



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: **Nadia Ramey, DC Bilingual Public Charter School**

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

- | | |
|--|---|
| <input checked="" 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 Special Education |
| <input type="checkbox"/> Grade Level Expansion (Grade Band) | <input type="checkbox"/> Enrollment Preference |
| <input type="checkbox"/> Additional Facility or New Location | <input type="checkbox"/> Governance Structure |
| <input type="checkbox"/> Goals and Achievement Expectations | <input type="checkbox"/> (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"/> Graduation Requirements |
| | <input type="checkbox"/> Competency-Based Learning Application |

SUBMISSION DATE: **Wednesday, June 1, 2022**

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): **DC Bilingual Public Charter School (single-site) is located at 33 Riggs Road NE, Washington, DC 20011**
 - b) Year opened: **2004**
 - c) Grade levels served (Currently and at maturation of charter agreement, if applicable): **PK3-5th**
 - d) Date that charter will be eligible for possible renewal: **January 2034**
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.~~ **December 1, 2026**

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here: **N/A**

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



PROPOSAL

DC Bilingual Public Charter School 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.

DC Bilingual PCS is seeking approval for an enrollment ceiling increase beginning the 2023-2024 school year.

DC Bilingual PCS is requesting an enrollment ceiling increase to serve as many students as its capacity year by year until reaching the school's fully approved growth in SY 28/29 at 712 students.

For SY 2022/23, more than 1,600 families applied to attend DC Bilingual, and more than half of those families ranked DC Bilingual PCS among their top three charter school choices. Today, our waitlist includes more than 1,000 students. At full scale, DC Bilingual will serve 712 students in PreK-3 through grade 5.

To prepare for the proposed amendment, DC Bilingual has engaged the community, received board approval, and built a 27,000 sqft campus expansion that will allow the school to fulfill its expansion plan by SY 2028-29.

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

DC Bilingual PCS is "a learning community that ensures high academic achievement for all students in both Spanish and English, develops leadership, and values all cultures." Its mission centers on providing dual language immersion education that can serve a diverse student population. An amendment to our ceiling increase would allow the school to do its best to meet the growing demand for high-quality seats in both early childhood and elementary education in the District while keeping an eye on our community's cultural and linguistic identities. Therefore, DCB has adopted the equitable access preference and looks to ensure that all additional school spots provided via this ceiling enrollment increase request go to the students who qualify for this preference.

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.

Over the past three academic years (this year included), SY 19/20, SY 20/21, and SY 21/22, DCB has received zero community complaints shared with us by the Public Charter School Board.

This year, we have received feedback from parents and staff in virtual town hall meetings, surveys, emails, or in-person interactions. With all input received, we consider any changes or adjustments needed and work together to make the appropriate changes to our school's offerings. We have organized committees to support us in eliciting feedback from stakeholder groups to make informed decisions for the school. During SY 20/21, we formed a re-opening DCB parent & staff working group, which helped advise the school on the appropriate covid precautionary measures to take throughout the school year.

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](#).*

DCB's enrollment ceiling increase will impact the school's finances by increasing revenue since we will be enrolling more students each year, without increasing our enrollment cap approved during our last renewal. In addition, there will be an expense to serve each student, which will be offset by the revenue generated by each new and additional student. The expenses will include classroom and non-academic personnel costs, instructional materials and supplies, non-academic operational costs, and possibly support for any services needed based on a 504, IEP, or another student identifier. Many of the costs will already be a part of the annual budget since we are not seeking to add an entire class but rather just increase the number of students to even out our classroom enrollment figures and support our student growth plan. DCB continues to be in a solid financial position. We are forecasting to end FY22 with a 1.4% gross margin, 307 days of cash on hand, a FAR in the 90s, and a net income of more than \$180K.

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.]*

For the 2019 charter renewal process, DCB informed internal and external stakeholders of our proposed and now-approved growth plan. This growth plan caps our enrollment at 712 students by the 2028-2029 school year. Our request is to increase our annual enrollment ceiling without exceeding our cap so there will be little disruption to our stakeholders.

