by the PCSB Board and memorialized in an executed charter agreement amendment.

A change in a school's mission/education philosophy must happen prior to the start of a school year. PCSB will not consider proposed amendments to a school's mission/education philosophy during the year prior to or during the year of a high-stakes review or renewal. Revisions to a school's mission or education philosophy will generally be approved if the school demonstrates a need for the change in the mission through:

- Family support (e.g. petition with signatures, letters of support, minutes from PTO/PTA meeting(s));
- Staff support (e.g. application with signatures, letters of support, minutes from staff meeting(s));
- An explanation of how the revised mission will directly improve student outcomes and future success;
- Evidence that the amended mission is supported by the curriculum, instruction, and school day.

1. What is the school's current mission statement and/or educational philosophy?

[Click here to enter text.](#)

2. What are the proposed changes to the school's mission statement and/or educational philosophy?

[Click here to enter text.](#)

3. Explain the school's rationale for amending its mission statement and/or educational philosophy, specifically how it will improve student outcomes and future success.

[Click here to enter text.](#)

4. How will the new mission and/or educational philosophy impact the school's existing curriculum, operations, and education experience for families?

[Click here to enter text.](#)

5. Describe how the School came to determine to change its mission and the involvement of the greater community in its revision, including parents, staff, and others.

[Click here to enter text.](#)

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Section B. Charter Amendment – New Curriculum

***ONLY complete this section if applying to amend Curriculum:**

Curriculum is under the exclusive control of the school. However, pursuant to the charter agreement, a school must submit a petition for charter revision for any material change in the curriculum that results in a material change to the School's mission or goals. In addition, a school must submit a petition for a charter agreement amendment if a school seeks to change a curriculum that is specifically mentioned in its charter agreement. For example, if the mission of a school states that it will use "Core Knowledge" and the school decides to change its mission and offer a different curriculum, it must seek PCSB's approval as this is a material change to its charter.

1. What is the substantive change that the school is making in its mission and/or education philosophy and how does it impact choices in curriculum, including resources, assessments, instructional strategies, and student outcomes. (Note: complete Section A: School's Mission if the mission statement is substantively changing.)

[Click here to enter text.](#)

2. What resources and materials have you identified that complement the instructional methods and standards in each subject area and grade level? (Instructional materials include but are not limited to: textbooks, workbooks, novels, online programs, manipulatives, teacher resources, smart-boards, computer software, etc.) How will these resources and materials lead to student mastery of the standards while also creating a culture of learning that supports the school's unique mission and educational philosophy?

[Click here to enter text.](#)

3. What adjustments will be made to learning standards to meet the needs of students far above or below grade level, including students with disabilities?

[Click here to enter text.](#)

4. Describe the progression of standards as students matriculate through the school. Demonstrate that the standards for each year will build off the previous year's learning.

[Click here to enter text.](#)

Section C. Charter Amendment - Goals and Academic Achievement Expectations

***ONLY complete this section if applying to amend Goals/Achievement Expectations.**

To adopt the Performance Management Framework (PMF) as the school's goals and academic achievement expectations, please review the [policy](#).

Schools should revise their goals and student academic achievement expectations if at its 5- or 10- year review it finds that it has goals that are "not historically measured;" or if the school's leadership, including its board, determines that the current set of charter goals do not accurately reflect the school's mission and education philosophy for student achievement; or when a school has more than five goals and wishes to reduce its reporting burden. Charter schools may revise goals and academic achievement expectations up to one year prior to a high-stakes review and two years prior to charter renewal. Revisions are generally approved if the school successfully shows that the new goals and academic achievement expectations are:

- a. SMART – Specific, Measurable, Achievable, Realistic and Timely
- b. Appropriately challenging.
- c. Measure student academic performance in at least English Language Arts (ELA) and math, using the state assessment, if applicable, and expect students to achieve above the city average for similar populations.
- d. At least one goal should directly measure the extent to which the school is meeting its mission.

Note: PCSB does not typically accept school-issued grades as a means for measuring student achievement.

1. What are the school's current goals and student academic achievement expectations? What are the new goals and academic achievement expectations? If not all goals are changing, please make it clear which are being deleted or replaced and which are new.

Academy of Hope's current goals are written similarly to the DCPCSB PMF goals. Attached is a table containing those goals and the proposed revisions (if any) to each of them. Academy of Hope is deleting its goal of 75% of students who take the Internet and Computing Core Certification (IC3) exam will pass the exam. AoH is not changing its goal of receiving an overall rating of "good" (4) or above on 80% of program evaluations. All other goals are being revised to match the DCPCSB PMF goals for the reasons below.

