

## DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Staff Proposal	School Request/Notification
<input type="checkbox"/> Charter Application Approval (Full)	<input type="checkbox"/> Enrollment Ceiling Increase
<input type="checkbox"/> Charter Application Approval (Conditional)	<input type="checkbox"/> Change in LEA Status
<input type="checkbox"/> Charter Application Denial	<input type="checkbox"/> Lift Board Action
<input type="checkbox"/> Charter Continuance	<input type="checkbox"/> Approve Accountability Plan
<input type="checkbox"/> Proposed Revocation	<input type="checkbox"/> Operate in a New Location
<input type="checkbox"/> Revocation	<input type="checkbox"/> Charter Amendment
<input type="checkbox"/> Lift Board Action	<input type="checkbox"/> Approve E-Rate Plan
<input type="checkbox"/> Board Action, Charter Warning	
<input type="checkbox"/> Board Action, Notice of Concern	
<input type="checkbox"/> Board Action, Notice of Deficiency	
<input type="checkbox"/> Board Action, Notice of Probation	
<input type="checkbox"/> Proposed Revisions to PCSB Existing Policy--Vote	
<input type="checkbox"/> New PCSB Policy—Open for Public Comment	
<input checked="" type="checkbox"/> New PCSB Policy—Vote	
<input type="checkbox"/> Other	

**PREPARED BY:** Mustafa Nusraty – Charter Agreement Team

**SUBJECT:** Updating the Language on PCSB Monitoring of Schools

**DATE:** November 19, 2012

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### **BOARD ACTION**

This policy was originally introduced to the board on August 20, 2012 and was approved to open for public comment for 30 days on PCSB website. A public hearing was held on September 17, 2012. We received no public comment and no individual spoke at the hearing. Therefore, staff recommends that the board vote to approve this policy as it was originally received.

### **BACKGROUND**

To fulfill its mission as a high-quality authorizer transforming public education, the District of Columbia Public Charter School Board (PCSB) engages in various monitoring activities of public charter schools to ensure that progress towards meeting goals as outlined in a school's charter agreement is being made by schools in PCSB's portfolio.

Recently, the PCSB has opted to replace the Program Development Review with the Qualitative Site Review, and changes have been made to the Self-Study Implementation Review, Compliance Review and Financial Review processes. Approval of these changes will bring the monitoring policy in line with our various reviews of schools.

## Policy

The following language will be removed and replaced with the proposed language.

<b>Section of Monitoring Policy</b>	<b>Current Language</b>	<b>Proposed Language</b>
Program Development Reviews (To be replaced with Qualitative Site Reviews)	<p>Program Development Reviews (PDR) will be conducted for schools between October and March of each year. The review will provide the PCSB with qualitative data about the implementation and quality of a school's curriculum, instruction, assessment, school climate and governance and management models. If you have questions about whether or not your school is scheduled for a PDR, please consult your Performance Officer.</p> <p>As in the first year review, the PDRs will include classroom observations, and discussions with administrators, students, parents, and board members. Reviewers will utilize the school's charter application, Annual Report, accountability plan, Performance Management Framework results, Board meeting minutes, and reports from earlier reviews. Reviewers will undergo orientation and training before the site visit, and following the review they will provide preliminary comments to school personnel and to the board of the charter school. The reviewers will assist the PCSB in the preparation of a draft report that will be sent to the school. The school will have the opportunity to respond to the draft report in writing, as well as in a meeting with PCSB staff. In its final form, the report will be placed in the file as a record of the PDR. (See <i>Attachment 4</i>)</p>	<p>Qualitative site reviews will be conducted for most schools each school year. The reviews will provide the PCSB with qualitative data about the implementation and quality of a school's curriculum, instruction, assessment, school climate and governance. Site visits will be conducted annually for most schools; will be a combination of scheduled/unscheduled observations to provide time to observe classroom instruction; interview teachers, administration, parents, students and board members; review data and documentation provided by the school and report the findings of the site visits to the school community and PCSB. The qualitative site visits will be used in conjunction with the Performance Management Framework to evaluate the performance of the schools.</p>

<p>Monitoring Activities</p>	<p>All visits and reviews will be scheduled in advance with school officials to ensure the least possible disruption of regular school activities and staff responsibilities.</p>	<p>All compliance, special education, secondary academic, financial control, annual and self-study reviews will be scheduled in advance with school officials to ensure the least possible disruption of regular school activities and staff responsibilities. The PCSB reserves the option to conduct unscheduled visits at school campuses as a part of the annual, five, ten and fifteen-year review processes.</p>
<p>Self-Study Implementation Review – First Year Schools</p>	<p>A Self-Study Implementation Review will be conducted with each public charter school during February or March of the school’s first year of operation. The review will examine the extent to which the major programs and systems of the school, including curriculum and standards, instruction, assessment, school climate, and governance and management are in place and appear likely to produce the intended results.</p> <p>A defining feature of the review will be a structured Self-Review carried out by the school itself. Staff from the PCSB will meet with the principals of participating charter schools in advance to clarify expectations and procedures for the Self-Review. At the completion of the school’s Self-Study, the PCSB will conduct a site visit to the school. With the written results of the Self-Study Implementation Review in hand, a small team of external experts and a staff member from the PCSB will meet with school personnel on-site to discuss the</p>	<p>A Self-Study Implementation Review will be conducted with each public charter school during the spring of the school’s first year of operation. The review will examine the extent to which the major programs and systems of the school as outlined in the charter agreement, including curriculum and standards, instruction, assessment, school climate, and governance and management are in place for the school to achieve its mission and goals.</p> <p>A defining feature of the review will be a structured self-reflection protocol carried out by the school itself. Staff from the PCSB will meet with the principals of participating charter schools in advance to clarify expectations and procedures for the protocol and site visit. At the completion and submission of the school’s self-reflection, the PCSB will conduct a site visit to the school.</p> <p>With the written results of the self-reflection in hand, the site visit team will gather any</p>

