



Notes for Completing the Facility Charter Agreement Amendment Application

Overview

This application is for a school seeking approval from the DC Public Charter School Board (DC PCSB) to operate a new facility.¹ The school may operate the new facility in addition to or in lieu of the facility or facilities already recognized in the school's charter agreement.²

Standard for Approval

DC PCSB staff will generally recommend that its Board approve a facility amendment if the school makes a reasonable and documented effort to engage its internal community and the community groups located in the area surrounding the proposed space. The internal community includes school staff, students,³ and current families. Community groups include, but are not limited to, prospective families, Advisory Neighborhood Commissions (ANC), civic and citizens associations, churches, public and public charter schools, and businesses. Before submitting this application, the school must

- Discuss its plans with the community during an open meeting of its board of trustees.
- Notify the appropriate ANC Chairperson and the Single-Member District Commissioner regarding its facility plans in writing. The notification must include a request to be added to an ANC meeting agenda to present the school's facility plans.

Other engagement activities may include developing an action plan that responds to community concerns, commissioning a traffic study, and initiating collaboration with neighboring schools.

¹ Per DC PCSB's *Definition of School, Campus, and Facility Policy*, "a facility is a building that houses part of a campus, an entire campus, or multiple campuses. It may be temporary or permanent. A school may operate a single-campus among multiple facilities, or a school may operate multiple campuses in one facility." See the policy here: <https://bit.ly/3vyUyKY>.

² If a school has multiple facilities per campus or multiple campuses per facility, DC PCSB will ask the school to identify a distinct name for the facility/facilities.

³ Schools that do not enroll young adult and adult students need not demonstrate student support for the proposed changes.

Ultimately, the school must demonstrate that it has worked with its internal community and the community surrounding the proposed space to address any concerns and needs.

Finally, the school must demonstrate that opening the new facility will not harm its economic viability.

Submission Deadline

Per DC PCSB's *Charter Agreement Amendment Petition Submission Policy*,⁴ a school must submit its facility amendment application at least three months before it intends to serve students in the proposed space. A school that participates in the My School DC (MSDC) lottery that seeks to operate a new facility should submit its amendment request ahead of MSDC's school profile data collection deadline. Failure to do so may result in students not being matched to the new facility.

Contact

Before completing the application, please contact Melodi Sampson at msampson@dcpcsb.org to discuss the proposed change(s) or to ask general questions about the charter agreement amendment process.

⁴ See the *Charter Agreement Amendment Petition Submission Policy* here: <https://bit.ly/34ORPBZ>.

LOCAL EDUCATION AGENCY (LEA) NAME: Washington Latin PCS

BOARD CHAIR NAME: Kenneth Merritt

SUBMISSION DATE: 01/08/2024

SUBJECT: Facility Amendment Request

SCHOOL BACKGROUND AND PROPOSAL SUMMARY

Campus name(s): Washington Latin PCS - The Anna Julia Cooper Campus

Year(s) opened: 2022-23, 2023-24

Grades served: 5, 6, 7 in 2023-24

Year the school will undergo its next charter review or renewal: SY 2025-2026

Proposal summary

Washington Latin Public Charter Schools opened its second campus in the summer of 2022, initially serving grades 5 and 6 in its first year and currently serving 285 students in grades 5, 6, and 7. The plan is to add a grade each year, ultimately enrolling 725 students in grades 5-12, similar to our 2nd Street campus. The campus opened in a temporary facility located in the Edgewood neighborhood while our search for a permanent facility that could accommodate the full campus continued.

In August of 2022, that permanent home was identified: 4301 Harewood Road NE, also in Ward 5. This site was purchased by Washington Latin and then subdivided in order to share the location with Washington Yu Ying PCS (building a new, separate facility to expand their enrollment.) Washington Latin plans to construct a new building, primarily housing our middle school, and renovate the existing historic structure to serve as our Upper School.

This application seeks approval from the DC Public Charter School Board to move forward with this facility project, slated to begin in the summer of 2024 and then open to our students for the start of the 2025-26 school year.

