



May 24, 2013

Ms. Megan Hubbard  
Lee Montessori Public Charter School  
329 Rhode Island Avenue, NE #404  
Washington, DC 20002

Dear Ms. Hubbard,

The District of Columbia Public Charter School Board ("PCSB") has completed the 2013 New Charter School Start Up Application Review process. I am pleased to inform you that at its public meeting held May 20, 2013, the PCSB Board approved your application to establish Lee Montessori as a public charter school in the District of Columbia. This approval is contingent on the satisfaction of all of the PCSB Board's conditions and the successful negotiation of a mutually acceptable charter.

The PCSB Board's decision was based on a thorough evaluation of the written application by the PCSB Board and staff, and information gathered from the applicant interview as well as the public hearing.

Enclosed is a list of conditions that must be satisfied for full approval. PCSB staff will contact you to schedule an appointment to discuss these conditions. At this meeting, PCSB staff will coordinate with Lee Montessori to establish milestones for the completion of the conditions and discuss, in more detail, next steps in the process.

Thank you for your commitment to improving public education in the District and we look forward to having Lee Montessori join the DC charter school community.

Sincerely,



John H. "Skip" McKoy  
Board Chair

Enclosure

**Lee Montessori Public Charter School (Lee Montessori PCS)  
Conditions for Full Approval**

By August 14, 2013

1. An updated implementation plan that delineates activities and deadlines related to opening the charter school and incorporates the deadlines of the conditions established by PCSB.
2. A timeline for hiring key personnel in the areas of curriculum-design and development, operations, and school leadership (e.g. principal, head of school, teacher, business manager and/or chief operating officer) tasked with meeting planning year requirements, including someone with direct experience with the elementary Montessori grades.

By December 13, 2013

1. Evidence that an independent Board of Trustees for the public charter school has been established with a timeline for recruiting two parents and an assurance that the composition of the Board will comply with the District of Columbia School Reform Act (SRA).
2. Final copies of incorporation documents (articles of incorporation and bylaws) approved by the Lee Montessori PCS Board of Trustees showing the nonprofit status of Lee Montessori PCS, as required by law.
3. The proposed rules and policies for governance and operation of the school.
4. An assurance to seek, obtain, and maintain accreditation that is approved by the Lee Montessori PCS Board of Trustees and signed by the board chair.
5. A certificate of insurance that includes general liability, property, and trustees and employees' liability coverage for both sites.

By March 14, 2014

6. Revised sections of the charter application, including:
  - a. Academic, non-academic, or organizational goals and the academic achievement expectations.
  - b. A comprehensive, transparent student promotion policy (approved by the Lee Montessori PCS Board of Trustees).
  - c. A comprehensive special education plan that ensures compliance with federal, state, and local statutes and regulations and meets the needs of students at all levels, particularly students who may require close to or full-time care.
  - d. A comprehensive, transparent discipline policy with tiered infractions and consequences (to be approved by the Lee Montessori PCS Board of Trustees).

- e. A teacher evaluation system that meets the federal requirements under the Elementary and Secondary Education Act.
  - f. A school emergency response plan that ensures the health and safety of the school community.
7. Curriculum maps for each subject/content area taught in year one of operation that demonstrate clear alignment to the Common Core State Standards (as stated in the application). The curriculum must include: goals/objectives, standards, instructional strategies, summative assessments, and resources (selection/purchase of materials).
    - a. PK-K curriculum (3 and 4 year olds)
    - b. Lower elementary (Grades 1-3)
    - c. A timeline to complete Upper elementary (Grade 4-6 )
  3. Document(s) (e.g. employee handbook) explaining how employees of Lee Montessori PCS will be treated including which positions will be “at will”, salaried or hourly, and the benefits the school will offer.
  8. Evidence that the school has purchased a SIF or Ed-Fi compliant student information system that will connect with PCSB's data system by the first day of school.
  9. Evidence that Lee Montessori PCS has entered into good-faith negotiations (e.g., letter of intent), a lease, or purchase agreement for a facility.
  10. Description of communication with and outreach to the ANC in the neighborhood of the facility.

### General

11. Participate in PCSB - facilitated training programs during the planning year.
12. Meet these mutually agreed upon implementation milestones and document submission deadlines.