DC Bilingual has taken numerous essential steps to inform and seek input from all of its external and external stakeholders during its growth planning process:

- 1) DCB held six open growth committee meetings from September through December 2019 to gather community input and support. Topics ranged from the student pipeline with DC International & student recruitment to building design, traffic, & parking.

- 2) Staff were surveyed twice in the fall (August 2019 & December 2019) to elicit feedback on proposed plans for growth
- 3) Three all-staff meetings were held on the sole topic of growth (June 2019, August 2019, and October 2019)
- 4) Parents and families were surveyed on the growth from December 4-18, 2019 5) Both online & in-person comment boxes were set up for anonymous questions and comment to be submitted regarding school growth. Fifty-five entries were gathered in English & Spanish and responded to by the Head of School from September to December 2019.
- 6) An open board meeting was held with public comment in December 2019.
- 7) On February 6, 2020, DC Bilingual PCS's Head of School met with Zachary Parker, Ward 5 representative on the DC State Board of Education & Commissioners Allison Brooks (ANC 4B) and Sandy Washington (ANC 5A) regarding school growth plans for.
- 8) On February 24, 2020, DC Bilingual PCS's Head of School presented at the 4B ANC meeting to present school growth plans, elicit feedback, and publicly address community concerns.
- 9) On March 4, 2020, DC Bilingual PCS's Head of School attended South Manor Association meeting to present school growth plans, elicit feedback, and publicly address community concerns
- 10) On March 25, 2020, DC Bilingual PCS's Head of School will attend the ANC 5A meeting to present school growth plans, elicit feedback, and publicly address community concerns.

Survey data demonstrated that most parents (61%) and staff (67%) support the proposed plan for DCB growth. However, for concerns about how growth would impact the traffic patterns in our neighborhood, DCB has already established a sub-committee to plan for and address community concerns related to parking & traffic & will continue to seek input from community stakeholders throughout the planning process.

Based on feedback from our current families and potential families, referring to our waitlist, which has averaged more than 700 students annually over the past few years, there is much need and a strong desire to enroll and complete our program from PK3 through 5th grade. In addition, our stakeholders have well received our educational program and school operations, and we don't anticipate this changing with our ECI request.

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

The school's board approved the proposed amendment on February 4, 2020. Minutes from the meeting and vote results were shared in the original ceiling increase application request made. In addition, attached to our ECI request, you will find a letter of support from our board of directors and signed by our board chair, Nadia Ramey.

Section A1. Enrollment Ceiling Increase

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

A school should apply for an enrollment ceiling increase if it plans to offer more spaces in the next fiscal year and wishes to be paid for the additional students. However, a school does not need to apply for a change in enrollment ceiling if it is offering the same total number of spaces but not in the exact grade levels it determined through its Schedule I. If applying for an enrollment ceiling increase, please be sure the school meets the criteria listed in the [Enrollment Ceiling Increase Policy](#). Failure to meet the requirements may result in the denial of your charter agreement amendment request.

Note: Schools that do not meet all criteria outlined in DC PCSB's Enrollment Ceiling Increase Policy may be asked to provide additional information, such as the following:

- Assessment data other than PARCC (e.g. WIDA, NWEA MAP, IEP goal mastery, etc.)
- School's response to resolving the issue(s), including steps already taken to improve the issue
- Any other information that provides context regarding missed criteria

1. Why is the school seeking this enrollment ceiling increase? How does the school know there is demand for this expansion? How does the scope, pace, and need for the enrollment ceiling increase align with current demographic and growth projections in the city (such as the projections found in this [study](#)).

DC Bilingual Public Charter School is submitting this application to request an increase in the year-by-year allotted ceiling enrollment to take place during the school's growth years. DC Bilingual has already received approval to grow its student population incrementally from SY 22/23 to SY 28/29 and has the approval to serve up to 712 students when at full growth.