Year the school plans to implement the proposed changes:

The design, financing and permitting processes are slated to be completed during the spring of 2024. New building construction and existing building renovations will take place during 2024-25, with occupancy by our students to begin for the 2025-26 school year (August 2025).

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

The Washington Latin Board of Governors approved our expansion at a board meeting on May 3rd, 2018. At its board meeting on October 7, 2021, the board approved the submission of an application for a charter amendment for a new school to be located at 711 Edgewood Street, NE. At its board meeting on June 2, 2022, the board approved the signing of a Letter of Interest for the acquisition of the former Kirov Academy of Ballet property located at 4301 Harewood Road NE as the future permanent home of Washington Latin's Anna Julia Cooper Campus. At its

meeting on August 16th, 2022, the board approved the best and final offer for acquisition of the property. We closed on the purchase of that property on September 12, 2022.

FACILITY

1. Please check the box that best describes the school's proposed change.

- The LEA or a campus within the LEA is relocating from its current facility to a new facility.**
- The LEA or a campus within the LEA is staying in its current facility and expanding into an additional facility (i.e., some students will attend the current facility while some will attend the proposed facility).
- The LEA seeks to open a new campus to be housed in a new facility. (Also complete the Expansion and/or Replication Amendment Application.)

2. 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.

Current Facility/Facilities		
Facility Name	Campus Name(s); Grade(s) Served	Address
Washington Latin Public Charter Schools - 2nd Street Campus	2nd Street Middle School, grades 5-8 2nd Street Upper School: 9-12	5200 2nd Street NW, Washington, DC 20011
Washington Latin Public Charter Schools - The Anna Julia Cooper Campus	Cooper Middle School, grades 5-7	711 Edgewood Street NE, Washington, DC 20017

3. 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.

Proposed Facility/Facilities		
Facility Name	Campus Name(s); Grade(s) Served	Address
Washington Latin Public Charter Schools - 2nd Street Campus	2nd Street Middle School, grades 5-8 2nd Street Upper School, grades 9-12	5200 2nd Street NW, Washington, DC 20011
Washington Latin Public Charter Schools - The Anna Julia Cooper Campus	Cooper Campus Middle School, grades 5-7	4301 Harewood Rd NE, Washington, DC 20017
Washington Latin Public Charter Schools - The Anna Julia Cooper Campus	Cooper Campus Upper School, grades 9-12	4301 Harewood Rd NE, Washington, DC 20017

4. Will the school lease or purchase the proposed facility? If the school has already purchased or leased the facility, when did the school acquire it?

Washington Latin PCS has purchased the facility at 4301 Harewood Rd NE. We closed on this purchase on September 12, 2022, and subsequently applied to subdivide the property in order to sell a portion to Washington Yu Ying PCS. After the subdivision, Washington Latin assumed ownership of the majority (73.5%) of the original property. Washington Yu Ying now owns the remaining 26.5% of the overall property. The two local education agencies (LEAs) shares ownership of the campus that will ultimately serve more than 1,000 students.

Both LEAs have worked in strong collaboration since our bid to purchase the site was accepted in the late spring of 2022. Yu Ying and Latin agreed to explore a joint venture and development of the site together, including completion of a feasibility study for 60 days before closing in the summer of 2022. This collaboration is further supported by a binding purchase sales agreement which governs the expectations and terms of the arrangement between the two LEAs, which was signed by both parties on August 20, 2022. Effective August 25, 2023, we finalized a Shared Use Agreement outlining how we will share costs and make joint decisions about the site going forward.

5. How will the new location impact current students? How will the school encourage student re-enrollment? How will the school support students in need of transportation to the new location?

All current and incoming Cooper Campus students will attend school at the new location starting in August 2025, and the new facility means we will have space for the full complement of grades 5-12. This would not be possible at 711 Edgewood.

