

## **Charter Amendment Application Checklist**

Prior to submitting a charter amendment application to PCSB, please be sure you have done the following:

- The school has already obtained approval from its board to pursue the amendment(s) requested in this application.
  
- The school has notified the local ANC in the appropriate ward(s) about the proposed charter amendment(s).
  
- The following parts of the charter amendment application have been completed in their entirety:
  - Part I: General Information (**all applicants**)
  - Section A-K (complete all sections that apply)\*
  
- A copy of the [charter agreement amendment](#) template has been reviewed and revised (if applicable) and attached to the amendment application.
  
- If applicable**, all attachments (i.e., enrollment matrix, budget, etc.) have been attached to the application prior to submission.

\*A school may apply for multiple amendments in a single application.

***For questions, please contact DC Public Charter School Board ("PCSB") at (202) 328-2660.***

## Charter Amendment Application

### Rationale

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According to the School Reform Act (SRA) §38-1802.04(c)(10):

*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.

### Directions

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A school may amend its charter by completing the appropriate questions in this charter amendment petition template. All of the amendments, except for changing the articles of incorporation or bylaws, require a public hearing and all of the amendments are subject to the DC Public Charter School Board's (PCSB) approval. Please note that some amendments must be submitted before a specific due date to be implemented for the following school year. (*Please check the [website](#) often for due dates and changes to the templates or Guidelines.*)

### Submission Process

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- I. Based on the specific charter amendment(s) the school would like PCSB to consider for approval, applicants must complete [Part I](#) and the appropriate Section(s) enclosed in this application and submit to [LQuinn@dcpcsb.org](mailto:LQuinn@dcpcsb.org).
- II. Provide written and electronic notification, to the appropriate Advisory Neighborhood Commission ("ANC") for the proposed charter amendment(s) at the same time you submit an application to PCSB for approval.
- III. PCSB will hold a public hearing during its monthly board meeting within 45 days of submission and will publicize the date to the appropriate ANC. The school's board chair is encouraged to be present.
- IV. The PCSB Board will vote on the proposed charter agreement amendment within 45 days of the public hearing, typically at a regularly scheduled board meeting. The school's board chair is encouraged to be present in order to execute the new agreement. If the board chair cannot be present, the [charter agreement amendment](#) should be previously signed and submitted to PCSB.

### Types of Charter Amendments

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*The following list describes the types of amendments to a charter agreement that must meet Board approval:*

**Section A.** [Changes to the: Mission or Education Philosophy](#)

**Section B.** [Goals and Academic Achievement Expectations](#)

**Section C.** [Grade Levels to be Served](#)

**Section D.** [Governance Structure](#) (Including, but not limited to, hiring and dismissal of management companies)

**Section E.** [Enrollment Ceiling](#) (Please review the [criteria](#) for this type of amendment before applying.)

**Section F.** [Articles of Incorporation or Bylaws](#)

**Section G.** [Replication/Operation of additional campus\(es\)\\* \(with no changes to grade configurations\)](#)

**Section H.** [LEA Status for Special Education](#)

**Section I.** [Voluntary Closure of a Campus or Grade Level\(s\)](#)

**Section J.** [Campus location](#)

**Section K.** [Curriculum, standards, or assessments](#)

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Charter Amendment Application

Part I: General Information

\*All applicants must complete this section\*

SUBMITTED BY: Patricia Sosa, Board Chair, Carlos Rosario International Public Charter School

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

- Changes to the: Mission or Education Philosophy
Goals and Academic Achievement Expectations
Grade Levels to be Served
Governance Structure
Enrollment Ceiling
Articles of Incorporation or Bylaws
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 assessments (Part D2)

DATE: 5/26/2015

PROPOSAL

Carlos Rosario International Public Charter School submits to the DC Public Charter School Board ("PCSB") this petition to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on August 15, 2015.

- 1. What specifically is the school requesting to change? Please describe any planning that is already underway to prepare for the proposed change(s).
2. How will the amendment(s) selected above support or enhance the school's mission?
3. Has the school's board approved the proposed amendment(s)? If so, on what date? If not, please explain.
4. Has the school informed its internal stakeholders (e.g., staff, students and parents) of the proposed amendment(s)?

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 school:

For questions, please contact DC Public Charter School Board ("PCSB") at (202) 328-2660.



## DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

### Charter Amendment Application

- a) Number of years in operation: We are in our 17<sup>th</sup> year of operation as a charter school.
  - b) Grade levels served: As we are a school for adults we don't operate with grade levels. We have a GED Program (English and Spanish), ESL Program with ten ESL levels plus a Family Literacy Program, Workforce Academies in Culinary Arts, Nurse Aid Training and Computer Support Specialist and a Citizenship Program.
  - c) Expiration date of the school's charter agreement: July 26, 2028
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
  - School has been in operation for 3+ years
  - Has historically met enrollment projections w/in 80% of target.
  - School is properly accredited.
  - School has been in operation 3+ years.

## Section B. Charter Amendment - **Goals and Academic Achievement Expectations**

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

1. Explain the school's rationale for amending its goals and academic expectations.

As previously stated, stipulations in our Charter Contract Goals Table, call for performance targets for the Entered Employment and Retained Employment measures to be decided (TBD) upon after the SY 2013/2014 data was collected and reported. Accordingly, this Charter Amendment Application is for the purpose of identifying, formalizing and adopting performance targets for these two measures in order to complete our Charter contract Goals and Academic Achievement Expctations section.

2. How will the new goals impact the school's existing curriculum?

There will be no discernable impact on our exisiting curriculum based on the fact that our goals aren't changing, what is new is that performance targets associated with the goals are being identified.

3. Summarize the school's academic performance history, including PMF scores and/or accountability plan results for the past three years.

The past three years have been very successful years for the Carlos Rosario School. In SY 2011-2012, the School met 6 of 6 academic performance goals in its Accountability Plan. Similarly, in SY 2012-2013, the School met 6 of 6 academic performance goals in its Accountability Plan. In SY 2013-2014, the School met 8 of 9 academic performance goals in its Adult PMF, missing one Mission Specific goal by one percentage point.

4. If proposing goals and/or academic expectations aside from adopting the PMF indicators, describe how the school will monitor its progress towards the goal, and what it will report in its Annual Report to show goal attainment. (If not applicable, please write *N/A*)

The School monitors performance on the Entered Employment measure and the Retained Employment measure on a month-to-month basis by the leadership and day-to-day by the staff. Since these goals are relatively new for the School, new staff had to be hired and trained to carry-out the major aspects of serving and following up with exited students. The level of effort required to fulfill these goals require continuous monitoring by the fully trained staff who carry-out the day-to-day activities relating to the goals. School leadership monitor month-to-month and with status updates as needed. In terms reporting performance, percentages of students Entering Employment and Retaining Employment will be reported for student cohorts for the applicable school year.

5. Has the school informed external stakeholders (e.g., the ANC) of the proposed amendment? If so, please provide the date. Please describe any concerns raised by external stakeholders.

We formally informed the respective ANC Commissioners on Wednesday, May 19, 2015. We sent a letter to James A. Turner ANC1B09 for the Harvard campus area and Renee T. Lewis ANC 5E03 for the Sonia Gutierrez Campus area.

**Section D. Charter Amendment – Governance Structure**

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(Including, but not limited to, hiring and dismissal of management companies)

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

1. Explain the school's rationale for amending its governance structure.

**Click here to enter text.**

2. How will the proposed change impact the school's operations and finances? Provide a proposed budget and budget narrative.

**Click here to enter text.**

3. Has the school informed external stakeholders (e.g., the ANC) of the proposed amendment? If so, please provide the date. Please describe any concerns raised by external stakeholders.

**Click here to enter text.**

## Section K. Charter Amendment – **New Curriculum**

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

1. Explain the rationale for implementing a new curriculum, as well as why this curriculum was selected.  
**Click here to enter text.**
2. If your school has multiple campuses, which of them will implement the new curriculum? In what grade levels will the new curriculum be used?  
**Click here to enter text.**
3. How will the new curriculum benefit teachers and students (including special education students and English language learners)?  
**Click here to enter text.**
4. What professional development will be offered to ensure effective implementation of the new curriculum?  
**Click here to enter text.**
5. How will the school evaluate the effectiveness of the new curriculum?  
**Click here to enter text.**
6. Provide a timeline for implementing the new curriculum.  
**Click here to enter text.**
7. How will the proposed change impact the school's operations and finances? Provide a proposed budget and budget narrative.  
**Click here to enter text.**
1. Has the school informed external stakeholders (e.g., the ANC) of the proposed amendment? If so, please provide the date. Please describe any concerns raised by external stakeholders.  
**Click here to enter text.**