

## **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@dcpccb.org](mailto:LQuinn@dcpccb.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

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**\*All applicants must complete this section\***

**SUBMITTED BY:** Walter Pryor-National Collegiate Preparatory Public Charter High School

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

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Changes to the: Mission or Education Philosophy               | <input type="checkbox"/> Replication/Operation of additional campus(es)*<br>*(w/no changes to grade configurations) |
| <input checked="" type="checkbox"/> Goals and Academic Achievement Expectations                   | <input type="checkbox"/> LEA Status for Special Education   |
| <input type="checkbox"/> Grade Levels to be Served  | <input type="checkbox"/> Voluntary Closure of a Campus or Grade Level(s)  |
| <input type="checkbox"/> Governance Structure<br>(e.g., hiring/dismissal of management companies) | <input type="checkbox"/> Campus location (Part D1)  |
| <input type="checkbox"/> Enrollment Ceiling   | <input type="checkbox"/> Curriculum, standards, or assessments (Part D2)  |
| <input type="checkbox"/> Articles of Incorporation or Bylaws                                      |   |

**DATE:** 4/10/2015

### PROPOSAL

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National Collegiate Preparatory Public Charter High 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 June, 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).

**National Collegiate Preparatory Public Charter High School** (National Collegiate Preparatory PCHS) submits to the DC Public Charter School Board ("PCSB") this application to (1) amend the goals and student academic achievement expectations ("academic expectations") included in its charter by removing two goals and by adding two mission-specific goals related to the school's IB program.

National Collegiate PCHS's last review report recommended that "the school revise its goals so that they are measurable using, among other indicators, externally valid and reliable assessments, including the indicators and standards on future charter review and renewal analyses that it did on this review. Further, at future reviews, any goal for which valid and reliable data are not available will be considered to have not been met, with consequences that could include charter revocation or non-renewal," (SY 2013-14 Review Report, page 4). National Collegiate PCHS leadership has worked closely with PCSB staff over the past few months to revise its goals in line with expectations, removing goals for which valid and reliable data are not available and adding goals related to the school's mission around its International Baccalaureate (IB) Program.

**National Collegiate Preparatory Public Charter High School** (National Collegiate Preparatory PCHS), along with its request to revise its goals, submits to the DC Public Charter School Board ("PCSB") this application to (2) revise the school mission in order to better reflect the school's program in offering student's the opportunity to participate in the IB program.

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

The goals changes will include additional goals related to the IB aspect of the school mission, and the school mission revisions will more accurately reflect the school's program offerings.

3. Has the school's board approved the proposed amendment(s)? If so, on what date? If not, please explain.

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

## Charter Amendment Application

Yes. April 10, 2015.

4. Has the school informed its internal stakeholders (e.g., staff, students and parents) of the proposed amendment(s)? If so, how were they notified? Please describe any concerns raised by stakeholders.  
We have notified our stakeholders. As of date, we have not had any concerns from stakeholders. A formal notification will be mailed on April 21, 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

- Provide the following information about your school:
  - Number of years in operation: National Collegiate Preparatory PCHS's first school year was in 2009-10.
  - Grade levels served: The school serves students in grades nine through twelve.
  - Expiration date of the school's charter agreement: The school's charter agreement expires in August of 2024.
- Please select the performance indicators below that describe the school's current performance: (Mark all that apply)

<input type="checkbox"/> Currently rated Tier 1, or met at least 2/3 of targets on the most recent Accountability Plan, ECor Adult PMF.	<input checked="" type="checkbox"/> Has historically met enrollment projections w/in 80% of target.
<input type="checkbox"/> School is not currently under corrective action	<input checked="" type="checkbox"/> School is properly accredited.
<input checked="" type="checkbox"/> School has been in operation for 3+ years	<input type="checkbox"/> School has been in operation 3+ years.

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

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

- Explain the school's rationale for amending its mission or educational philosophy.