Across Washington, DC, demand for high-quality pre-K and elementary education is rising. DC Bilingual PCS recognizes the vital need to expand our campus to serve more students and families. Evidence is critical that our city needs more high-quality seats to accommodate student growth. For example, the Deputy Mayor for Education reported in the DC Public Education Master Facilities Plan 2018 that Local Education Agencies (LEAs) would need an additional 4,500 seats by school year (SY)2022-23 and almost 9,500 seats by SY2027-28 to meet growing enrollment. DC Policy Center projects an even higher growth of 21,100 students by SY2026-27 (Coffin, 2019). There will not be enough high-quality seats in our neighborhood of Ward 5 in DC to meet demand over the next 5-10 years (Ampersand Education).

With our strong academic program and demonstrated success in serving at-risk students, DC Bilingual PCS is well-poised to respond to this demand. To grow DCB's school impact, we have expanded our current facility and staff and are working to scale our operational systems. Currently, DC Bilingual PCS enrolls 490 students in PK-3 through 5th grade. We serve a diverse population of students. The neighborhoods around our facility are home to some of the most significant shares of Hispanic and ELL public school students in the city. As a high-performing, dual language (Spanish/English) immersion program, DC Bilingual addresses a critical need for high-quality seats with an eye to our community's cultural and linguistic identities.

City-wide, DC Bilingual is recognized for our high-quality program. In addition to our PCSB Tier 1 rating over the past three years, DC Bilingual has also been named:

- An “All-STAR” school, one of just ten DC public schools, city-wide given this distinction, for our students’ strong academic growth on the city-wide PARCC assessment (Office of the State Superintendent of Education, 2019).



Charter Amendment Application
****Please be sure to complete Part I**

- A “Leveler” school for our exceptional work improving academic outcomes for at-risk students (DC Policy Center, 2019).
- A “Bold Improvement School” for our commitment and success in helping DC’s most at-risk students achieve outstanding academic growth (Empower K12 and Education Reform Now, 2018).

And the New Teacher Project ranks DC Bilingual among the top 25% of all DC charter schools for our instructional culture (2018).

2. DC PCSB will review the school’s enrollment trends over the past 3 years. What patterns are we likely to find? Is there any context you can provide to explain your current enrollment patterns?

a. Describe the impact your school’s enrollment ceiling(s), certificate of occupancy, and waitlist/vacant seats have had on your recruitment and program growth.

b. Describe ways that your school ensures you recruit, enroll, and re-enroll students with disabilities and English language learners, along with your target population. What methods do you employ to ensure your curriculum is accessible to all students regardless of race, ethnicity and gender as shown through re-enrollment rates?

Currently, DC Bilingual PCS cannot meet its enrollment demand. For SY 22-23, more than 1,600 families applied to attend DC Bilingual PCS, and more than half of those families ranked DC Bilingual among their top three charter school choices. Near Count Day 2021 (October 5), our waitlist included more than 700 students. Today for SY 2022-2023, our waitlist includes more than 1,000 students. As evidenced by our lottery application trends, DC Bilingual PCS has a high re-enrollment rate, and predominantly only families in grades 4 and 5, who are seeking middle school options beyond, are seeking to apply to other schools. Before Covid, our re-enrollment percentages had been consistent and high at 95% for 2018 & 93% for 2019. Our current re-enrollment rate of families for SY 21/22 to Sy 22/23 is more than 95%.

In 2019 we embarked on a planning and design process that engaged the school community to ensure that we grow most thoughtfully and appropriately. At the same time, we have developed student recruitment plans that prioritize and particularly target families who are less resourced and students that our data demonstrates we know how to serve best - ELL, SPED, & At-Risk. Our student recruitment efforts have increased our school’s presence at recruitment fairs attended by families we seek to support; we have targeted outreach to applicants from wards with high socioeconomic, racial, and ethnic diversity; and we have partnered with community organizations for recruitment activities and post-lottery support. In addition, DCB was a strong advocate for Equitable Access Preference, spoke before the council in favor of this legislation, and was among the first schools to adopt this preference when it passed.

