



CHARTER AGREEMENT AMENDMENT APPLICATION

DC PUBLIC CHARTER SCHOOL BOARD

3333 14th Street, NW, Suite 210

Washington, DC 20010

www.dcpsb.org ■ (202) 328-2660

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

Application Checklist

Please complete the steps below 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 at least 30 business days advanced notice of a public hearing), 30 days of public comment, a DC PCSB-hosted public hearing, a public vote at a DC PCSB public meeting, and the execution of a written charter amendment.

- ☐ Contact Laterica (Teri) Quinn at lquinn@dcpcsb.org to start the process. 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 extensive charter agreement amendment application and process.
- ☐ 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 the application.
- ☐ When appropriate, gather community input from your staff, neighbors, and families. Attach copies of any written communications, dates of meetings, and other evidence of community engagement.
- ☐ Actively engage and obtain support from 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-E
- ☒ Attach supporting documents (e.g., enrollment matrix, budget, 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 to process.



DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter and/or Charter Agreement Amendment Application

Rationale

Pursuant to § 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 DC 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 DC 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 amendment application. All amendments, except for revisions made to articles of incorporation or bylaws, require a public hearing; and all amendments are subject to the DC Public Charter School Board's (DC PCSB) approval. Please note 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. Before completing this application, contact Laterica (Teri) Quinn at lquinn@dcpcsb.org to discuss your proposed amendment and to determine whether a meeting with DC PCSB's leadership is required before moving forward.

Typical Submission Process

Based on the type of charter amendment(s) the school would like DC PCSB to consider, applicants must complete and submit Part I **and** the applicable section(s) in Part II to lquinn@dcpcsb.org within the designated timeframe agreed upon after speaking with Laterica (Teri) Quinn about your proposed amendment(s).

- I.** Prior to submitting to DC 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).
- II.** DC PCSB will hold a public hearing within 30 business days of submission of a charter or charter agreement amendment application, and will publicize the date to the appropriate ANC(s) and on its website. The school's board chair and school leader are expected to attend the public hearing. If the school's board chair or school leader cannot be present, another well-informed board member or administrator should attend in his or her place.
- III.** DC PCSB will vote on the proposed charter or charter agreement amendment within 30 business days of the public hearing, typically at a regularly scheduled DC PCSB board meeting. Once again, the school's board chair is encouraged to be present to execute the amended agreement.

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: **Sulee Stinson Clay, Board co-Chair, Chavez Schools**

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

- | | |
|--|--|
| <input type="checkbox"/> Enrollment Ceiling Increase | <input type="checkbox"/> Name Change – Campus or Facility |
| <input type="checkbox"/> Program Replication of Grades Served | <input type="checkbox"/> Campus Reconfiguration |
| <input type="checkbox"/> Grade Level Expansion (Single Grade) | <input type="checkbox"/> LEA Status for Special Education |
| <input type="checkbox"/> Grade Level Expansion (Grade Band) | <input type="checkbox"/> Special Education Enrollment Preference |
| <input type="checkbox"/> Additional Facility or New Location | <input type="checkbox"/> Governance Structure |
| <input checked="" type="checkbox"/> Goals and Achievement Expectations | (Bylaws, Articles of Incorporation or Management) |
| <input type="checkbox"/> Mission or Education Philosophy | <input type="checkbox"/> Graduation Requirements |
| <input type="checkbox"/> Curriculum, Standards or Assessments | <input type="checkbox"/> Competency-Based Learning Application |

SUBMISSION DATE: **6/16/2017**

SCHOOL BACKGROUND

Please address the following questions in their entirety. This information provides helpful background to the DC 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): **Cesar Chavez Public Charter School for Public Policy operates four campuses: Chavez Prep – 770 Kenyon Street NW; Capitol Hill – 709 12th Street SE; Parkside High School and Parkside Middle School – 3701 Hayes Street NE.**

b) Year opened: **1998**

c) Grade levels served (Currently and at maturation of charter agreement, if applicable): **6-12**

d) Date that charter will be eligible for possible renewal: **2033**

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 PK-only PMF or Alternative Accountability Framework.