Through discussion with PCSB staff around revisions to the goals, we decided that the mission should be revised to more accurately reflect our program's intent, that is, to give students the opportunity to participate in the IB program, rather than require a certain number of students to receive the IB diploma. The current mission states:

The mission of our public charter high school is to offer a rigorous standards-based college preparatory curriculum, to maximize our students academic achievement, provide an interdisciplinary curriculum that combines international studies themes leading to an International Baccalaureate (IB) Diploma, and prepare our students to be self-directed, lifelong learners equipped to be engaged citizens of their school, community, country, and world.

The new mission is as follows: \*\* INSERT NEW MISSION HERE\*\*

The mission of our public charter high school is to offer a offer a rigorous standards-based college preparatory curriculum, to maximize our students academic achievement, provide an interdisciplinary curriculum that combines international studies themes that would offer an opportunity for an International Baccalaureate (IB) education, and prepare our students to be self-directed, lifelong learners equipped to be engaged citizens of their school, community, country, and world.

2. How will the new mission or educational philosophy impact the school's existing curriculum?

The new mission will not impact the school's existing curriculum.

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.

We are currently working to contact the ANC to inform of the Amendment to the Mission and newly added goals.

**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 noted above, National Collegiate PCHS's last review report recommended that "the school revise its goals so that they are measurable using, among other indicators, externally valid and reliable assessments, including the indicators and standards on future charter review and renewal analyses that it did on this review. Further, at future reviews, any goal for which valid and reliable data are not available will be considered to have not been met, with consequences that could include charter revocation or non-renewal," (SY 2013-14 Review Report, page 4). National Collegiate PCHS leadership has worked closely with PCSB staff over the past few months to revise its goals in line with expectations, removing goals for which valid and reliable data are not available and adding goals related to the school's mission around its International Baccalaureate (IB) Program.

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

The new goals will not impact the school's existing curriculum.

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

National Collegiate Preparatory PCHS has obtained a Tier 2 status for the past three years, with the following PMF scores: 49.0% in 2012; 51.4% in 2013, 41.6% in 2014.

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 metrics used in the 2013-14 school review report will be used to monitor progress towards the goals. For the two additional goals, National Collegiate Preparatory PCHS will monitor progress by: National Collegiate Preparatory will maintain IB Certification of the school and will keep an account of the 6% of the entire student population enrolled in the IB Program.

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 are working to inform the ANC of the proposed amendments. Parents have been informed. A formal letter of notification will be mailed to parents on April 21, 2015.

**Section C. Charter Amendment – Grade Levels to be Served**

**\*ONLY complete this section if applying to amend Grade Levels to be Served.**

1. Explain the school’s rationale for amending its grade levels to be served.  
**Click here to enter text.**
  
2. If proposing a reconfiguration of grades, summarize the school’s enrollment history for the previous five years:
  - (a) The school’s current enrollment: **Click here to enter text.**
  - (b) The school’s current enrollment ceiling: **Click here to enter text.**
  - (c) The school’s reenrollment rates: **Click here to enter text.**
  - (d) The number of students on the school’s waiting list each year: **Click here to enter text.**
  
3. Summarize the school’s academic performance history, including PMF scores and/or accountability plan results for the past three years.  
**Click here to enter text.**
  
4. How will the proposed change impact the school’s operations and finances? Provide a proposed 2-year budget, and a 5-year budget, along with narrative to explain the anticipated impact of this change.  
**Click here to enter text.**
  
5. Has the school informed stakeholders (including the ANC, staff and parents) of the proposed amendment? If so, how were stakeholders notified? Please describe any concerns raised by stakeholders.  
**Click here to enter text.**

6. Please complete the following enrollment matrix\*.

*\*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.*

**Enrollment Matrix – All Campuses**

	Academic Year 2014-15		Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	<i>Continue until year of max enrollment</i>
	Current	Projected	Projected	Projected	Projected	Projected	
LEA Total							
Projected % -SPED							
Projected % - ELL							
# Campuses*							



