



DENVER  
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SCHOOLS

## Portfolio Management Team

January 17, 2020

Board of Directors, **School Name**

From: Letia Frandina

Via Email

RE: Enrollment Notice of Concern

Dear Board Members:

This serves as a notice of concern for **School Name**. After reviewing the 2019 October Count data, the District has determined that the school is not in alignment with the charter contract's enrollment targets. The contract states:

“During all subsequent years of operation, by the end of SchoolChoice Round 1, the School shall have and maintain enrollment of at least 80% of its Projected Enrollment for the following school year or in cases where the projected enrollment is determined by the District to not be sufficient for the school to provide the approved educational program, the school must meet 80% of its original application or renewal application enrollment. In the event that the School does not achieve 80% of its projected enrollment for the following year by the end of SchoolChoice Round 1, or does not meet its original or renewal application target, the School shall provide the District no later than ten business days after receipt of request with a budget that demonstrates, based on the District's sole discretion, that the School can operate the approved educational program based on the enrollment at the time of the budget submission.”

The school has an October Count enrollment of 344, which is 9.2% lower than the 2019-2020 projections provided by the District of 379 students; in addition, the current enrollment and projections are well below the school's expected enrollment of 412 (83% of application target) students as documented in the school's renewal application, requiring a remedy plan.

As the school's authorizer, it is our responsibility to ensure that the school is financially sustainable and able to provide a quality education program. Therefore, per the contract, DPS is requesting by Friday, January 31:

1. A sustainable school level budget for the remainder of the 2019-2020 school year based on current enrollment that demonstrates an ability to offer the program as designed;
2. a narrative description of adjustments to the SY 2019-2020 budget to account for the lower enrollment;
3. the school's current long-term budget forecast (ideally a five-year budget); and
4. revised enrollment projections for the next two school years, including a student recruitment plan if there is an expected increase in enrollment.

If there is any other information (e.g., staffing chart) you believe will be useful for the District to consider in its evaluation of the budget, please submit it at this time as well.



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These documents are to ensure **School Name** is able to offer a quality educational program in alignment with the charter contract description and approved design. The documents will be reviewed by the District at its sole discretion per the charter contract. Please submit these documents to me no later than Friday, January 31 and feel free to contact me with any questions or concerns.

Sincerely,

Angie McPhaul

Director, Authorizing and Accountability, Portfolio Management Team, Denver Public Schools

CC:

Jennifer Holladay, Associate Chief, Portfolio Management Team, Denver Public Schools

Matt Meyer, Senior Manager of Accountability, Portfolio Management Team, Denver Public Schools

Eric Adelman, Manager, Finance, Denver Public Schools