



June 2, 2017

Haley Wiggins  
3309 16<sup>th</sup> St NW  
Washington, DC 20010

**Via electronic mail**

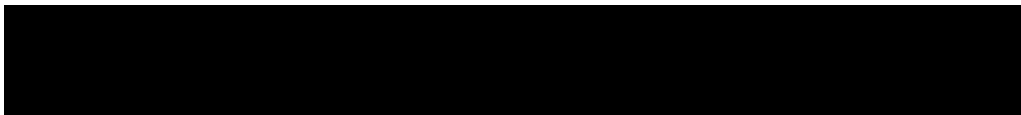
Dear Haley,

Congratulations on receiving conditional approval for The Family Place to operate a public charter school in Washington, D.C. beginning in school year 2018-19!

On May 22, 2017, the DC Public Charter School Board (DC PCSB) determined that The Family Place's application substantially satisfied the petition requirements of the School Reform Act, and that the school has the ability to meet the educational objectives outlined in its application. Specifically, DC PCSB conditionally approved The Family Place's petition to establish a public charter school. This approval is contingent on The Family Place's 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 June 30, 2017.**

Once again, congratulations!

Warmly,



Scott Pearson  
Executive Director  
DC Public Charter School Board

Darren Woodruff, PhD  
Chairman  
DC Public Charter School Board

Attachment: Conditions of Charter Approval

## **ATTACHMENT: Conditions of Full Charter Approval**

The Family Place agrees to satisfy the following conditions to receive charter approval.

### **1. 501(c)3 Status**

The school shall apply for and obtain 501(c)3 status that is separate and distinct from the current 501(c)3 held by The Family Place.

**By August 1, 2017**, the school will submit its IRS receipt demonstrating that it has submitted IRS Form 1023 to apply for 501(c)3 status.

**By May 1, 2018**, the school shall submit its IRS determination letter confirming that it has obtained 501(c)3 status.

### **2. Key Personnel**

The school's Key Personnel, as will be listed in Attachment I to the charter agreement, include: Board Chair, Executive Director, Principal (AM Director), Director of Curriculum and Instruction (PM Director), and Director of Operations. Currently, these positions are filled by the following members of the school's founding team: Michael Barnet, interim board chair; Haley Wiggins, who has experience in Adult English language acquisition and Family Literacy; Claudette Monroy, who has experience in English language programming for adults; and Shawn Chakrabarti, who is a licensed adult education educator in the District of Columbia. Should any of these members of the founding team leave the school corporation prior to the school corporation receiving full charter approval, the school corporation shall replace the person with someone with similar experience. The replacement shall be subject to DC PCSB's approval of fulfillment of this condition. The school shall also identify the staff member responsible for overseeing and supporting teachers in implementing data-driven instruction.

**By October 9, 2017**, the applicant team shall confirm that Michael Barnet will be the Board Chair, Haley Wiggins will be the Executive Director, Claudette Monroy will be the Director of Curriculum and Instruction, and Shawn Chakrabarti will be the Principal.

Up until the signing of the charter agreement, any replacements to these positions shall be subject to DC PCSB's approval.

### **3. Governance Structure**

The school must submit a revised description of its governance structure that details the responsibilities of The Family Place Public Charter School (TFP PCS) board, the functions of the board and the school, and the relationship between TFP PCS and The Family Place nonprofit organization.

**By November 15, 2017**, the school shall submit a revised description of its governance structure. This plan shall meet the relevant Standards for Approval from the 2017 Charter Application Guidelines, including but not limited to the Management Organization section.

If The Family Place nonprofit intends to serve as the school management

organization (SMO), the school must include the management agreement between The Family Place nonprofit and TFP PCS that details the responsibilities and functions of the SMO and the school.

If The Family Place nonprofit intends to provide wrap-around services for TFPPCS and not serve as its SMO, the school must include the agreement between The Family Place nonprofit and TFP PCS for provision of these wrap-around services.

The school shall also submit draft Bylaws and/or Articles of Incorporation that clearly demonstrate how the school will maintain autonomy from The Family Place nonprofit organization.

**By February 1, 2018**, all feedback and revisions will be incorporated to DC PCSB's satisfaction.

#### **4. IDEA Compliance**

Should the school choose to opt in to providing Free and Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA), the school shall submit a revised IDEA/Special Education Compliance plan that details how it will comply with IDEA to provide FAPE to students with disabilities.

Should the school not choose to opt in to providing FAPE before signing its charter agreement, the preceding clause shall be included in the charter agreement.

**By November 15, 2017**, the school shall submit an affirmation of its choice to opt into or opt out of providing FAPE. Should it opt in, the school shall concurrently submit a revised plan in accordance with the Standard for Approval in the most recent Charter Application Guidelines, including but not necessarily limited to the IDEA/Special Education Compliance section.

Should the school opt into to providing FAPE, **by February 1, 2018**, all feedback and revisions to the school's IDEA/Special Education Compliance Plan will be incorporated to DC PCSB's satisfaction.

