

**LOCAL EDUCATION AGENCY (LEA) NAME:** Community College Prep Academy PCS

**BOARD CHAIR NAME:** Monica T. Ray

**SUBMISSION DATE:** August 30, 2022

**SUBJECT:** Facility Amendment Request (Merger)

### **SCHOOL BACKGROUND AND PROPOSAL SUMMARY**

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**Campus name(s):** Community College Prep Academy PCS

**Year(s) opened:** 2013

**Grades served:** Adults

**Year the school will undergo its next charter review or renewal:** 2022-2023

**Proposal Summary:** Community College Prep Academy PCS proposes to shift headquarters from the current MLK site to the approved MC Terrell site that is sub leased from KIPP DC PCS. Because we are a blended learning school that has used virtual learning from its beginning and we operate on a schedule of three sessions per day. While we have served residents from all of the Wards of the city, we have focused recruitment on communities of greatest need In Wards 7 & 8.

**Year the school plans to implement the proposed changes:**

2022-2023

**When did the school's board approve the proposed changes?** *Please attach minutes from the meeting and vote results.*

August 24, 2022; See attachment

### **FACILITY**

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- In the table below, list the facility/facilities the school operates (i.e., the facility/facilities identified in the school's charter agreement). For each entry, report the facility name, the campus(es) and grades served within, and the address.**

<b>Current Facility/Facilities</b>		
<b>Facility Name</b>	<b>Campus Name(s); Grade(s) Served</b>	<b>Address</b>
Main Campus	Community College Prep PCS; Adult	2405 Martin Luther King Ave SE Washington, DC 20020
Mary Church (MC) Terrell		3301 Wheeler Rd SE Washington, DC 20023
Hope Village		2844 Langston Pl SE Washington, DC 20020

DC Infrastructure Academy		2330 Pomeroy Rd SE Washington, DC 20020
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- 2. In the table below, list the facility/facilities the school seeks to operate (i.e., the facility/facilities the school will continue operating along with the facility the school proposes operating). For each entry, report the facility name, the campus(es) and grades served within, and the address.**

<b>Proposed Facility/Facilities</b>		
Facility Name	Campus Name(s); Grades Served	Address
Mary Church (MC) Terrell	Community College Prep PCS; Adult	3301 Wheeler Rd SE Washington, DC 20023

- 3. What is the rationale for this facility shift?** The property at MLK Is being returned to the leaser (Cedar Tree) at their request.
- 4. How many square feet is the space that will hold the combined campuses? What is its occupancy load? How many students do you expect to educate in the space year-to-year?**
- Square feet: 25,000
  - Occupancy load: 1,700
  - Students: 600 (across morning/evening class schedule, with a combination of In-person and virtual learners)

**5. How will the new location impact current students?**

The new location has been used by all but two courses during the 2021-2022 Fall & Spring sessions. All summer courses were held at the MC Terrell location. Thus, our students have adjusted well to having access to both classes and staff at one location.

**6. Will there be newly created seats for additional students? If so, discuss student recruitment efforts in the new school community.**

All Instructional spaces have been prepared to accommodate the prospective student population, which includes all populations in Wards 8 & 7 where intensive recruitment has occurred and has been based upon enrollment numbers that include additional students. Our population will continue at 600 students enrolled.

**7. Describe how the school has engaged its internal community in its decision**

**to relocate or expand into the proposed location. Submit documentation of the school's communications with its staff and families regarding the proposed space. Identify the internal community's concerns and how the school is responding to their needs.**

The Internal community has been updated at regularly scheduled All Staff meetings (bi-weekly) and the leadership team has discussed the issue weekly. See attached letter from the ANC.

**8. Describe how the school has engaged the community surrounding the proposed location.** *Please attach documentation of communications with nearby school leaders, neighbors, ANC representatives, Councilmembers, and other community groups, notifying them of the school's plans.*

**a. When did the school inform the ANC representatives of its facility plans?**

The proposed move has been shared at the last two ANC meetings.

**b. Summarize the external community's concerns, if any, and describe the school's response with specificity.**

The community has been in an ongoing dialogue with the school leadership and had no major concerns.

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# Community College Preparatory Academy

## Open Board Meeting Minutes

August 22, 2022

at 6:30 pm (Eastern Time) via Zoom

### **I. Call to Order:**

The virtual meeting was called to order by the Chair, Ms. Ray.

### **Members Present:**

Monica Ray (Chair)

Darya Davis

Darrell Gaston

Ashley Mitchell

Layvon Washington

*Apologies for absence had been received from Christopher Earley, Clyde Edwards and Jovanda Warren*

### **Staff Present:**

Dr. Wallace Henry – Interim CEO

Terrence Bhegani – Director Student Support

Shannon Webster – Student Wellness Manager

Avril Crooks – Director of Curriculum & Instruction

Connie Spinner – Chief Advocacy Officer

Taylor Bennis – Development Manager

Andrea Robinson – Operations & Compliance Manager

Gerome Adams – Business Manager

Monica Jones - Board Liaison and Governance Administrator

### **II. Approval of the Agenda**

The motion to accept the agenda for the meeting was approved.