☒ 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. **Varies by campus**

*If the school has multiple campuses or varying PMFs, please describe the

academic performance of each campus here: **Please see the Fall PMF scores for academic performance of each campus. In addition, there are 2 letters from Scott Pearson, Executive Director, PCSB on file at PCSB that discuss Chavez Schools' academic performance. The first letter was dated November 16, 2016 and the second letter January 27, 2017.**

PROPOSAL

Cesar Chavez Public Charter School for Public Policy 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 July XX, 2017 (leave blank if this has not been determined).

1. Please provide details on the selected amendment(s) above and describe the requested change(s), including the school's rationale for the proposed changes. Describe any planning that is already underway to prepare for the proposed amendment.

We are requesting to update our charter agreement to reflect the newly revised PMF as Goals policy and to remove our mission-specific charter goals.

2. How will the proposed amendment(s) support or enhance the school's mission?

The current mission-specific goals are not accountability metrics. Chavez Schools wants to focus on academic performance and meeting PMF goals going forward. While the public policy mission continues to be prominent, we want to be laser-focused on accountability as measured by the charter school sector and DC and want our goals to be reflective of that accountability.

3. While considering this amendment request, DC PCSB staff may review the school's history of board actions, DC PCSB audits, community complaints, enrollment trends, and any relevant data used by DC PCSB to monitor equity in schools. Please describe any DC PCSB audits, notices of concern or other board actions issued against your school in the past 3 years. What was the outcome? Please explain what steps, if any, you've taken to address the concerns that prompted a DC PCSB audit, board action, or community complaint.

In November 2016, PCSB conducted a discipline submission and credit card audit of Chavez Schools. The audit report stated that there were no underreporting of discipline events and no areas of concern around expenditures. No follow up was required.

4. DC PCSB will review the school's Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. If applicable, describe how the proposed amendment will impact the school's finances. Explain any anticipated expenses for the proposed changes and how the school will finance them. [EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Name Changes and Graduation Requirements. If not applicable, write N/A.]

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

NA

5. 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). Describe any notable support for or opposition to the proposed amendment(s). If concerns have been brought to your attention, how do you plan to address them? *[EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Graduation Requirements and Competency-Based Learning Credits. If not applicable, write N/A.]*

N/A (amendment to Goals)

6. When did your school's board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

School – please fill this in.

Part II: Specific Revision Requests

Section B: Mission-Critical Amendments

1. Goals and Achievement Expectations
2. Revised Mission or Educational Philosophy
3. New Curriculum, Standards or Assessments

Section B1. **Goals and 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: DC 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.

The school has adopted the Performance Management Framework as its charter goals, and is requesting that the Board approve updating the charter agreement to reflect the newly revised PMF as Goals standard. We are also requesting the removal of our mission specific goals which are as follows: (1) Middle School – On state standardized tests, all subgroups will score high enough such that the school will never be identified as Priority or Focus status by OSSE for subgroup performance; (2) High School- 95% of seniors receive a passing grade on their culminating thesis paper by August 1st of their senior year. (3) High School – 90% of juniors on track to graduate the next year complete a fellowship (internship) with a government agency, non profit, or other organization aligned to the goal of offering students an opportunity to apply their academic skills and civic knowledge to address a policy issue or community concern; (4) High School – a minimum of 90% of seniors with an IEP will be accepted to at least one college.

2. If the school's existing goals were "not historically measured" or are no longer being pursued, explain why the school is abandoning these goals and how they will be replaced.

The existing goals are not outcomes-based, but rather are inputs as part of our public policy-focused curriculum. We will continue to use them as internal

measures. To be laser focused on accountability as measured by the authorizer, Chavez Schools will embrace only the PMF Policy as Goals as external measures.

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

While the public policy mission is very much a prominent piece of our curriculum at Chavez Schools and we are committed to continuing the successful program at each campus, we want to focus our accountability on achieving high academic performance as measured by the PMF and other accountability outcomes as measured by the charter school sector.

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