DC Bilingual PCS plans to expand our main campus facility to meet the demand, adding 259 new seats to the school over the next eight years. At full scale, DC Bilingual will serve 712 students in PreK-3 through grade 5th. With this application, DCB seeks to have more flexibility in the number of students we add year by year until we reach full capacity (which has been approved).

- 3.** 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?

The current ceiling increase request is not requesting to change the total capacity of students permitted on campus. The Public Charter School Board has approved the school to have the maximum occupancy we see to serve. During growth years, this request allows for additional seats in our year-by-year growth plan.

- 4.** Please include a completed enrollment matrix* with your charter amendment application. Click [here](#) for enrollment matrix template.

**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 – K-12 Charter Schools (DC Bilingual PCS)

	Academic Year 2022-23	Academic Year 2023-24	Academic Year 2024-25	Academic Year 2025-26	Academic Year 2026-27	Academic Year 2027-28	Academic Year 2028-29
Grade Levels	Projected	Projected	Projected	Projected	Projected	Projected	Projected
PK-3	60	80	80	80	80	80	80
PK-4	80	80	80	80	80	80	80
Kindergarten	72	96	96	96	96	96	96
Grade 1	72	72	96	96	96	96	96
Grade 2	72	72	72	96	96	96	96
Grade 3	48	72	72	72	92	92	92
Grade 4	66	60	72	72	72	88	88
Grade 5	60	66	60	72	72	72	84
Total	530	598	628	664	684	700	712
Grade 6							
Grade 7							
Grade 8							
Total							
Grade 9							
Grade 10							
Grade 11							
Grade 12							
Total							
LEA Total							
# Campuses*	1	1	1	1	1	1	1

**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.*



Charter Amendment Application
****Please be sure to complete Part I**

Enrollment Matrix – Adult Education Charter Schools

	Academic Year 2017-18	Academic Year 2018-19	Academic Year 2019-20	Academic Year 2020-21	Academic Year 2021-22	Academic Year 2022-23	<i>Continue adding columns until SY of max enrollment</i>
Grade Levels	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Adult Education							
Total							
LEA Total							
# Campuses							

**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.*



Dear Public Charter School Board,

As you know, over the last three years, the DC Bilingual Board of Directors and school leadership have worked tirelessly toward a growth plan to serve more students. We are incredibly grateful to our staff and families for your ongoing participation and input into the process as we seek to embrace a larger community.

While the COVID-19 pandemic has introduced challenges different from anything we have ever known, we remain steadfast in our commitment to provide the DCB opportunity to more children across the District. For the upcoming school year, we received more than 1,600 applications to attend our school. Core to serving more students is an expanded school facility on our current campus. This expansion will provide new and improved learning and enrichment spaces for students and ensure our staff and families have ample space for collaboration and community building. We plan to complete construction in just a few months, in late summer 2022. This means that our first year of growth in our expanded school home will be this coming school year 2022-23. We will then continue to grow as planned until we reach our full complement of 712 students in the school year 2028-29.

Two years ago, with support of our community, the PCSB provided us with approval to increase our enrollment ceiling - necessary to accommodate our planned growth-- to allow for up to 712 students to attend DCB by the school year 2028-2029. As we prepare for our first year of growth, we realize that increasing the year by year ceiling enrollment which leads up to the full growth year, would be most beneficial for meeting the needs of our school demands as we grow. For example, if one year we see the need to add additional students in grades where we typically have not seen a dip in enrollment, we want to have the flexibility to enroll them into our program.

If you have any questions about these enrollment adjustments or our growth plan in general, we invite you to review [DC Bilingual's growth plan](#) or email me (nadia.ramey@gmail.com) or our Head of School (danello@dcbilingual.org) directly to learn more about our plans.

¡Juntos somos líderes!

A handwritten signature in black ink, appearing to read "Nadia Ramey".

Nadia Ramey
DC Bilingual Board Chair