



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: **Dr. Peggy O'Brien – St. Coletta Special Education PCS**

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

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

SUBMISSION DATE: **8/21/2020**

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): **St. Coletta Special Education PCS, 1901 Independence Ave. SE Washington, DC 20003**
- b) Year opened: **2006**
- c) Grade levels served (Currently and at maturation of charter agreement, if applicable): **Ungraded/ages 3-22**
- d) Date that charter will be eligible for possible renewal: **2021**

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. **Extended due to COVID related closure**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **Enter text.**

Disclaimer: While processing this application, DC PCSB staff may contact you later to request additional information for the Board's consideration. By submitting this application, you agree to cooperate with DC PCSB staff to ensure your application is processed in a timely manner. For questions, please contact DC PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.



PROPOSAL

St. Coletta Special Education PCS 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_____, 20_____ (*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.

Original mission:

“To serve students with intellectual disabilities and support their families.”

Revised mission:

“To empower children and adults with intellectual disabilities to discover their full potential.”

St. Coletta Special Education PCS has revised their mission statement in order to be more reflective of their educational program and to be transparent about the services offered.

The original mission for St. Coletta School “to serve students with intellectual disabilities and support their families” did not capture our commitment to providing students with significant disabilities the supports they needed to achieve their goals and be successful upon graduation.

The new mission statement is already being communicated to all stakeholders, and has been included on our website.

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

A strategic plan committee met to develop short and long term goals for our school, and during that process the mission was reviewed. The committee determined the previous mission did not fully articulate the vision of our school/organization. The strategic plan committee was comprised of community members on our board, parent representatives, and school staff. It was felt that the essence of the original mission is still captured in the revised mission “to empower children and adults with intellectual disabilities to discover their full potential” while also conveying that St. Coletta does more than “serve” students, but provides an educational program that enables them to build upon their strengths and instructs them with appropriate accommodations and supports to reach their full potential. An important focus of our program is to involve parents in supporting their students as it relates to their educational program. As parent involvement is built into our school charter goals and included in goals within our strategic school plan, we felt that omitting the phrase “and support their families” would not reduce the importance of their role in our mission, but more accurately reflects how our mission is student-centered.

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.

N/A

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](#).*

N/A

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

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

See highlighted section: To be approved at the February 19, 2020 Board Meeting St. Coletta of Greater Washington, Inc. Board of Trustees Meeting Wednesday, November 20, 2019 Minutes Present: Pablo Chavez, Leah Damato, Terrance Dwyer, Karen Gray (Vice President, BOT), Sue Goodhart (President, BOT) Delmas Johnson (Secretary, BOT), David Pryor (President Emeritus), Sharon Raimo (CEO) Also Present: Rebecca Hill (Development), Kaiheem Mason (COO), Christie Mandeville (Principal) Absent: Karla Crockett, Mike Smith Call to Order: The meeting was called to order at approximately 6:10 p.m. by Ms. Goodhart. Review and Approval of Minutes from September 2019 Board of Trustees Meeting: Ms. Johnson asked Board members to review the minutes and indicate any edits needed. Following review, a motion was made and carried to approve the minutes as final. Nominating Committee: Ms. Gray presented two nominees for consideration: Chris Bettencourt and Sandra Markwood. Mr. Bettencourt and Ms. Markwood have toured St. Coletta and expressed interest in joining the Board and contributing to fulfilling the mission. Ms. Markwood also attended the Coletta Collections sale at the Northern Virginia Christmas Market on November 8 – 10th at the Dulles Expo. Resumes for both nominees were provided to Board members for review at tonight's meeting. Following discussion, both nominees were unanimously approved to join the Board. Ms. Johnson stated she would follow up with a welcome e-mail to Mr.

