



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

<p>Charter Actions Requiring a Vote</p> <ul style="list-style-type: none"><input type="checkbox"/> Approve a Charter Application (15 yrs)<input type="checkbox"/> Approve a Charter Renewal (15 yrs)<input type="checkbox"/> Approve Charter Continuance (5 or 10 yrs)<input type="checkbox"/> Approve a Charter Amendment Request<input type="checkbox"/> Give a Charter Notice of Concern<input type="checkbox"/> Lift the Charter Notice of Concern<input type="checkbox"/> Commence Charter Revocation Proceedings<input type="checkbox"/> Revoke a Charter<input type="checkbox"/> Board Action, Other _____ <p>Policies</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Open a New Policy or Changes to a Policy for Public Comment<input type="checkbox"/> Approve a New Policy<input type="checkbox"/> Approve an Amendment to an Existing Policy	<p>Non-Voting Board Items</p> <ul style="list-style-type: none"><input type="checkbox"/> Public Hearing Item<input type="checkbox"/> Discussion Item<input type="checkbox"/> Read into Record
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PREPARED BY: Lenora Robinson, Chief Operating Officer

SUBJECT: Policy Revision: Administrative Fee

DATE: January 25, 2016

PROPOSAL

The DC Public Charter School Board ("DC PCSB") staff recommends that the Board vote to open for public comment modifications to the existing Administrative Fee policy from January 25, 2016 to February 22, 2016. DC PCSB will hold a public hearing on this matter on February 22, 2016 and vote on the proposed policy on March 21, 2016. Any public comment received during the public comment period will be publicly discussed and taken into consideration prior to the vote.

Written comments may be submitted until February 22, 2016 by mail or email to:

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

BACKGROUND

The principal source of DC PCSB's revenue is an administrative oversight fee charged to each public charter school. The DC School Reform Act of 1995 allows DC PCSB to assess



this fee based on each school's budget. The purpose of the fee is to cover the cost of the DC PCSB's ongoing administrative responsibilities related to the oversight of each public charter school. This fee was increased from 0.5% to 1.0%, effective July 1, 2014, pursuant to the District of Columbia Public Charter School Board Funding Emergency Amendment Act of 2014. Modifications to the Administrative Fee Policy reflect these changes in the law and clarify how the fee is assessed.

Date: 1/27/2016	
PCSB Action: <input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Changes to the Original Proposal	

ADMINISTRATIVE FEE

PCSB UNIT OF RESPONSIBILITY: Operations

REFERENCE

The D.C. School Reform Act of 1995	§38-1802.11 (b)
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POLICY TITLE:	ADMINISTRATIVE FEE
REFERENCE:	DC School Reform Act of 1995 [§ 38-1802.11 (b)(2)]
ADOPTION/EFFECTIVE DATE	MOST RECENTLY UPDATED:
	March, 21 2016

PURPOSE

The principal source of DC Public Charter School Board's (DC PCSB) revenue is a 1.0% administrative oversight fee charged to each public charter school. The DC School Reform Act of 1995 allows DC PCSB to assess this fee based on each school's budget. The budget and fee calculations are defined below in the policy. The purpose of the fee is to cover the cost of the D.C. Public Charter School Board's DC PCSB's ongoing administrative responsibilities in relation related to the oversight of each public charter school.

For budgeting purposes, the PCSB invoices each school at the time it receives payments in October, then April from the Office of the Chief Financial Officer (OCFO).

Beginning in FY13, the annual oversight assessment will be 0.5% of a school's total revenues, less philanthropic revenues.

POLICY

Each public charter school shall pay 1.0% of its annual budget to DC PCSB no later than November 15th of each school year.

PCSB defines budget as a school's revenues. DC PCSB calculates this fee as follows: (Total revenues less philanthropic and investment revenues)*1.0%.

DC PCSB issues two invoices of 0.5% to each public charter school to collect payment for this annual fee. The first invoice, issued by July 31st, immediately following the start of each fiscal year, is based on forecasted school revenues that are derived from projected enrollment. The second invoice, issued by October 31st during the current fiscal year, is based on revised revenue derived from pre-audited certified enrollment. Schools are required by law to pay both invoices by no later than November 15th of each fiscal year DC School Reform Act of 1995 [§ 38-1802.11 (b) (2)].

DC PCSB reconciles the revenues of a school's prior fiscal year using the school's IRS Form 990 and uses the adjusted revenue amount to modify the prior school year's administrative oversight fee. Any adjustments to the prior year's fee, based on actual enrollment counts, are reflected in the October invoice of the current school year.

Board Approval Acknowledged By:

Darren Woodruff
DC PCSB Board Chair

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~~Section: ADMINISTRATIVE FEE—Last updated: September 30, 2011~~