

Capacity Interview Guide for Lead Reviewer

Before the Capacity Interview

- Print copies of the prepared questions for your review team, plus 2-3 extras.
- Consider bringing a copy of the Capacity Interview Tips for each member of your review team.
- Consider assigning one member of your review team to be a scribe, taking extra thorough notes.

Introduction (cover each of these bullets; you don't need to read verbatim)

Topic	Example
Welcome applicant, introduce yourself	Good morning/afternoon. I am Mikayla Lytton with the District of Columbia Public Charter School Board. I manage our charter applications process and I was the lead reviewer on your charter application.
Introduce everyone	First, let's start with introductions. We'll start with the founding group of the proposed school, and then introduce the PCSB side. When you introduce yourself, please tell us your role with the founding group.
General overview of how this will run	<ul style="list-style-type: none"> • Thank you for submitting a charter application and for joining us for this interview. • We find these discussions to be a crucial part of our report to the PCSB Board on our assessment of your application. The capacity interview gives you an opportunity to answer questions that we, as technical reviewers, may have and it gives us the chance to hear from you directly. • Our questions are intended to improve our understanding of your application. As such, we'll focus on areas where we'd like more clarity, and likely won't ask any questions about the stronger elements of your application. • We all will ask questions and anyone from your group may answer.
Logistics	<ul style="list-style-type: none"> • Please note that there is a court stenographer present to record the interview for accuracy and consistency. Upon written request to applications@dcpsb.org, you may receive a copy of the transcript. It will likely take up to 15 business days to receive the transcript. • As you can see, some members of our team have their computers/notebooks open. Please forgive any distraction, but it's important for our team to take good notes through the process. • 90 minutes have been allotted for this interview; however, we may end early.
What happens next	<ul style="list-style-type: none"> • The next step in this process is to hold a public hearing. You should have received information about the hearing logistics. If not, please contact Mikayla Lytton. • The PCSB Board will make the final decision regarding whether a charter will or will not be awarded to an applicant group at its November meeting. As you probably know, the Board's decisions fall into three categories: (1) approval; (2) approval with conditions; and (3) denial.
Start with a warm-up question	Briefly describe the proposed school and why you think it will be a valuable addition to the DC education landscape.

At the end of the interview, thank them for their time and hard work.