Bettencourt and Ms. Markwood with the Board contract (Attachment A), date for the next Board meeting and other upcoming dates. Development Committee: Ms. Hill reviewed tonight's report (Attachment B). • The 2020 Gala is scheduled for March 28, 2020 at the Mandarin Oriental Hotel. The theme is Journey of Discovery. Printed invitations will be ready mid-January 2020. Outreach to contractors working on reservation 13 (adjacent to St. Coletta) projects will be done to identify potential donors. Board members received materials for 2020 Gala table and other sponsorship opportunities • Since September 18, 2019, giving from individuals totaled \$17,145, from corporations \$20,000 (Microsoft's pledge to fund-a-need at the 2019 Gala), from foundations \$1,000, and from civic organizations totaled \$500. • Applications for DC's Office of the Special Superintendent for Education (OSSE) FY 2020 grants, totaling approximately \$155,000, have been completed and are awaiting final approval. •

Several corporate/foundations donors will be approached St. Coletta to solicit funding for specific projects. These potential donors include: Clark Winchcole, Gannett, Meltzer, GEICO, O'Brien, Cafritz, Graham. • Sales from Coletta Collections totaled more than \$11,000. Profit from the Coletta Collections sale at the Northern Virginia Christmas Market on November 8 – 10 totaled almost \$7,000. • Ms. Hill send Board members a reminder about Giving Tuesday on December 3rd. Board members have been asked to pledge their donation. The total Board pledge will be publicized via social media and used to solicit donations. Details regarding the above items, including the Gala revenue, individual contributions and past Coletta Collections sales, and donors are provided as Attachment B—Development Committee Report dated November 20, 2019. Finance Committee: Ms. Rowland provided an overview of the draft financial narrative for the tonight's meeting. The final financial narrative, for the period ending September 30, 2019, will be sent to Board members via e-mail by Ms. Rowland subsequent to tonight's meeting. Highlights from the draft report include: • St. Coletta continues to have sufficient cash on hand to meet obligations. As of September 30, 2019, St. Coletta had more than \$2 million in operating funds on hand. • St. Coletta received the \$1,800,000 supplemental funding from the DC Public Charter School Board (PCSB). •

The FY 2019 audit went smoothly. St. Coletta received a clean audit. Ms. Rowland is awaiting the draft final report from the auditors. Ms. Rowland will e-mail the draft report to Board members upon receipt. The auditors are now working on the 5500 report and the employee 403(b) audit. • Details regarding those major categories under and over budget are contained in the draft financial report and narrative, balance sheet, and supplemental schedule. Details regarding the above items are reflected in Attachment C for the draft Financial Narrative for the period ended September 30, 2019. Governance Committee: Ms. Rowland began tonight's report by asking Board members to complete and sign the annual conflict of interest and ethics documents. Board members were asked to review and sign the Board member contract by Ms. Goodhart via e-mail prior to tonight's meeting. The signed contracts will be kept on file by Ms. Hill. The contract will be reviewed with new Board members prior to their joining the Board. Mr. Mason continued the committee's report by presenting the proposed strategic plan. Mr. Mason noted the process for developing the plan and thanked Board. Discussion ensued regarding the new mission, vision, and value (formerly the vision statement) statements and several minor changes were proposed. The Board voted to approve the strategic plan with the changes discussed at tonight's meeting. Mr. Mason discussed the status of the CEO search effort and outlined next steps. The CEO position description has been drafted, reviewed, and finalized by the search committee. The request for proposals (RFP) has been drafted and once final, will be used to identify and engage search firms. Ms. Goodhart and Ms. Johnson will participate in the review, interview and selection process for the CEO. CEO's Report: Ms. Raimo informed the Board that Scott Pearson, Superintendent for the DC Public Charter School Board (PCSB), will leave his position in May 2020. Mr. Pearson has been very supportive of St.



