

DC Public Charter School Board Fiscal Year 2019 Performance Oversight Questions

Governance and Operations

- Q1. How many public charter schools and local education agencies (“LEA”) are currently operating in the District of Columbia? Please provide a current list of all charter schools operating during the 2019-2020 school year and those which PCSB approved to open and/or expand in FY19 and FY20 to date.
- Q2. Provide a detailed update about the current status of the LEA payment initiative. In this discussion, include PCSB’s collaborative process with OSSE, the DME, and the OCFO on local payments process and enrollment projections.
- Q3. Describe any partnerships or collaborations currently underway between PCSB and other District government agencies; in particular, indicate any new partnerships or collaborations developed, planned, or implemented over the last fiscal year. Please include the following agencies and any task forces, partnerships, councils, or other initiatives:
- a. D.C. Public Schools;
 - b. Office of the State Superintendent for Education;
 - c. Office of the Deputy Mayor for Education;
 - d. D.C. Public Library;
 - e. D.C. Department of General Services;
 - f. D.C. Department of Transportation;
 - g. D.C. Department of Parks and Recreation;
 - h. D.C. Office of Human Rights;
 - i. Metropolitan Police Department;
 - j. Child and Family Services;
 - k. Office of the Deputy Mayor for Health and Human Services, including the D.C. Department of Behavioral Health and the D.C. Department of Health; and
 - l. Office of Planning.
- Q4. Identify all electronic applications/databases maintained by your agency, including – but not limited to – those databases containing information about special education, 504 plans, student discipline, and student support teams. Please provide the following:
- a. a detailed description of the information tracked within each system, including each recordable data element;
 - b. identification of persons who have access to each system, and whether the public can be granted access to all or part of each system; and
 - c. the age of the system and any discussion of substantial upgrades that have been made or are planned to be made to the system.
- As OSSE builds out their data systems, what focus has PCSB shifted from data collection to data analysis and how is this used to work with LEAs?
- Q5. Provide a list of all inter-agency programs, initiatives, or MOUs (with government agencies and outside

partners) currently in place, all MOUs entered into within the last year, and any MOUs planned for the coming year. Please be sure to include copies of any MOUs with the submission.

- Q6. Identify all legislative requirements (both local and federal) that PCSB lacks sufficient resources to properly implement. In addition, identify any statutory or regulatory impediments to your agency's operations.
- Q7. Please provide an update on PCSB policies and guidelines related to the use of physical restraint and seclusion in schools. Please be sure to include the following information in your response:
- a. Has PCSB issued any form of guidance related to the use of physical restraint and seclusion in schools?
 - If yes, please provide copies of all such guidance
 - If no, please describe any plans to issue guidance
 - b. Please list and describe any and all trainings provided to charter school administrators or staff regarding the use of physical restraint and seclusion in SY2018-2019 and SY2019-2020, to date
 - c. Please provide any data or statistics regarding the use of physical restraint and seclusion in SY2018-2019 and SY2019-2020, to date, broken down by school
 - Please indicate the number of incidents of restraint and/or seclusion where the student was receiving special education services.
 - Please indicate the number of incidents of restraint and/or seclusion where the student was in the general education curriculum or not receiving special education services.
 - If no such data exists, please provide an explanation as to why this data has not been collected

Student Achievement and Student Supports

- Q8. Detail and discuss the Qualitative Site Review (“QSR”) process for FY19 and FY20 to date. How many LEA’s were reviewed and on what topic areas did PCSB focus?
- Q9. For FY19 and FY20 to date, please provide an update regarding the outcomes of the Partnership for Assessment of Readiness of College and Careers (“PARCC”) assessment in public charter schools. Please elaborate on how the tests are applied to and impact each school’s Performance Management Framework (“PMF”). Address what steps PCSB is taking as authorizer to help individual LEAs raise future test scores or meet the needs of LEAs with schools serving students with special education needs.
- Q10. Describe any steps that PCSB has taken to help with updates to the 2019 DC School Report Card.
- Q11. (a) For each LEA (if the LEA has multiple schools, include data for each campus) and by sector, please provide the following data on student attendance for SY2018-2019 and SY2019-2020 to date:
- a. the number and percent of truant students by grade;
 - b. the number and percent of students with 1-5 unexcused absences;
 - c. the number and percent of students with 6-10 unexcused absences;
 - d. the number and percent of students with 11-20 unexcused absences;
 - e. the number and percent of students with 21 or more unexcused absences;

