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 –Excel Academy Public Charter School**

DATE: **April 15, 2013**

PROPOSAL/REQUEST

The Excel Academy Public Charter School (Excel) requests an enrollment increase of 20 students. The school's current enrollment ceiling for SY2013-2014 is 630 students. The request will increase the ceiling to 650 students. The school's enrollment projection for SY 2013-2014 is 650. **PCSB staff recommends that the request be approved.** The request is attributable to increased demand for the school's academic program and the increased capacity at the school's current location. The school's enrollment fulfillment rate[1] for SY 2013-2014 was 99% and 100% in the previous school year.

Excel will enter its 6th year of operation during SY 2013-2014. School leadership's long-term growth strategy, coupled with increased demand for the school's program and the increased capacity in its current location, necessitate that the school's maximum enrollment threshold be increased for SY 2013-2014. The school's waiting list during the past year approached 150 families. Excel is fiscally sound; receiving an 88 out of 100 (88%) on the FY2011 Charter Audit Resource Management (CHARM) scorecard.

Excel's early childhood program has met 75% of its accountability plan targets. With the expansion to the 5th grade and greater capacity in their current location, Excel will be able to meet the demand of its new enrollment ceiling. Although PCSB has notified the Advisory Neighborhood Commissioners (ANC) of the school's enrollment ceiling increase request, there is no substantial evidence to indicate that Excel has independently informed its local ANC about this increase.

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

Excel is accredited with the Middle States Association of Colleges and Schools and is in good standing with the DC Public Charter School Board.

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: **Lela Johnson – Excel Academy 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 _Excel Academy_ Public Charter School submits to PCSB this request to increase its current enrollment ceiling of 630 to 650 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: Excel Academy Public Charter School will provide pre-school through eighth grade girls a solid academic foundation and enrichment opportunities to prepare them to succeed in high school and college and to develop the skills and confidence they need to make healthy, positive lifestyle choices.

   Number of years in operation: 5
   Grade levels served: Preschool through 4th

   Accreditation status:
   Accredited ☐ Candidate for Accreditation X Not Accredited
   Name of Accrediting Body:_____Middle States_____
   Accredited grade levels: _____
   Date of Expiration __/___/_____

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	**N/A**	**N/A**	**N/A**
PMF Tier	**N/A**	**N/A**	**N/A**
# of Accountability Targets Met	**N/A**	**0**	**6**
Total # of Accountability Targets	**N/A**	**6**	**8**
DC CAS – Reading scores	**N/A**	**N/A**	**53.5% Proficient**
DC CAS – Math scores	**N/A**	**N/A**	**62.8% Proficient**

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.**

   None

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	515	517	520	520
FY14	N/A	630	650	650

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	134	210	328	407	520
Audited enrollment levels	134	210	328	407	515
Unaudited enrollment level (FY2013 only)	-	-	-	-	520
Re-enrollment percentage rate	N/A	80%	85%	85%	90%
# of students on the waiting list	0	0	0	0	150

6. **What is the maximum occupancy load for the current site?**
   Maximum Building Occupancy: 847

   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 X

   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.**

   Parents and staff have been informed of the proposed enrollment increase through staff meetings and professional development sessions and parent newsletters.

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.**

   Excel Academy will remain in the current location.

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

   Excel Academy will employ the following additional staff: a total of 20 early childhood teachers, 22 elementary/middle school teachers, a part-time special education coordinator/teacher, 3 full-time special education teachers, full-time health teacher, full-time language teacher.

   The budget supports need for additional curricular resources and technology to support enrollment increase.