### **III. Approval of the Minutes**

The motion to accept the minutes of the previous Board meeting held on June 27, 2022 as a correct record was approved.

### **IV. Public Comments**

No public comments were received.

### **V. Committee Reports**

#### **A Combined Reports**

##### **I. CEO**

Dr. Henry summarized the report and highlighted the latest position relating to Covid-19 cases, recent staffing changes, the College's approach to camera recordings, and the introduction of new DISC training for staff and Board members.

## II. Academics and Training (A&T)

Dr. Henry highlighted that the new Director of Curriculum & Instruction, Avril Crooks, had recently joined the College, and provided an update on the progress of students taking TABE. Ms. Crooks was welcomed to the Board and she introduced herself and set out her plans for the year ahead.

## III. Strategic Enrollment Management (SEM)

Preparations for the new academic year were progressing well which would include welcoming and enrolling 468 applicants and 250 returning students; overall 315 students had been pre-tested. The current enrollment shortfall of c300 students should be achieved before the school year started; a number of recruitment initiatives were in place to achieve the 650 target by the October 5<sup>th</sup> deadline.

Mr. Adams and Ms. Robinson were welcomed to the meeting and they introduced themselves and referred to key aspects of their current work.

## IV. Wellness

Dr. Henry reported that the 'Four Agreements' approach was being rolled out to staff.

## B) Development & Fundraising

Ms. Spinner provided an update on development and fundraising activity and highlighted that the 'ten for ten' program was running again and new staff had been appointed to oversee tracking reports. A new partnership had been entered into recently with 'City Works' which would involve delivering a program into secondary expansion. Some outreach activities had been slightly delayed over the summer due to the CAO contracting Covid-19 but the focus was currently on writing and submitting grant applications.

Ms. Bennis also outlined recent College development work across the city.

## **VI. Old Business**

### Space Planning Update

The Chair reported on recent progress with Civic Builders in terms of the new building and underwriting, the external scrutiny of the RFP process (particularly the requirement to document the names of the five companies involved in the process), and the recent approval of the \$2m OSSE loan. It was noted that Ms. Spinner's new role as the College archivist would be to document key records.

The outstanding issue concerning the new building was safeguarding/accommodating Heritage Trees which would cost up to an additional \$0.5m. Tree work would commence from October to move the relevant trees and would increase pressure to relocate from the MLK building over the summer. The costs of the new building had significantly increased due to recent price increases and relocating the trees. Ms. Spinner would investigate if there were organizations who would help fund the relocation of the Heritage Trees.

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**VII. New Business**

A. Move from MLK Site – the Chair referred to a Charter authority meeting taking place in September which must receive an application request from the College to relocate from MLK via Wheeler to Good Hope Road. The motion to amend the Charter to allow a “collapse into one building for one year to save money” (proposed by Ms. Mitchell seconded by Ms. Davis) was unanimously approved.

B. The Board Retreat would be taking place November 4-6, 2022.

**Comments and Adjournment**

The meeting adjourned after 44 minutes.

***Next meeting date: Monday, September 19, 2022***

*This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov)*



# ADVISORY NEIGHBORHOOD COMMISSION 8A

Government of the District of Columbia  
Anacostia/Fairlawn/Hillsdale/Sheridan



## Exec Officers

July 20, 2022

Jamila White  
Chair

- **RE: ANC 8A support of CC Prep Academy Adult Learning Charter School**

Robin McKinney  
Vice-Chair

Director Everett Lott  
District Department of Transportation  
250 M Street, SE  
Washington, DC 20003

Steven Tiller  
Secretary

Dear Director Lott,

Brian Thompson  
Treasurer

At a duly noticed public meeting held on June 7, 2022, with a quorum of four Commissioners present, Advisory Neighborhood Commission 8A voted to support the construction of CC Prep Academy Adult Learning Charter School located at 1802 Woodmont Place, SE. The vote was approved by a unanimous.

## Commissioners

Holly Muhammad  
SMD 8A01

Thank you for the opportunity to provide this letter.

Barbara J. Clark  
SMD 8A02

DocuSigned by:  
*Jamila White*  
Jamila White  
Chair  
Advisory Neighborhood Commission 8A

Brian Thompson  
SMD 8A03

Laneice Moore  
SMD 8A04

Jamila White  
SMD 8A05

Robin McKinney  
SMD 8A06

Steven Triller  
SMD 8A07