Should the school not opt into providing FAPE, it shall include the following clause in its draft charter agreement, under condition 8 below: "Should the school choose to opt in to providing Free and Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA), the school shall submit a revised plan that details how it will comply with IDEA to provide FAPE to students with disabilities in accordance with the Standard for Approval in the most recent Charter Application Guidelines, including but not necessarily limited to the IDEA/Special Education Compliance section."

#### **5. Compliance with American with Disabilities Act (ADA)**

The school shall submit an assurance letter that its facility is compliant with the legal requirements of the Americans with Disabilities Act and its implementing regulations with respect to any person who may require accommodations to access the facility. If the facility is not currently compliant with the legal requirements of ADA, but removing barriers to accessing the facility for any person is "readily achievable," the school shall submit a plan and the dates of implementation. If not, the school shall submit a detailed plan explaining why removing barriers to accessibility is not

“readily achievable” and how it plans to accommodate for any person who requires access to the facility.

**By November 15, 2017**, the school shall submit an assurance that its facility is compliant with ADA requirements. If the facility is not compliant with ADA requirements the school will either provide a plan and dates of implementation to ensure the facility will be ADA compliant, or a detailed plan explaining why removing barriers to accessibility is not “readily achievable” and how it plans to accommodate any person who requires access to the facility.

**By February 1, 2018**, all feedback and revisions will be incorporated to DC PCSB’s satisfaction.

## **6. English Language Acquisition Curriculum**

The school shall submit a revised curriculum plan that describes the research-based methods that will be used to design and implement instruction for language acquisition, including advanced English language classes.

**By November 15, 2017**, the school shall submit revisions to the relevant sections of its original charter application describing the research-based methods that will be used to design and implement instruction for language acquisition, including advanced English language classes. These revisions shall meet the relevant Standards for Approval from the 2017 Charter Application Guidelines, including but not necessarily limited to the Curriculum section.

**By February 1, 2018**, all feedback and revisions will be incorporated to DC PCSB’s satisfaction.

## **7. Management Agreement**

In the event that the school contracts with a management company aside from The Family Place existing nonprofit, the school will submit a draft Management Agreement to DC PCSB.

**By January 15, 2018**, the school will submit a draft management agreement.

**By May 1, 2018**, all feedback and revisions related to the management agreement will be incorporated to DC PCSB’s satisfaction.

## **8. 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):

- 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, including the school's proposed discipline policy;
- Enrollment Ceilings;
- Assurance to Seek, Obtain, and Maintain Accreditation; and
- Relationship between School and Employees.

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 DC Code § 38-1802.04(b)(1).

Should the school not opt into providing FAPE, it shall include the following clause in its draft charter agreement, per condition 4 above: "Should the school choose to opt in to providing Free and Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA), the school shall submit a revised plan that details how it will comply with IDEA to provide FAPE to students with disabilities in accordance with the Standard for Approval in the most recent Charter Application Guidelines, including but not necessarily limited to the IDEA/Special Education Compliance section."

**By January 15, 2018**, the school will submit a draft charter agreement.

**By May 1, 2018**, all feedback and revisions will be incorporated to DC PCSB's satisfaction.

**By June 29, 2018, and 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.

DC PCSB recommends that the school retain counsel for negotiating the charter agreement.

## **9. Facility**

The school shall submit appropriate documentation evidencing that it has acquired title to or otherwise secured (e.g., a lease or letter of intent) a sufficient school facility to DC PCSB.

**By February 1, 2018**, the school will submit appropriate documentation evidencing that it has acquired title to or otherwise secured a sufficient school facility.

DC PCSB recommends that the school secure a school facility as early as possible in the pre-opening year.

## **10. Discipline Policy**

The school shall submit to DC PCSB for review its draft discipline policy and, based on DC PCSB's review, the school shall resolve any substantial concerns raised by DC PCSB.

**By February 1, 2018**, the school will submit a draft discipline policy.

**By May 1, 2018**, all feedback and revisions related to the discipline policy will be incorporated to DC PCSB's satisfaction.

### **11. Revised Budget**

Per conditions 3, 5, and 7, the school shall submit a revised budget that reflects its updated management and/or services agreement with The Family Place existing nonprofit and any renovations or other adjustments necessary to secure a suitable facility that can house the full range of courses described in the application.

**By March 15, 2018**, the school shall submit a revised budget in accordance with the Standard for Approval in the 2017 Charter Application Guidelines, including the Finance and Facilities section.

**By June 1, 2018**, all feedback and revisions will be incorporated to DC PCSB's satisfaction.

### **12. Governing Board**

The school shall identify a governing board that complies with the School Reform Act. 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 any substantial concerns raised by DC PCSB.

**By March 15, 2018**, the school shall submit a list of governing board members that complies with the School Reform Act, except for parent members.<sup>1</sup> All members of the governing board will complete background check release forms.

**By May 1, 2018**, all feedback and revisions related to the governing board will be incorporated to DC PCSB's satisfaction.

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 lack of progress in a) meeting any of the conditions listed above, or b) launching the school program in a manner that is economically viable and consistent with the educational objectives outlined in the school's petition, 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 attend workshops and scheduled meetings with DC PCSB staff to ensure an on-time and successful opening.

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<sup>1</sup> 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.

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_