**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 E. Charter Amendment – Enrollment Ceiling Increase**

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

**\*\*Before completing this application, please be sure the school meets the following [criteria](#).\*\***

1. Explain the school’s rationale for proposing to increase its student enrollment.
2. Summarize the school’s enrollment history for the previous five years, including
  - a. What is the school’s current enrollment? **Click here to enter text.**
  - b. What is the school’s current enrollment ceiling? **Click here to enter text.**
  - c. What are the school’s reenrollment rates for the past five school years? **Click here to enter text.**
  - d. How many students are currently on the on the school’s waiting list? **Click here to enter text.**
  - e. How many students were on the school’s waiting list last year? **Click here to enter text.**
3. Summarize the school’s academic performance history, including PMF scores and/or accountability plan results for the past three years.  
**Click here to enter text.**
4. How will the proposed enrollment increase impact the school’s operations and finances? Provide a proposed budget and budget narrative on a separate sheet.  
**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.**
4. 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.**
5. Please complete the following enrollment matrix\*.
 

*\*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.*

**Enrollment Matrix – All Campuses**

	Academic Year 2014-15		Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	<i>Continue until year of max enrollment</i>
	Current	Projected	Projected	Projected	Projected	Projected	
LEA Total							
Projected % -SPED							
Projected % - ELL							
# Campuses*							

**Section F. Charter Amendment – Articles of Incorporation or Bylaws**

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**\*ONLY complete this section if applying to amend Articles of Incorporation or Bylaws.**

1. Explain the school's rationale for amending its articles of incorporation or bylaws.

**Click here to enter text.**

2. 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.**

3. On separate sheet, please provide a copy of the amended bylaws or articles of incorporation.

**Section G. Charter Amendment – Replication/Operation of Additional Campus(es)\***

\*(with no changes to grades configuration)

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

1. Explain the school’s rationale for proposing to replicate or operate in additional campuses.
2. Summarize the school’s enrollment history for the previous five years, including
  - a. What is the school’s current enrollment? **Click here to enter text.**
  - b. What is the school’s current enrollment ceiling? **Click here to enter text.**
  - c. What are the school’s reenrollment rates for the past five school years? **Click here to enter text.**
  - d. How many students are currently on the on the school’s waiting list? **Click here to enter text.**
  - e. How many students were on the school’s waiting list last year? **Click here to enter text.**
3. Summarize the school’s academic performance history, including PMF scores and/or accountability plan results for the past three years.  
**Click here to enter text.**
4. Have you identified a proposed site for this replication? If so, provide the address and the ward in which it is located and provide a general description of how the facility meets your programmatic needs, including occupancy limits.  
**Click here to enter text.**
5. How many traditional and public charter schools within a one-mile radius of the proposed new campus serve students in the same grade levels as the proposed campus? How will the proposed new campus impact the number of quality seats offered in that community?  
**Click here to enter text.**
6. How will the proposed enrollment increase impact the school’s operations and finances? Provide a proposed budget and budget narrative on a separate sheet.  
**Click here to enter text.**
7. 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.**
8. Please complete the following enrollment matrix\*.  
 \*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.

**Enrollment Matrix – All Campuses**

	Academic Year 2014-15		Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	<i>Continue until year of max enrollment</i>
	Current	Projected	Projected	Projected	Projected	Projected	
LEA Total							
Projected % -SPED							
Projected % - ELL							
# Campuses*							