2. Explain the school's rationale for amending its goals and academic expectations. If goals were "not historically measured" or are no longer being pursued, be sure to address why the school is abandoning these goals and how they will be replaced.

AoH is seeking to simplify and align its PMF with the DCPCSB PMF. This alignment will facilitate AoH's internal data management and outcomes reporting. AoH is not changing its goals or academic expectations. This modification would also allow AoH to have comparable and homogenous data with other adult education schools in the City. Please refer to AoH's PMF modification request.

3. How will the new goals better measure the school's mission, curriculum, operations, and education experience for families?

AoH's PMF re-alignment will enhance data tracking and reporting making its operations more efficient and effective towards reporting and information sharing for demonstrating success and for possible program and academic adjustments.

4. If proposing goals and/or academic expectations aside from adopting the [Performance Management Framework](#), please describe how the school will monitor and report its progress towards goal attainment. Please note that all schools are required to report on progress each year in the Annual Report. (If adopting the PMF without any mission-specific goals, this question is not applicable.)

N/A

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Section D1. Charter Agreement Amendment—**Expand Grade Levels to be Served (Type A)**

***ONLY complete this section if applying to revise the grade levels to be served (Type A).**

There are two types (Type A or Type B) of expansions described below. Please review the criteria and set up a meeting with PCSB leadership prior to applying.

***Type A:** Schools seeking to add a single grade-level, such as prekindergarten-3 (PK3) to a school that already serves PK4 or a school adding 6th grade to a 7-12th grade school may use this template to apply for the expansion.*

Directions: To apply for a *Type A* expansion amendment, please respond to the questions below.

1. What grades does the school currently serve? What grades will the school expand to serve?

[Click here to enter text.](#)

2. Explain the school's rationale for amending its grade levels to be served.

[Click here to enter text.](#)

3. PCSB will review the school's academic history by looking at the following: 1) All PMF and Accountability Plan results for the past three years, 2) The school's most recent charter review and any Qualitative Site Review (QSR) reports, and 3) Progress towards meeting goals as documented in Annual Reports. Please include any additional information PCSB should review when considering your school's academic history.

[Click here to enter text.](#)

4. PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. How will the proposed amendment impact the school's finances? What are the anticipated expenses? How will the school finance its growth plan?

Note: In addition to your narrative here, please attach a proposed [5-year Operating Budget](#).

[Click here to enter text.](#)

5. Please include a completed enrollment matrix* with your charter amendment application. Click [here](#) for enrollment matrix template.

**If requesting an amendment for more than one campus, please complete a separate enrollment matrix for each campus.*

***If school is not currently at Maximum Enrollment, please add columns to include all projected school years until maximum enrollment is expected to be reached.*

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Section D2. Charter Agreement Amendment—**Expand Grade Levels to be Served (Type B)**

***ONLY complete this section if applying to revise the grade levels to be served (Type B)**

Type B: Schools applying to serve a grade level that is new to the school, such as a middle school if operating an elementary school or a high school if operating a middle school. These types of amendments are complicated and many require a full charter revision to incorporate the new curriculum, instruction, goals, and finances.

A charter school will generally be approved to expand the grade levels it is serving if it has had a track record of academic, financial, and operational success, is in compliance with all applicable laws, and is able to provide a detailed plan as to how the new grade level(s) will enhance the school's mission and provide a coherent and impressive educational experience for DC families. Schools that have not earned Tier 1 status on applicable PMFs for all of its campuses and grade levels for the past two to three years, or its equivalent, and/or are not meeting all of their goals and academic achievement expectations, will generally not be recommended for approval to amend their charter to expand grade levels.

Directions: To apply for a *Type B* expansion amendment, please respond to the questions below, as well as the application items listed in the Table of Contents on the following page.

1. What grades does the school currently serve? What grades will the school expand to serve?

[Click here to enter text.](#)

2. Explain the school's rationale for amending its grade levels to be served.

[Click here to enter text.](#)

3. PCSB will review the school's academic history by looking at the following: 1) All PMF and Accountability Plan results for the past three years, 2) The school's most recent charter review and any Qualitative Site Review (QSR) reports, and 3) Progress towards meeting goals as documented in Annual Reports. Please include any additional information PCSB should review when considering your school's academic history.

[Click here to enter text.](#)

4. PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. How will the proposed amendment impact the school's finances? What are the anticipated expenses? How will the school finance its growth plan?

Note: In addition to your narrative here, please attach a proposed [5-year Operating Budget](#).

[Click here to enter text.](#)

5. Please include a completed enrollment matrix* with your charter amendment application. Click [here](#) for enrollment matrix template.