- f. of the cases in which students have 10 or more absences, the number of students referred to CFSA;
and
 - g. for cases involving students 14 years and older, how many per LEA have been referred to CSS.
- (b) Provide a list of all LEAs or individual schools for which you have issued a “notice of concern,” and whether or not the requirements of the notice have been met.
- (c) What steps did PCSB take in FY19 and FY20 to date to help LEAs to improve practices and policies related to attendance and absenteeism?
- Q12. Provide a sector report of the promotion rate (percent of students and number of students) by grade for D.C. public charter school and charter LEAs for SY2018-2019.
- Q13. Describe how PCSB, through its role on the Coordinating Council on School Mental Health, is working to support the expansion of school-based behavioral health services in public charter schools. Please also provide any barriers or concerns of charter LEAs with regard to the expansion.
- Q14. For each public charter school in FY19 and to date in FY20, please:
- a. provide the title, job description, and number of hours worked for each school-based physical and behavioral health professional that is currently employed;
 - b. indicate the number of physical health professionals or behavioral health clinicians employed by each LEA or school; and
 - c. detail, for each campus that lacks school-based physical or behavioral health staff, how PCSB worked with LEAs to remediate their absence in FY19 and FY20 to date.
- Q15. Please quantify for each school the number of homeless youth enrolled in public charter schools for SY2018-2019 and SY2019-2020 to date. What additional supports, including transportation, does PCSB and other agencies provide to LEAs with a high number of homeless student populations?
- Q16. Please provide an update on how PCSB is monitoring LEAs’ implementation of the Student Fair Access to School Amendment Act of 2018. Please include updates on the following:
- a. LEAs’ development of school discipline policies and any challenges experienced, including how LEAs are involving students, parents, and staff;
 - b. how LEAs are describing their in-school suspension policy;
 - c. how LEAs are articulating due process rights and procedures;
 - d. challenges and successes in implementing Section 204(b) regarding the number of days a student may be suspended;
 - e. the additional reporting requirements in the bill; and
 - f. any steps that PCSB is taking to support LEAs to prepare for the next phase of implementation, SY2020-2021.
- Q17. Is any charter LEA currently giving students an out-of-school suspension for a dress code or uniform violation? How does PCSB ensure that discipline for dress code or uniform violations is not instituted in a manner that is discriminatory based on gender, race, or other protected characteristics, such as those described in “DRESS CODED,” the 2018 report from the National Women’s Law Center?
- Q18. How has PCSB’s ongoing monitoring of special education been updated or changed in the last fiscal year? How has this method of written analysis, QAR, and site visits impacted the practices of charter schools or

PCSB? How many schools have been fully evaluated and reviewed to date using this monitoring method? What are the results of the special education audits and were changes made to the audit for SY2018-2019?

- Q19. List all charter schools for which PCSB conducted special education audits in FY19 and FY20 to date, including what flag triggered the audit and what outcome resulted.
- Q20. Provide an update on measures taken to address complaints shared at the November 2019 PCSB Board meeting regarding Ingenuity Prep, including:
- documentation and the results of the original desk audit;
 - the results of the resulting special education audit; and
 - any conditions in place for the school.
- Q21. What are the most common barriers or concerns of charter LEAs with regards to successfully serving students with disabilities in their schools? For example, several charter LEAs have testified before the Committee in recent years regarding challenges with access to OSSE's Special Education Data System in order to plan and appropriately hire for special education students and some have mentioned difficulty recruiting special education teachers. What does PCSB see overall in the sector?
- Q22. For school year 2018-2019, please indicate by charter school the number of students that have been placed in interim alternative education settings and the location.
- Which charter schools placed students at the Future Family Enrichment Center? Indicate by school how many students were placed there, the school year, and the length of time they were placed.
 - Please provide an update on PCSB's investigation of the LEAs that did not report interim removals in their SY2017-2018 discipline data and were not reviewed by OSSE.
- Q23. With respect to English Language Learners, please detail PCSB's collaboration with OSSE on oversight:
- what information is shared between PCSB and OSSE, and vice versa;
 - the monitoring PCSB conducts; and
 - any accountability measures PCSB has developed or is developing, including any collaboration with OSSE on state-wide efforts for a common system-wide reporting on school performance.

Access

- Q24. Provide a breakdown of how many LEAs were available for enrollment on MySchool DC for the 2018-2019 school year and for the 2019-2020 school year to date. List any LEAs that do not participate in the lottery and a brief explanation, if known.
- Q25. Provide a report on the Mystery Caller Policy and program. Please describe any noncompliance identified by the program in SY2018-2019 and SY2019-2020 to date, and how PCSB has worked to remedy any identified noncompliance.