	<p>results of the Self-Review and explore the advisability of any proposed actions.</p> <p>The site visit team will also gather any additional information that is needed to complete the review. At the completion of the review, the site review team will meet with school personnel and board members to discuss their findings. Following the meeting, documentation of the findings of the review and the results of the meeting with school personnel will be prepared by the review team working with PCSB staff and transmitted to the school. Follow-up meetings may be initiated by either the charter school or the PCSB to more fully explore strategies for implementing recommendations resulting from the review.</p>	<p>additional information that is needed to complete the review, which include classroom observations and focus groups with key stakeholders. At the completion of the site visit, the review team will meet with school staff and board members to discuss their findings. A report comprised of the findings will be written and transmitted to the school. The charter school or the PCSB may initiate follow-up meetings to further discuss the results of the report and the resources listed.</p>
Charter School Leaders Meeting	<p>Beginning in September of each school year, the PCSB holds regular meetings with charter school leaders and identified staff to keep schools abreast of current topics and/or issues facing schools, including payments to schools, PCSB oversight updates, legislative updates, and coordination with needed D.C. government services (e.g., nurses, Metropolitan Police Department).</p>	<p>Beginning with the start of the new school year, the PCSB holds regular meetings with charter school leaders and identified staff to keep schools abreast of current topics and/or issues facing schools, including payments to schools, PCSB oversight updates, legislative updates, and coordination with needed D.C. government services (e.g., nurses, Metropolitan Police Department).</p>
Pre-Opening Visit	<p>A Pre-Opening Visit will be held one to two weeks before the opening of each new first-year charter school and for existing charter schools relocating in a new facility. The on-site visit will be conducted by a staff member and will consist of a structured interview with the school principal or other charter school personnel and a walk-through of the school facility</p>	<p>A Pre-Opening Visit will be held one to two weeks before the opening of each new first-year charter school and for existing charter schools relocating to a new facility. The on-site visit will be conducted by a staff member and will consist of a review of documents, walk-through, and question and answer session with school staff if necessary.</p>

<p>Compliance Review</p>	<p>The PCSB is responsible for monitoring each school’s compliance with state and federal regulations, The D.C. School Reform Act of 1995, federal accountability standards, and their charter agreement. Public charter schools are required to submit compliance documents through the PCSB’s technology platform, the Authorizers Oversight Information System in October of each year. In the event that documents are late, missing, or inadequate, the school will be notified and will be required to engage in discussions with staff to resolve the outstanding issue(s). Should existing issues remain following staff intervention, the school may become a candidate for Board Action. Compliance reviews are conducted October through November. For more information on the Compliance Review process, please see the section on Compliance Review Guidance for School Leaders.</p>	<p>The PCSB is responsible for monitoring each school’s compliance with state and federal regulations, The D.C. School Reform Act of 1995, federal accountability standards, and their charter agreement. Public charter schools are required to submit compliance documents through the PCSB’s data collection systems in July of each year. In the event that documents are late, missing, or inadequate, the school will be notified and will be required to engage in discussions with staff to resolve the outstanding issue(s). Should existing issues remain following staff intervention, the school may become a candidate for Board Action. Compliance reviews are conducted throughout the year. For more information on the Compliance Review process, please see the section on Compliance Review Guidance for School Leaders.</p>
<p>Interim Financial Statements- Definition of Significant Concerns</p>	<p>At the end of the school’s fiscal year (July 1), the PCSB staff will review all first-year schools to determine whether, based on the criteria described above, any schools demonstrate timely, accurate financial reporting. A report will be presented to the PCSB Finance Committee to make the final determination. The Finance Committee, including review by consultants as necessary, will have total discretion in making this decision. For example, the PCSB may wish to consider improvement over time, or additional factors such as problems with management, facilities, or contracts. If the PCSB has any concerns, the school will remain on monthly</p>	<p>Shortly after the end of June 30 the PCSB staff will review all first-year schools to determine whether, based on the criteria described above, any schools demonstrate timely, accurate financial reporting. PCSB staff, including review by consultants as necessary, will have total discretion in making this decision. For example, the PCSB may wish to consider improvement over time, or additional factors such as problems with management, facilities, or contracts. If the PCSB has any concerns, the school will remain on monthly status. The school will be notified of the review and its outcome.</p>

	<p>status. The school will be notified of the review and its outcome.</p> <p>For schools in their second, third, or fourth years, this review will occur following the receipt of November, February, and May financial reports. For example, a school that proceeds to quarterly status after submission of its November report will need to submit a monthly report for December the following month, but may submit a quarterly report for the months of January through March.</p> <p>The PCSB has the discretion to rescind quarterly reporting status if a school demonstrates poor financial planning and reporting.</p>	<p>For schools in their second, third, or fourth years, this review will occur following the receipt of November, February, and May financial reports. For example, a school that proceeds to quarterly status after submission of its November report will need to submit a monthly report for December the following month, but may submit a quarterly report for the months of January through March.</p> <p>The PCSB has the discretion to rescind quarterly reporting status if a school demonstrates poor financial planning and reporting.</p>
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Date: \_\_\_\_\_

PCSB Action: \_\_\_\_\_ Approved \_\_\_\_\_ Approved with Changes \_\_\_\_\_ Rejected

Changes to the Original Proposal: \_\_\_\_\_

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