**If requesting an amendment for more than one campus, please complete a separate enrollment matrix for each campus.*

***If school is not currently at Maximum Enrollment, please add columns to include all projected school years until maximum enrollment is expected to be reached.*

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Section D2. Charter Amendment – **Expand Grade Levels to be Served (Type B)** Continued

Type B: Existing charter schools seeking expansion should also complete the sections of the [Charter Application Guidelines](#) outlined below.

2014-15 Charter Application Guidelines for Existing Charter School Expansions

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- F. Course Curriculum

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Section E. Charter Amendment – Governance Structure

(Including, but not limited to, executing and terminating contracts with management companies)

***ONLY complete this section if applying to amend Governance Structure.**

***For Approval:** A school should use this section to amend the governance structures established in the following attachments to its charter agreement: Articles of Incorporation, Bylaws, and the description of the proposed rules and policies for governance and operation of the proposed school (usually, Attachment A). These changes range broadly and may include changing the school's legal name (thus requiring a conforming change to its submitted articles of incorporation) or engaging or severing a relationship with a management company. A school does not need to amend its charter when hiring a new school leader or board chair. According to the School Reform Act, a public charter school shall be governed by a Board of Trustees in a manner consistent with the charter granted to the school. PCSB will generally approve changes to governance structure as long as the school's Board of Trustees members are acting as fiduciaries of the School and operate in accordance with the School Corporation's articles of incorporation and bylaws. PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization and take this into consideration when approving a significant departure from the current governance structure, especially if the change will positively or negatively impact the school's financial health.*

1. What is the school's current governance structure and what changes are you proposing to make?

***Note:** Attach a red-lined Articles of Incorporation, Bylaws, or description of the governance structure attached to the charter agreement (usually Attachment A). If the school is only amending Attachment A and does not have the document, it should provide a new document that includes a comprehensive description of the board's relationship to school personnel and any management organization it is contracting with or seeks to be approved to contract with, and any policies or procedures related to these relationships. This description should elaborate on the structure established in the school's Articles of Incorporation and outlined in its Bylaws.*

[Click here to enter text.](#)

2. Explain the school's rationale for changing its governance structure. How will the new structure ensure that the school is effectively governed?

[Click here to enter text.](#)

3. How will the proposed change impact the school's leadership and finances? What are the anticipated expenses, and how will the school finance these expenses?

***Note:** In addition to your narrative here, please attach a proposed [5-year Operating Budget](#).*

[Click here to enter text.](#)

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Section F. Charter Agreement Amendment – Enrollment Ceiling Increase

***ONLY complete this section if applying to amend Enrollment Ceiling Increase:**

A school should apply for an enrollment ceiling increase if it plans to offer more spaces in the next fiscal year and wishes to be paid for the additional students. A school does not need to apply for a change in enrollment ceiling if it is offering the same total number of spaces but not in the exact grade levels it determined through its Schedule I. If applying for an enrollment ceiling increase, please be sure the school meets the criteria listed in the [Enrollment Ceiling Increase Policy](#). Failure to meet the criteria may result in denial of your charter agreement amendment request.

1. Explain the school's rationale for proposing to increase its student enrollment.

[Click here to enter text.](#)

2. PCSB will review the school's enrollment trends over the past 3-5 years. What patterns are we likely to find? Is there any context you can provide to explain your current enrollment patterns?
 - a. We will look at the school's enrollment ceiling(s), certificate of occupancy, waitlist/vacant seats, and re-enrollment rates by grade and subgroup.
 - b. We will review lost instructional time due to out-of-school suspensions, expulsions, and mid-year withdrawals. We will also look at re-enrollment trends for students with infractions.

[Click here to enter text.](#)

3. PCSB will review the school's academic history by looking at the following: 1) All PMF and Accountability Plan results for the past three years, 2) The school's most recent charter review and any Qualitative Site Review (QSR) reports, and 3) Progress towards meeting goals as documented in your annual reports. What patterns are we likely to find? Is there any context you can provide to explain your academic history? Please include any additional information PCSB should review when considering your school's academic history.

[Click here to enter text.](#)

4. PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. How will the proposed amendment impact the school's finances? What are the anticipated expenses, and how will the school finance its growth plan?

Note: In addition to your narrative here, please attach a proposed [5-year Operating Budget](#).

[Click here to enter text.](#)

5. Will the proposed enrollment ceiling increase cause the school to exceed the maximum occupancy load detailed in the school's certificate of occupancy? If so, when and how will the school address this?

[Click here to enter text.](#)

6. Please include a completed enrollment matrix* with your charter amendment application. Click [here](#) for enrollment matrix template.