Stakeholder Engagement and Communication

- Q26. Describe any initiatives your agency implemented in FY19 or FY20 to date aimed at improving the internal operation of the agency or the interaction of the agency with outside parties. Please describe the results, or

expected results, of each initiative.

- Q27. Describe any programs or initiatives PCSB convened in FY19 or FY20 to facilitate professional development and knowledge sharing across charter LEAs. Please list the LEAs that participated in each offering and any takeaways or results.
- Q28. How does the agency communicate with and solicit feedback from education stakeholders, including parents? For FY19, please describe:
- what PCSB has learned from this feedback;
 - how PCSB has changed its practices as a result of such feedback;
 - how parents can find out what special education programs each LEA or school offers; and,
 - how PCSB engaged in communication and feedback regarding the MySchool DC lottery.
- Q29. Provide a report on all complaints the board received in FY19 and FY20 to date by LEA; if the LEA has multiple schools, include data for each school. Please include copies of all documentation and forms for this process.

Funding & Planning

- Q30. Provide an account of each public charter school's facilities expenditure, including:
- the total amount allocated in FY19 and to date in FY20 from the local facilities allowance; and
 - the total amount each school spent in FY19 and FY20 to date on facilities and capital improvements.
- Q31. In late 2018, the Deputy Mayor for Education released the DC Public Education Master Facilities Plan 2018, providing analysis on facility conditions, enrollment projections, and programmatic offerings for both DCPS and public charter schools. How has PCSB used the information in this report to inform facilities planning and better serve and support our students? Did Council's disapproval of the Master Facilities Plan impact PCSB's approach?
- Q32. Provide a copy of the facilities expenditure reporting template and an accounting of the expense categories for each public charter LEA in FY19. Discuss the LEAs' limitations or possibilities for expansion or growth of programs and enrollment as it relates to facilities funding.
- Q33. Provide a list of charter LEAs currently operating in facilities formerly occupied by D.C. Public Schools. For each such LEA, provide a narrative description of the process through which the LEA was granted the building and any role PCSB played in facilitating the transfer of the building to the charter operator.
- Q34. Describe how PCSB coordinates with other D.C. government agencies with regard to new school openings and facilities planning. Of the newly authorized schools that opened and began operating for SY2018-2019, please provide an update on their facilities status. Of the schools approved to begin operating in SY2019-2020, please provide an update on their facilities status.
- Q35. Explain any emergency response procedures in place for PCSB; in addition, explain the emergency response planning for LEAs as it relates to on-campus emergencies. Discuss how PCSB receives information from

district agencies to help guide emergency response activities and resource support requests. Provide a narrative response to how PCSB ensures schools are implementing the required safety plans, drills, and policies.

- Q36. How did PCSB utilize the 2018 Master Facilities Plan and the 2019 annual supplement in FY19 and to date in FY20 ? Please detail their impact on the following:
- capital budget requests and expenditures, including small capital projects in the Capital Improvement Plan (“CIP”);
 - adjustments to new capital projects or projects previously included in the CIP;
 - analysis and selection of facilities for newly authorized or expanding LEAs;
 - PCSB and LEA operating budget planning and expenditures;
 - evaluation and adjustment of school policies by LEAs; and
 - determination of PCSB and LEA staffing needs.

Charter School Authorization and Revocation

- Q37. Please attach the Fiscal Year 2019 Financial Analysis Report.
- Q38. Provide an update on PCSB’s community notification process when a new school is being authorized. Describe how this process was implemented for schools that were authorized in FY19 and to date in FY20.
- Q39. How many charter school applications did PCSB receive in FY19 and FY20 to date? How many of those that applied were given conditional approval to open? Provide a status update on the general operation and administration of the schools that began operation in FY19.
- Q40. Describe PCSB’s process and timeline for charter renewal, including a listing of charters up for renewal in FY19 and FY20 to date, as well as their status.
- Detail how the agency communicated in FY19 and FY20 to date with each school, its trustees, and parents before making its recommendation.
 - Describe how PCSB encourages charter school restart options or collaborations with charter operators during this process.
- Q41. When considering a new charter application or charter renewal, how does PCSB assess the applicants’ plan for or track record of provision of special education services? How much does this factor into the decision?
- Q42. How many public charter schools were closed or partially closed in FY18 and how many schools are slated for closure, partial closure, or charter revocation in FY20, to date?
- List the name of each school and a narrative description of the reason for closure, partial closure, and revocation.
 - Describe PCSB efforts to communicate with parents and community members who are concerned about disruption for students due to closure and how those concerns are addressed.
- Q43. Provide the following information regarding the Performance Management Framework for school year 2018-2019:
- the indicators used to determine the tier level for each school;

- b. the number of schools in each Tier;
- c. how PCSB will support schools to advance from Tier 2 and Tier 3 to Tier 1; and
- d. how the PMF tiers correlate with the State Report Card.

