



June 3, 2019

BY EMAIL

Dear Monica Green,

Congratulations on receiving conditional approval to operate a public charter school in Washington, D.C. beginning in school year 2020-21!

On May 20, 2019, the DC Public Charter School Board (DC PCSB) conditionally approved Capital Village's petition to establish a public charter school. This approval is contingent on Capital Village satisfying all of the Board's conditions and successfully negotiating a mutually acceptable charter agreement. Enclosed is a full list of conditions that must be satisfied for full approval. [*D.C. Code § 38-1802.03(d)(1)(B).*]

Please sign and return the attachment by July 1, 2019.

Once again, congratulations!

Sincerely,



Scott Pearson
Executive Director
DC Public Charter School Board



Rick Cruz
Chairman
DC Public Charter School Board

Attachment: Conditions of Charter Approval

Capital Village agrees to satisfy the following conditions to receive charter approval:

1) **Key Personnel**

- **By July 29, 2019**, the school shall identify the following Key Personnel: Board Chair, Head of School, and Director of Operations, each with relevant experience and a record of performance satisfactory to DC PCSB.
- **By March 16, 2020**, the school shall identify the Associate Head of School, Chief Financial Officer, Special Education Coordinator, Data Manager, and any remaining Key Personnel. These staff members shall be subject to DC PCSB's approval for fulfillment of this condition.
- **By June 15, 2020 or prior to receiving full charter approval**, should any key personnel leave their role, the school corporation shall replace the founding team member with someone with similar experience and record of performance. This replacement shall be subject to DC PCSB's approval for fulfillment of this condition.

2) **Governing Board**

- **By March 16, 2020**, the school shall identify a governing board that complies with the School Reform Act, except for parent members.¹
- **By April 20, 2020**, the school's governing board shall complete background check release forms to undergo background checks and, based on the results of those background checks, the school will resolve, to DC PCSB's satisfaction, any substantial concerns raised by DC PCSB.

3) **Discipline Policy**

- **By March 16, 2020**, the school shall submit to DC PCSB for review its draft discipline policy and, based on DC PCSB's review, the school shall resolve, to DC PCSB's satisfaction, any substantial concerns raised by DC PCSB.
- **By May 4, 2020**, all feedback and revisions will be incorporated to DC PCSB's satisfaction.

4) **Draft Charter Agreement**

The school shall negotiate with and submit to be executed by DC PCSB a draft charter agreement that is consistent with DC PCSB's charter school agreement template, including all attachments. Please note that pursuant to D.C. Code § 38-1802.03(h)(2), the following sections of the charter application comprise the School's Charter and may require revision and are subject to Board approval, per D.C. Code § 38-1802.03(d)(1)(B):

¹ This shall be interpreted to allow the governing board to be less than one-half DC residents, provided that the addition of two parent members would increase the representation of DC residents on the board to at least one-half.

- The School’s statement regarding the mission and goals of the School and the manner in which the school will conduct any district-wide assessments;
 - Proposed Rules and Policies for Governance and Operation of School Corporation;
 - Articles of Incorporation and Bylaws;
 - Procedures to Ensure Health and Safety of Students and Employees;
 - Enrollment Ceilings;²
 - Assurance to Seek, Obtain, and Maintain Accreditation; and
 - Relationship between School and Employees.
- **By January 13, 2020**, the school shall submit a first draft of the charter agreement.
 - **By March 16, 2020**, the school shall submit a second draft of the charter agreement.
 - **By May 4, 2020**, all feedback and revisions will be incorporated to DC PCSB’s satisfaction.
 - **By June 15, 2020 or within five business days of the DC PCSB Board voting to approve the charter agreement**, the school shall submit a signed charter agreement, with all attachments.

By the time the agreement is finalized, the school shall be incorporated as a nonprofit organization under the DC Nonprofit Corporation Act, and the name of the school will include “public charter school” as required by D.C. Code § 38–1802.04(b)(1).

5) **501(c)3 status**

- **By August 5, 2019**, the school shall submit its IRS receipt demonstrating that it has submitted IRS Form 1023 to apply for 501(c)3 status.
- **By May 4, 2020**, the school shall submit its IRS determination letter confirming that it has obtained 501(c)3 status.

6) **Facility**

- **By December 2, 2019**, the school shall submit a signed letter of intent (or other documentation deemed satisfactory by DC PCSB) that expresses the material terms of a future lease or title agreement for a sufficient and

² This item does not comprise the school’s charter under D.C. Code § 38-1802.03(h)(2) but is incorporated into the charter agreement and is subject to Board approval.

appropriate school facility. The school shall also include updated financial projections as deemed necessary by DC PCSB.

- **By February 3, 2020**, the school shall submit a fully executed lease or title agreement for a sufficient school facility. The school shall also include updated financial projections as deemed necessary by DC PCSB.

Should the school anticipate being incapable of meeting any deadline listed above, the school shall submit a request for an extension in writing to DC PCSB's Deputy Director at least ten business days before the deadline. The request shall include, at minimum, the proposed new deadline for the condition and steps that the school will take to ensure that the condition is met by the new deadline.

Nonetheless, if DC PCSB staff determines that the school's opening is in jeopardy due to a) lack of progress in meeting any of the conditions listed above, or b) failure to demonstrate an ability to launch the school program in a manner that is economically viable and consistent with the educational objectives outlined in the school's petition, including but not limited to appropriate staffing and personnel, DC PCSB staff may propose to the Board that it vote to deny or delay full approval of the applicant's charter.

The school also commits to working with DC PCSB during the planning year and attending workshops and scheduled meetings with DC PCSB staff to ensure an on-time and successful opening.

Lead founder or designated representative responsible for ensuring all conditions are met:

Name: _____ Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____