**If requesting an amendment for more than one campus, please complete a separate enrollment matrix for each campus.*

***If school is not currently at Maximum Enrollment, please add columns to include all projected school years until maximum enrollment is expected to be reached.*

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Section G. Charter Amendment – LEA Status for Special Education

***ONLY complete this section if applying to amend LEA Status for SPED:**

All schools must become independent local education agencies (LEAs) for special education by the start of school year 2016-17. Prior to that date, schools will be approved to do this unconditionally as long as they have a plan in place to effectively serve all students with disabilities, as well as to address current, pending and potential litigation, manifestation hearings, IEP reviews, etc. in order to sufficiently serve their students with disabilities. All other schools will receive conditional approval and be monitored by PCSB staff to ensure that a continuum of service is offered at the school.

1. How will the school ensure that it will be able to provide a high-quality special education continuum of services? How will you ensure that quality is maintained over time?

[Click here to enter text.](#)

2. What special education instructional model is currently implemented at the school? Will the school's change of LEA status impact this model? If so, how? Include in your response any of the following:

- Changes in organizational structure as related to staff responsible for special education compliance and instruction.
- Professional development for staff regarding offering a continuum of services that were previously not offered at your school, if applicable.
- Description of continuum of services that will be offered at your school.

[Click here to enter text.](#)

3. Please describe how the school's change of LEA status will affect the school's financial and operational procedures. What are the anticipated expenses, and how will the school finance these expenses?

Note: In addition to your narrative here, please attach a proposed [5-year Operating Budget](#).

[Click here to enter text.](#)

4. Have you discussed this change with school staff and parents, particularly families of students with disabilities? Please describe any concerns raised and how you are addressing them.

[Click here to enter text.](#)

5. How many special education students does your LEA currently serve at each grade level? Please provide a breakdown of your special education population by special education level and disability category.

[Click here to enter text.](#)

- Please discuss any current pending litigation regarding special education relevant to your school, as well as any litigation that occurred within the past three years.

[Click here to enter text.](#)

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Section H. Charter Agreement Amendment – **Campus Reconfiguration**

***ONLY complete this section if applying to revise the configuration of the school’s campuses.**

A school should apply for a campus reconfiguration if it combines or divides grade levels into separate “schools” or campuses. Each campus should have one principal, who has the direct authority over just those grade levels, and who reports to the head-of-school or executive director. The school should apply for this change when it wants one accountability system per campus. For example, a PK-8 school that is one campus, will have one PMF score and will report in its annual report once on its progress towards meeting its goals, whereas a PK-8 that has three campuses (e.g. PK-K, 1-5, and 6-8) will receive three separate PMF scores and report three times on its goals, one per campus. A charter school will generally be approved to change the configuration of their campuses if they provide a clear rationale for the proposed change and provide evidence that it will strengthen the overall school program and meet the conditions set forth in the School, Facility, Campus policy.

- Describe the current campus configuration of the LEA and how it will change.

[Click here to enter text.](#)

- Explain the school’s rationale for changing its campus configuration, explaining how the change will directly impact student performance and school culture.

[Click here to enter text.](#)

- Each campus will be held accountable to meet or exceed the goals and student academic achievement expectations as set forth in your charter or subsequent amendments. How will the reconfiguration help the school meet its charter goals and achievement expectations?

[Click here to enter text.](#)

- What effect will the campus reconfiguration have on the school’s program, including:

- Staffing,
- Budget,
- Facilities, and
- Other aspects of the school program, including transportation, before or aftercare, etc.?

[Click here to enter text.](#)

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Section I. Charter Amendment – Campus Replication*

*(with no changes to grades configuration or curriculum)

****ONLY complete this section if applying to Replicate/Operate in Additional Campus(es).**

PCSB will generally approve a campus replication amendment for LEAs that fit the following criteria:

- Have PMF scores of Tier 1 or its equivalent for each PMF related to the LEA for the majority of the past five years, including all existing campuses;
- Are financially viable with sufficient financial standing for the past three years; and
- Are in compliance with all applicable laws and PCSB policies.

1. Explain the school’s rationale for proposing to replicate, including the growth plan, location, and target population. If this is intended for a restart or take over, please discuss your theory of change.

[Click here to enter text.](#)

2. How will the school ensure that the quality of the new campus will be the same as the quality of the existing campus(es)? How will you ensure that quality is maintained across all campuses over time? If the expansion is tied to a takeover or restart, please describe your plan to ensure quality. In your response include:

- a. Anticipated changes that will be made to your organization structure, including an updated organizational chart.
- b. Recruitment and staffing plans (including hiring timeline) for these vacancies, including the new principal/academic lead, counselors, and key support staff.
- c. Professional development and other supports offered to staff at the new campus.