- Q44. How does PCSB communicate to operators of Tier 3 schools that their performance is unacceptable? Provide a narrative description of that process and a list of Tier 3 schools that PCSB is currently working with to implement performance improvement plans, as well as copies of any such performance improvement plans for FY19 and FY20 to date.
- Q45. Describe PCSB's process for storing student records and transcripts from schools that have been closed. Identify any obstacles or challenges for storing schools' records.
- Q46. Please describe how PCSB has implemented the Public Charter School Assets and Facilities Preservation, which clarifies the process for the distribution of assets upon closure of a public charter school.

General Questions

- Q47. Provide an update on the PCSB executive director search, including the projected timeline of the search and a summary of public comments received to date, both online and through public roundtables.
- Q48. Provide the names, brief bios, and terms of appointment for all members of PCSB. How many board positions are currently vacant? For each vacancy, please give the date that each position became vacant and describe how the vacancy affects or affected the Board's work.
- Q49. Provide the schedule of PCSB Board meetings in FY19 and to date in FY20. Please include Board Members that were present or absent at each meeting.
- Q50. Provide a current organization chart for PCSB and the name of the employee responsible for the management of each office or program. If applicable, please provide a narrative explanation of any organizational changes made during FY19 or to date in FY20.
- Q51. Provide the agency's performance or strategic plan for FY19. Did PCSB meet the objectives set forth in the plan? Please provide a narrative description of what actions the Board undertook to meet the key performance indicators, including an explanation as to why any indicators were not met.
- Q52. Provide the agency's performance or strategic plan for FY20. What steps has the agency taken in FY19 and to date in FY20 to meet the objectives set forth in the plan?
- Q53. Provide budget information for PCSB, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20. Please provide reporting at three levels – agency, program, and activity – broken out by source of funds and by Comptroller Source Group and Comptroller Object.
- Q54. Identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY19 and FY20 to date. For each account, please list the following:

- a. the revenue source name and code;
- b. the source of funding;
- c. a description of the program that generates the funds;
- d. the amount of funds generated by each source or program; and
- e. expenditures of funds, including the purpose of each expenditure.

- Q55. Provide a complete accounting of all intra-district transfers received by or transferred from PCSB during FY19 and to date in FY20. For each, please provide a narrative description as to the purpose of the transfer and which programs, activities, and services within PCSB the transfer affected.
- Q56. Provide a complete accounting of all reprogrammings received by or transferred from PCSB during FY19 and to date in FY20. For each, please provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected. In addition, please provide an accounting of all reprogrammings made within the agency that exceeded \$100,000 and provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected.
- Q57. Provide a list of all PCSB's fixed costs budget and actual dollars spent for FY19 and to date in FY20. Include the source of funding and the percentage of these costs assigned to each of PCSB's program. Please provide the percentage change between PCSB's fixed costs budget for these years and a narrative explanation for any changes.
- Q58. Provide the capital budget for PCSB and all programs under its purview during FY19 and FY20, including amount budgeted and actual dollars spent. In addition, please provide an update on all capital projects undertaken in FY19 and FY20. Did any of the capital projects undertaken in FY19 or FY20 have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.
- Q59. Describe any spending pressures for public charter schools and PCSB that existed in FY19. In your response please provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied.
- Q60. Identify potential areas where spending pressures may exist in FY19 for PCSB and public charter schools. Please provide a detailed narrative of the spending pressure, including any steps that are being taken to minimize the impact on the FY20 or FY21 budget.
- Q61. Describe how PCSB has pursued implementation of the "Public Charter School Fiscal Transparency Amendment Act of 2016."
- Q62. Provide a list of all FY19 full-time equivalent positions for PCSB, broken down by program and activity. In addition, for each position note whether the position is filled (and if filled, the name of the employee) or whether it is vacant). Finally, please indicate the source of funds for each FTE (local, federal, special purpose, etc.).
- Q63. How many vacancies were posted for PCSB during FY19? To date in FY20? Which positions? Why was the position vacated? In addition, note how long the position was vacant, what steps have been taken to fill the

position, whether or not the position has been filled, and the source of funding for the position.

