DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Staff Proposal	**School Request**
☐ Charter Application Approval (Full)	☒ Enrollment Ceiling Increase
☐ Charter Application Approval (Conditional)	☐ Change in LEA Status
☐ Charter Application Denial	☐ Lift Board Action
☐ Charter Continuance	☐ Approve Accountability Plan
☐ Proposed Revocation	☐ Operate in a New Location
☐ Revocation	☐ Charter Amendment
☐ Lift Board Action	☐ Approve E-Rate Plan
☐ Board Action, Charter Warning	
☐ Board Action, Notice of Concern	
☐ Board Action, Notice of Deficiency	
☐ Board Action, Notice of Probation	
☐ Proposed Revisions to PCSB Existing Policy	
☐ New PCSB Policy—Open for Public Comment	
☐ New PCSB Policy—Vote	
☐ Other-- Open for Public Hearing	

PREPARED BY: **Richard Fowler**

SUBJECT: **Enrollment Ceiling Increase Request – Paul Public Charter School**

DATE: **April 15, 2013**

PROPOSAL/REQUEST

Paul Public Charter School (Paul) requests an enrollment ceiling increase of 135 students. The school's current enrollment ceiling for SY2013-2014 is 575 students. The request will increase the ceiling to 710 students. The school's enrollment projection for SY 2013-2014 is 675. **PCSB staff recommends that the request be approved.** The request is attributable to increased demand for the school's academic program and the recent approval to expand to serve students in grade 10. The school's enrollment fulfillment rate[1] for SY 2012-2013 was 97% and 103% during SY 2011-2012.

Paul will enter its 14th year of operation during SY 2013-2014. School leadership's long-term growth strategy, coupled with increased demand for the school's 6th-9th grade program and the expansion to offer grades 10 -12 in the coming years, necessitate that the school's enrollment threshold be increased in SY 2013 - 2014. The school had a waiting list of 7 students during SY 2012-2013. Paul is fiscally sound; receiving an 88 out of 100 (88%) on the FY2011 Charter Audit Resource Management (CHARM) scorecard.

Paul has continued to thrive academically; it has received a Tier 1 rating since the inception of the PMF. The school has a 90.3% re-enrollment rate. Paul received its accreditation from the American Academy of Liberal Education and is in good standing with its Advisory Neighborhood Commission and the DC Public Charter School Board. PCSB has notified the ANC of this request.

[1] Enrollment fulfillment rate is calculated as audited enrollment / projected enrollment

The school has the academic, enrollment, and financial performance history required for PCSB staff to support an enrollment ceiling increase at this time.

LEGAL BACKGROUND

Section 2.3 of each school's Charter Agreement states the maximum number of students a school may enroll over a five-year period. Further, it states that schools may submit written requests to "the Board to increase the maximum enrollment of the School from the original maximum enrollment for such five-year period provided that the School Corporation delivers to the Board (i) evidence that (a) the School Property has sufficient capacity to accommodate the increased enrollment, (b) the financial position of the School Corporation will improve as a result of such increase, (c) the quality of the educational program at the School is satisfactory and will not deteriorate as a result of such increase and (ii) such other items as the Board may request."

Also, according to PCSB's Enrollment Ceiling Increase Policy, a school must meet the following criteria in order to be considered for an enrollment ceiling increase request:

1. Access to a facility to accommodate the projected enrollment (as demonstrated through a lease)
2. A history of meeting enrollment projections (within at 80% of enrollment projections for the two most recent years);
3. Currently not under corrective action;
4. At least a satisfactory rating on 3 of the 5 Fiscal Management criteria outlined in the PCSB's Fiscal Policy Handbook[2]; and
5. If beyond Year Six of operation, the school is properly accredited (or at least a candidate for accreditation).

PCSB staff will generally recommend an enrollment increase in the following cases:

1. For standard schools, a score of 65 or greater on the most recent PMF or for schools with non-tested grades, meeting over 2/3 of the school's accountability plan targets on the most recent accountability plan;
2. Re-enrollment rate of at least 80%; and
3. Evidence of a wait list of at least the number of students planned in the enrollment increase.

Date: _____

PCSB Action: _____Approved _____Approved with Changes _____Rejected

Changes to the Original Proposal/Request:

_____

_____

_____

[2] PCSB no longer uses this measure to evaluate an LEA's fiscal health. A LEA's fiscal health is now determined by a 100 point scale (CHARM Score) with scores of 80-100 being reflective of superior fiscal health .

DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD (PCSB)

SUBMITTED BY: **Quenna Chaplin – Paul Public Charter School**

SUBJECT: **Request for an Enrollment Increase**

DATE: **February 7, 2013**

PCSB ENROLLMENT CEILING INCREASE POLICY SUMMARY

A school must meet the following minimum criteria in order to be considered for an enrollment ceiling increase request:

1. Access to a facility to accommodate the projected enrollment (as demonstrated through a lease)
2. A history of meeting enrollment projections (within at 80% of enrollment projections for the two most recent years);
3. Currently not under corrective action;
4. At least a satisfactory rating on 3 of the 5 Fiscal Management criteria outlined in the PCSB's Fiscal Policy Handbook; and,
5. beyond Year Six of operation, the school is properly accredited (or at least a candidate for accreditation)

PCSB staff will generally recommend an enrollment increase in the following cases:

1. For standard schools, a score of 65 or greater on the most recent PMF or for schools with non-tested grades, meeting over 2/3 of the school's accountability plan targets on the most recent accountability plan;
2. Re-enrollment rate of at least 80%;
3. Evidence of a wait list of at least the number of students planned in the enrollment increase;

PCSB staff will generally not recommend an enrollment increase in the following cases:

1. For standard schools, a score of less than 50 on the most recent PMF; For schools with non-tested grades, meeting fewer than ½ of the school's accountability plan
2. Re-enrollment rates of lower than 65%;
3. No evidence of a wait list.

REQUEST

The _Paul__Public Charter School submits to PCSB this request to increase its current enrollment ceiling of _575___ to __710___for the 2013-2014 school year.

BACKGROUND

1. **Please state the following; mission, number of years in operation, grade levels served, accreditation status, grade levels accredited, and the date of expiration.**
   Mission: The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders.
   Number of years in operation: 13
   Grade levels served: 6-9

   Accreditation status:
   Accredited ☒ Candidate for Accreditation ☐ Not Accredited ☐
   Name of Accrediting Body:___AALE_____
   Accredited grade levels: __K-12_____
   Date of Expiration _06_/_30__/_2016__

2. **Describe the school's academic performance history; including PMF scores and/or accountability plan results and DC CAS scores for the past three years.**

	FY10	FY11	FY12
PMF Score	**70.6**	**70.9**	**65.8**
PMF Tier	**1**	**1**	**1**
# of Accountability Targets Met	**N/A**	**N/A**	**N/A**
Total # of Accountability Targets	**N/A**	**N/A**	**N/A**
DC CAS – Reading scores	**66%**	**63%**	**60%**
DC CAS – Math scores	**68%**	**73%**	**68%**

3. **List all notices of concerns, charter warnings or corrective action issued to the school by PCSB in the past five years. Explain the results of each event.**

4. **What are the current/ projected enrollment levels and the current/ projected enrollment ceiling levels for FY13 and FY14 respectively?**

	Current enrollment levels	Current enrollment ceiling	Projected enrollment levels	Requested enrollment ceiling
FY13				
FY14				

5. **Explain the enrollment history of the school for five years including the re-enrollment percentage rates and the number of students on the waiting list each year.**

	FY09	FY10	FY11	FY12	FY13
Projected enrollment levels	600	675	620	575	575
Audited enrollment levels	557	666	559	592	556
Unaudited enrollment level (FY2013 only)					
Re-enrollment percentage rate				90.3	
# of students on the waiting list				7	7

6. **What is the maximum occupancy load for the current site?**
   Maximum Building Occupancy: _780___

   Does the total number of staff and students that will occupy the facility after the enrollment increase exceed the maximum occupancy load for staff and students per the school's certificate of occupancy?
   YES ☐ NO☒

   If yes, explain the steps taken and the timeline in place to address this issue.

7. **How have constituents been informed of the proposed change (e.g. parents, staff, and advisory neighborhood commissioners). Describe any concerns that were raised by constituents.**

   Yes they have been informed of the change. The parents and ANC were informed and there were no concerns raised.

8. **Has the advisory neighborhood commissioner(s) for the new location been notified about the request for increased enrollment? If so, what method of notification was used? Describe any concerns that were raised.**

   Yes they have been informed. Paul attended the September and October ANC meetings to discuss high school expansion plans. The ANC approved the resolution.

9. **How will this enrollment increase impact the school's budget both in terms of added staff, materials, etc.?**

10. Please complete the following table:

Grade	*Example: Academic Year 2012-2013*	Academic Year 2012-2013	Academic Year 2013-2014
PreK-3	*10*		
PreK-4	*10*		
Kindergarten	*10*		
Grade 1	*10*		
Grade 2	*10*		
Grade 3	*10*		
Grade 4	*10*		
Grade 5	*10*		
Grade 6	*10*	120	125
Grade 7	*10*	160	170
Grade 8	*10*	170	175
Grade 9	*10*	125	130
Grade 10	*10*		110
Grade 11	*10*		
Grade 12	*10*		
Alternative	*10*		
Special Ed Schools	*10*		
Adult	*10*		
Total	*180*	575	710
Projected % - Special Needs	*10% - 18*	9%	7%
Projected % - ELL	*10% - 18*	6%	5%
# Campuses	*2*	1	2