



## Charter Review Process FAQs

### **What is a charter review?**

A charter review is an assessment required by the School Reform Act (SRA) of a school's academic performance, legal compliance, and fiscal management. The DC Public Charter School Board (DC PCSB) produces a review report detailing its assessment of the school in these areas, with the charter review culminating in the DC PCSB Board voting whether to continue or revoke a school's charter.

### **Why does my school need to undergo a charter review?**

- DC PCSB is required by the SRA to review each school **at least** once every five years.
- DC PCSB generally conducts charter reviews during each school's fifth and tenth year in operation
- DC PCSB may perform additional reviews of schools outside of this schedule.

### **What does DC PCSB assess in a charter review?**

The SRA requires DC PCSB to assess a school in the three areas detailed in the table below.

<b>Areas Assessed during Charter Review</b>	<b>Documents PCSB will review to assess each area</b>
The extent to which the school has met the <b>goals and student academic achievement expectations</b> detailed in its charter	<ul style="list-style-type: none"> <li>- The school's annual reports (<b>note that the SRA requires schools to report on the extent to which they are meeting their goals and expectations in their annual report.</b>)</li> <li>- The school's PMF report (to the extent it corresponds with the school's goals)</li> <li>- Accountability Plans, if applicable</li> <li>- Other supporting data and evidence (as requested by DC PCSB) regarding specific goals and expectations that cannot be captured using publicly available data</li> </ul>
The school's <b>legal compliance</b> , including compliance with special education laws	<ul style="list-style-type: none"> <li>- Annual compliance reports produced by DC PCSB</li> <li>- Determinations and Findings forms for procurement contracts</li> <li>- Special Education compliance reports produced by OSSE</li> <li>- Any other pertinent documents, such as lawsuits, grievances, and noncompliance findings from local agencies</li> </ul>
The school's <b>fiscal management, adherence to generally accepted accounting principles, and economic viability</b>	<ul style="list-style-type: none"> <li>- Annual audits</li> <li>- Any other pertinent financial documents</li> </ul>



**What are the potential outcomes of a charter review?**

After reviewing the charter review report, the DC PCSB Board will vote whether to continue or revoke the school’s charter. The SRA allows the DC PCSB Board some discretion with this decision:

- If the Board finds that the school has not fully met its goals, or determines that a school has committed a material legal violation, it may **elect** to revoke the school’s charter or grant it charter continuance (with or without conditions).
- However, if the Board finds the school to have a material financial insufficiency (specifically, if the school: (1) did not adhere to generally accepted accounting principles; (2) engaged in a pattern of fiscal mismanagement; or (3) is not economically viable), the Board is **required** to revoke the school’s charter.

**What is the charter review process?**

The steps of the review process are detailed in the table below.

Action Item	Description
Pre-review meeting	DC PCSB meets with schools that will undergo review to discuss the process
Qualitative Site Review (QSR)	<ul style="list-style-type: none"> <li>- DC PCSB visits every school campus to observe the school’s instructional program</li> <li>- DC PCSB publishes a QSR report of its findings and issues it to the school</li> <li>- QSR report findings can be referenced by DC PCSB as evidence that the school has met its goals and expectations</li> </ul>
DC PCSB provides a preliminary charter review report to the school	This report includes an assessment of the school’s academic performance, legal compliance, and fiscal management, and a recommendation to the Board regarding whether it should vote to continue the school’s charter.
School is invited to respond to the preliminary review report	Schools are invited to correct any factual inaccuracies or submit a written response to the preliminary review report before it is made public. Submitted responses will be included in the report’s appendix.
DC PCSB Board votes whether to continue the school’s charter	If possible, the DC PCSB Board will vote on the school’s continuance during a regularly scheduled board meeting.



### **How can a school prepare for a charter review?**

1. Ensure that the school's charter is up-to-date, particularly its goals and expectations.
2. Ensure that the school has cured any points of legal noncompliance identified by DC PCSB or OSSE.

### **Can a school amend its charter before charter review?**

A school may submit a petition to amend its charter at any time. The DC PCSB Board generally will not approve amendments to a school's goals and expectations unless they are submitted more than one year before the school's scheduled charter review.

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