- Q64. List all employees detailed to or from your agency. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.
- Q65. How many employee performance evaluations were completed in FY19 and how was performance measured against position descriptions? To date in FY20? What steps are taken to correct poor performance and how long does an employee have to correct their performance?
- Q66. Has PCSB adhered to all non-discrimination policies in regard to hiring and employment?
- Q67. Have there been any accusations by employees or potential employees that PCSB has violated hiring and employment non-discrimination policies in FY19 or to date in FY20? If so, what steps were taken to remedy the situation(s)?
- Q68. Provide the Committee with the following:
- a list of employees receiving bonuses, special pay, additional compensation, or hiring incentives in FY19 and to date in FY20, and the amount;
 - a list of travel expenses for FY19 and to date in FY20, arranged by employee;
 - a description of any changes made to the employee handbook in FY19 and FY20 to date; and
 - a list of the board of trustees at each public charter school LEA.
- Q69. Provide the following information for all grants awarded to PCSB during FY19 and to date in FY20:
- grant number and title;
 - awardee;
 - approved budget authority;
 - expenditures (including encumbrances and pre-encumbrances);
 - purpose of the grant;
 - grant deliverables;
 - grant outcomes, including grantee performance;
 - any corrective actions taken or technical assistance provided;
 - PCSB program and activity supported by the grant;
 - PCSB employee(s) responsible for grant deliverables; and
 - source of funds.
- Q70. Provide a complete accounting of all grant lapses in FY19, including a detailed statement on why the lapse occurred and corrective action the agency undertook. Please also indicate if the funds can still be used and/or whether they carried over into FY19.
- Q71. Provide the following information for all grants/subgrants awarded by PCSB during FY19 and to date in FY20:
- grant number and title;
 - awardee;
 - approved budget authority;
 - expenditures (including encumbrances and pre-encumbrances);

- e. purpose of the grant;
- f. grant deliverables;
- g. grant outcomes, including grantee performance;
- h. any corrective actions taken or technical assistance provided;
- i. PCSB program and activity supported by the grant;
- j. PCSB employee(s) responsible for grant deliverables; and
- k. source of funds.

- Q72. Provide the following information for all contracts awarded by PCSB during FY19 and to date in FY20:
- a. contract number;
 - b. approved budget authority;
 - c. funding source;
 - d. whether it was competitively bid or sole sourced;
 - e. expenditures (including encumbrances and pre-encumbrances);
 - f. purpose of the contract;
 - g. name of the vendor;
 - h. contract deliverables;
 - i. contract outcomes;
 - j. any corrective actions taken or technical assistance provided; and
 - k. PCSB employee/s responsible for overseeing the contract.
- Q73. Provide the following information for all contract modifications made by PCSB during FY19 and to date in FY20, broken down by agency program and activity:
- a. name of the vendor;
 - b. purpose and reason for the contract modification;
 - c. employee(s) responsible for overseeing the contract;
 - d. modification cost, including budgeted amount and actual spent; and
 - e. funding source.
- Q74. Provide the Committee with an update on PCSB's effort to ensure that for contracts above \$100,000, contracting parties are compliant with First Source requirements during FY19, and FY20 to date.
- Q75. Provide the following information for all purchase card transactions during FY19 and to date in FY20:
- a. employee that made the transaction;
 - b. transaction amount; and,
 - c. transaction purpose.
- Q76. Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within PCSB during FY19 and to date in FY20. This includes any reports of federal agencies, the DC Auditor or the Office of the Inspector General. In addition, provide a narrative explanation of steps taken to address any issues raised by the program/fiscal audits and issues with outside LEA management agreements.
- Q77. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or

reason for the settlement (e.g. administrative complaint, etc.).

- Q78. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY19 and FY20, to date, whether or not those allegations were resolved.
- Q79. Please list the administrative complaints or grievances that the agency received in FY19 and FY20, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY19 or FY20, to date, describe the resolution.
- Q80. The Committee on Education, in its FY20 budget report, recommended that PCSB provide a proposal for providing an alternative school option that LEAs can use while keeping the student enrolled. Please provide an update on the resulting working group of public charter schools leaders who expressed an interest in either owning this work or housing such an alternative program option.
- Q81. The Committee on Education, in its FY20 budget report, recommended that PCSB provide a report on the practices of LEAs with regards to change in placement, manifestation determination review ("MDR"), and other aspects of these process. Please provide an update on the processes in place at PCSB to review MDR compliance at the LEA level.
- Q82. Attach the SY2019-2020 PCSB report on the use of per pupil at-risk funding in DC public charter schools.
- Q83. What is the status of PCSB development of a model policy for charter LEAs on sexual abuse and misconduct by staff and student-to-student sexual assault and harassment? How many LEAs have revised their policies on these topics in FY19 and FY20 to date? Please provide a list of LEAs that have participated in PCSB activities (including conferences, trainings, etc.) on these topics in FY19 and FY20 to date.