## Section H. Charter Amendment – **LEA Status for Special Education**

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

1. Explain the school's rationale for proposing to amend its LEA status for special education.  
**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 affect this model? If so, how?  
**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. Provide a proposed budget and budget narrative.  
**Click here to enter text.**
4. Has this proposed change in LEA status been shared with school staff and parents? If so, please describe any concerns that were raised.  
**Click here to enter text.**
5. How many special education students does your LEA currently serve? What percentage of your total school population are special education students? Please describe your special education population, including their special education levels.  
**Click here to enter text.**
6. How many special education students at your school are currently enrolled in private placement? How many special students have returned to your school from private placement (and when did they return)?  
**Click here to enter text.**
7. How many of the school's special education students have a Hearing Officer Decision (HOD) that is currently being implemented? Of these active HOD's, how many were put in place while the student was attending your LEA? How many were implemented by DCPS?  
**Click here to enter text.**
8. Describe the school's currently pending litigation regarding special education, as well as litigation that occurred within the past three years.  
**Click here to enter text.**
9. Attach to this notice the school's most recent OSSE on-site monitoring report. If this report details that the school was required to take corrective actions, please note how and when the school implemented from OSSE? (Please attach). Please list corrective actions cited (if any) and the date completed.  
**Click here to enter text.**
10. 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.**

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

**Section I. Charter Amendment – Voluntary Closure of a Campus or Grade Level(s)**

**\*ONLY complete this section if applying to Voluntarily Close a Campus or Grade Level.**

1. Explain the school’s rationale for requesting to close its campus(es) or grade levels to be served  
**Click here to enter text.**
  - a. If amending grade levels, which grades will be closed?**Click here to enter text.**
  - b. If amending campus(es), which campus(es) will be closed? **Click here to enter text.**
  
2. Summarize the school’s enrollment history for the previous five years:
  - (a) The school’s current enrollment: **Click here to enter text.**
  - (b) The school’s current enrollment ceiling: **Click here to enter text.**
  - (c) The school’s reenrollment rates: **Click here to enter text.**
  - (d) The number of students on the school’s waiting list each year: **Click here to enter text.**
  
3. Summarize the school’s academic performance history, including PMF scores and/or accountability plan results for the past three years.  
**Click here to enter text.**
  
4. How will the proposed change impact the school’s operations and finances? Provide a proposed 2-year budget, and a 5-year budget, along with narrative to explain the anticipated impact of this change.  
**Click here to enter text.**
  
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.  
**Click here to enter text.**
  
6. Please complete the following enrollment matrix\*.
 

*\*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.*

**Enrollment Matrix – All Campuses**

	Academic Year 2014-15		Academic Year 2015-16	Academic Year 2016-17	Academic Year 2017-18	Academic Year 2018-19	<i>Continue until year of max enrollment</i>
	Current	Projected	Projected	Projected	Projected	Projected	
LEA Total							
Projected % -SPED							
Projected % - ELL							
# Campuses*							

## Section J. Charter Amendment – **New Location**

**\*ONLY complete this section if applying to amend Campus Location.**

1. Explain the school's reason for requesting a change in its **location of campus(es)**.  
**Click here to enter text.**
2. If this request is for an additional campus, please describe all funds (including public and private) the school has earmarked for this new campus. (If not applicable, please write *N/A*.)  
**Click here to enter text.**
3. How far away is the new location from the current location of the school? Is the new location in a priority neighborhood? If so, which one?  
**Click here to enter text.**
4. How many traditional and public charter schools in a one-mile radius of the new location serve students in the same grade levels? Describe how the academic performance, demographics, and mission of your school compare to schools within a one-mile radius of where you wish to locate..  
**Click here to enter text.**
5. How will the change in location impact the enrollment of students who currently attend this campus, and how will you ensure that you will have a high re-enrollment rate? (I.e. how will you ensure that students from the existing campus will be able to continue attending your school once the move has occurred?)  
**Click here to enter text.**
6. What community engagement outreach has been done in the local community of the new school location?  
**Click here to enter text.**
7. What student recruitment has been done in the local community of the new school location?  
**Click here to enter text.**
8. 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 that will occupy the facility at any point in the future, explain the steps taken and the timeline in place to address this issue.  
**Click here to enter text.**
9. How will the proposed change impact the school's operations and finances? Provide a proposed 2-year budget, and a 5-year budget, along with narrative to explain the anticipated impact of this change.  
**Click here to enter text.**
10. 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.**
  
9. 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.**