Coletta and has stated his commitment to get the supplemental funding issue resolved before he leaves. Ms. Raimo reported that plans are to underway to build 100+ units of subsidized housing for homeless residents on the parcel adjacent to St. Coletta. This is a departure from what was previously understood for developing the parcel. There is concern that some residents could pose safety issues for St. Coletta's students. Ms. Mandeville continued the report by noting that the school year is off to a great start. The PCSB site observation went well, with St. Coletta receiving ratings of distinguished or proficient and all goals were met. St. Coletta will need to complete the national accreditation process in spring 2020. St. Coletta must demonstrate the school meets all fifty standards. Lastly, Ms. Mandeville noted that the winter graduation will be held on December 13th @ 12:30pm and invited all Board members to attend. Mr. Mason continued the report by noting that the adult programs are going well. A Thanksgiving meal will be served at the Rockville, MD location on November 21st and at the Alexandria, VA location on November 26th. The certification review process for the adult programs will take place on December 9 – 11. Mr. Mason noted that St. Coletta is pursuing obtaining licensure in the District of Columbia. It is hoped that becoming licensed in DC will give St. Coletta flexibility in how services are provided to adult participants. This flexibility will enable St. Coletta to make adjustments to the daily programming for those participants for whom it is impractical to be out in the community for extended periods. Announcements: Board members are invited to winter graduation on December 13, 2019 @ 12:30pm and the cocktail party @ Sonoma restaurant from 6 – 10 pm. Old Business: None. New Business: None. Adjournment: There being no further business, the meeting was adjourned at 7:10 pm. Respectfully submitted, Delmas Johnson Secretary St. Coletta of Greater Washington, Inc. Attachments A— Board Contract 2019 B—Development Committee Report dated November 20, 2019 C— Draft Financial Narrative for the period ended September 30, 2019

Section B2. Mission or Educational Philosophy

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

A school should apply to amend its mission or education philosophy when it is proposing a material change to its current mission that directly affects students and families. Changes include adding or removing components of the mission, such as second language acquisition, a specific curriculum listed in the mission (e.g., Core Knowledge, Expeditionary Learning, STEM), or specific outcomes (e.g., Career and Technical Education/Certification, International Baccalaureate Diploma). Changes that are revisions in syntax do not require a petition and public hearing. These changes, however, will need to be approved by the DC PCSB Board and memorialized in an executed charter agreement amendment.

A change in a school's mission/education philosophy must happen prior to the start of a school year. DC PCSB will not consider proposed amendments to a school's mission/education philosophy during the year prior to or during the year of a high-stakes review or renewal. Revisions to a school's mission or education philosophy will generally be approved if the school demonstrates a need for the change in the mission through:

- *Family support (e.g. petition with signatures, letters of support, minutes from PTO/PTA meeting(s));*
- *Staff support (e.g. application with signatures, letters of support, minutes from staff meeting(s));*
- *An explanation of how the revised mission will directly improve student outcomes and future success;*
- *Evidence that the amended mission is supported by the curriculum, instruction, and school day.*

1. What is the school's current mission statement and/or educational philosophy?

Our original mission is "to support students with intellectual disabilities and support their families."

2. What are the proposed changes to the school's mission statement and/or educational philosophy?

The revised mission is "to empower children and adults with intellectual disabilities to discover their full potential."

3. How will the new mission and/or educational philosophy impact the school's existing curriculum, operations, and education experience for families?

It will not affect any change to our existing educational program.



4. Describe how the School came to this decision to change its mission, and describe the involvement of the greater community in its revision, including parents, staff, and others.

A strategic plan committee was developed to develop short and long term goals for our school, and during that process the mission was reviewed and determined it did not quite fit the vision of our school/organization. The strategic plan committee was comprised of community members on our board, parent representatives, and school staff. **It was felt that the essence of the original mission is still captured in the revised mission “to empower children and adults with intellectual disabilities to discover their full potential” while also conveying that St. Coletta does more than “serve” students, but provides an educational program that enables them to build upon their strengths and gives them accommodations and supports to reach their full potential. An important focus of our program is to involve parents in supporting their students as it relates to their educational program. As parent involvement is built into our school charter goals and included in goals within our strategic school plan, we felt that omitting the phrase “and support their families” would not reduce the importance of their role in our mission, but more accurately reflects how our mission is student centered.**