[Click here to enter text.](#)

3. How many students will be served at the new campus and what is your timeline for expansion? NOTE: If the replication will require an amendment to your enrollment ceiling, you must complete [Section F: Enrollment Ceiling](#).

[Click here to enter text.](#)

Note: If you have identified a new location, please complete [Section J: New Location](#) and submit with this request. If not, please note that you must submit Section J when a new location has been identified. Please note that another public hearing will be held once a location has been found.

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For questions, please contact PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.

Section J. Charter Agreement Amendment – **New Location or Additional Facility**

***ONLY complete this section if applying to amend Campus 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 PCSB of the change and amend its charter agreement to include the new address.

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. What is the reason for this change in location: [check the reason below that best describes your plan]

- 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 temporary space until a permanent facility is found.).
- School is replicating an existing campus. (Note: Please complete Section H: Replication)
- School is creating a new campus being housed in a new facility (Note: Please complete Section D: Campus Reconfiguration)

2. List all of the facilities that the school currently operates along with the new facility(ies) the LEA plans to operate. Include the campus(es) located in each facility, highlighting any changes from what is currently written in its charter agreement.

[Click here to enter text.](#)

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?

[Click here to enter text.](#)

4. If the school is planning to move a current campus into a new location, please address:

- a. How will the change in location impact students who currently attend this campus, and how will you ensure that students will re-enroll?
- b. Given that students are expected to move, how will you support families that need transportation?

[Click here to enter text.](#)

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.

[Click here to enter text.](#)

Section J. Charter Agreement Amendment – New Location or Additional Facility Continued

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. (Not applicable if replicating an existing campus.)

[Click here to enter text.](#)

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. What concerns, if any, have been brought to your attention and how do you plan to address them?

[Click here to enter text.](#)

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

[Click here to enter text.](#)

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.

[Click here to enter text.](#)

10. How will the proposed change impact the school's operations and finances? What are the anticipated expenses, and how will the school finance these expenses?

[Click here to enter text.](#)

Note: In addition to your narrative here, please attach a proposed [5-year Operating Budget](#).

Section K. Charter Amendment – **New Campus that is Not a Replication**

Prior to beginning this request to expand, contact PCSB staff person Laterica (Teri) Quinn at (202) 328-2675 to set up a meeting with PCSB leadership and your school’s board chair and executive director to discuss the nature of your request.

Instructions: To apply for a charter expansion, please refer to the **charter application guidelines** provided on PCSB’s website at: <http://www.dcpsb.org/report/start-charter-school>. Existing charter schools seeking expansion should complete the sections of the [Charter Application Guidelines](#) outlined below.

2014-15 Charter Application Guidelines for Existing Charter School Expansions
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- A. Establishing the Need
 - 1. Demonstrating a Need
 - 2. Demographic Analysis
 - 3. Recruiting and Marketing
- B. Education Plan
 - 1. Mission & Philosophy
 - a. Education Focus
 - 2. Goals
 - 3. Curriculum
 - a. Student Learning Standards
 - b. Methods of Instruction
 - c. Resources and Instructional Materials
 - d. Assessing Learning
 - e. Vertical Alignment and Promotion Requirements
 - 4. Support for Learning
 - a. Planning Year
 - b. School Organization and Culture
 - c. Safety, Order, and Student Discipline
 - d. Professional Development
 - e. Structure of the School Day and Year
 - f. Family Involvement
 - g. Community Participation
 - h. Extracurricular Activities

Section K. Charter Amendment – **New Campus that is Not a Replication Continued**

C. Business Plan

- a. Administrative Structure

2. Facilities

- a. Identification of a Site
- b. Financing for Facilities
- c. Building Maintenance

D. Operations Plan

- a. English Language Learners

2. Human Resource Information

- a. Qualifications of Key Leadership and School Staff
- b. Staffing Plan
- c. Major Contracts Planned
- d. Technology Plan

E. Budget and Finance

1. Pre-Opening Budget
2. Two-Year Operating Budget
3. Estimated Five-Year Budget Projections
4. Capital Budget
5. Cash Flow Projection for Year One

F. Course Curriculum

Enrollment Matrix – All Campuses

	Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20	<i>Continue until year of max enrollment</i>
Grade Levels	Current	Projected	Projected	Projected	Projected	Projected
PK-3						
PK-4						
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Total						
Grade 6						
Grade 7						
Grade 8						
Total						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
Total						
LEA Total						
Projected % - SPED						
Projected % - ELL						
# Campuses*						