In many ways, the Harewood facility will be a significant improvement over our temporary location. Our students will benefit from expanded facilities in both the newly constructed and renovated historic buildings overall, and especially in key ways. First, the Harewood facility will offer new features such as significantly larger classrooms, a gym, a library, theater performance space, and a music room that optimizes the acoustics. Second, the buildings offer greater aesthetic appeal, with a mix of modern design and historic features that will be in keeping with our “classical education for the modern world.” Third, both buildings will feature operable windows throughout that provide natural light and airflow. Fourth, the site will offer more outdoor space than what is currently available at the Edgewood facility, including spaces for informal gathering and play.

Additionally, the new facility is only slightly more than a mile away from our 2nd Street Campus, a walkable distance for our teenage students. This proximity will allow us to expand our offerings at both campuses. For example, our student athletes will use both facilities for practices and competitions, depending on the sport. We may leverage the closeness to offer academic choices across both campuses, such as offering Upper School students at one campus the option to take a world language class or Advanced Placement course at the other campus.

The new facility is less than two miles from the Edgewood location, but we recognize and understand that the change in location may impact some students’ commutes, including those who currently walk to the Edgewood facility, and those in Wards 6, 7 and 8 for whom the Harewood facility is further from home. We have several ways to mitigate this impact. First, Washington Latin offers bus service, including 80 students from Wards 6, 7 and 8 this year. We will continue to offer our current bus service and are considering expanding the service from Southeast to mitigate any difficulties that the change creates.

The facility is accessible by Metro and Metro bus, including the H8 that travels along North Capitol and turns onto Taylor Street, with a stop within a block of the school. In addition, it is walking distance to both the Fort Totten and Brookland metro stations for train service.

We do not anticipate that traffic or altered routes will drastically affect our students’ ability to attend. Regardless, we are working with a traffic consultant and have conducted traffic studies so that we can preemptively address any issues that arise at Harewood.

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

Washington Latin’s second campus will add new seats, eventually a total of 740. We opened with grades 5 and 6 in 2022-23 and will add a grade each year until reaching our full complement of 5-12 by 2029-30. As a temporary location, the 711 Edgewood NE property was always intended to be our home during only our first three years of operations, ultimately housing grades 5-8 through the 2024-25 school year.

We have a comprehensive student recruitment campaign that extends nearly year-round, from before the start of the lottery through the enrollment season and even into the summer, with special emphasis on ensuring that DC families across all Wards are aware of our two campuses,

with special emphasis on the Cooper Campus. Our goal is to serve a student body from across DC that reflects the diversity of the city.

In Year 1 (for the 2022-23 school year), we received 666 applications for 160 seats in grades 5-6 for the Cooper Campus. In Year 2, the number of applications received for grades 5-7 was 865 with 690 ranking us in the top three choices. For the 2024 lottery, our number of applications as of January 5th, 2023 is 266, of which the majority (212) ranked Cooper in the top three. Across the LEA, Washington Latin is consistently ranked number one or number two in terms of the number of students who apply to our schools and in terms of the length of our waiting list.

Our goals include increasing the number of applications from underrepresented groups at both campuses and ensuring that we have every seat filled at the new location. This will happen through a coordinated effort that spans both campuses with special focus on reaching families in Wards 5, 7, and 8. We have adopted the Equitable Access Preference offered through MySchoolDC for both campuses and aim to significantly increase our percentage of qualifying students at both locations, and most especially at the Cooper Campus.

Our work is bolstered by our volunteer corps that includes our faculty, parents, alumni (both students and their families) and community members to staff events, both our own and those organized by others (such as EdFest, smaller school fairs, etc.) and to share information about Latin in other communications (distributing flyers at churches and retail establishments, doing personalized phone or email follow up with families that have expressed interest in Washington Latin, etc.)

We offer both in-person and online options for families to learn more about Washington Latin. This includes neighborhood canvassing, Zoom Q&A sessions, shadow days and open houses at the current Cooper Campus location. Materials will be translated into Spanish and other languages (Amharic, for example) and our volunteer corps includes native speakers who can work with us on both materials and live event interpretation.

We will also leverage our existing and new partnerships with a range of community organizations, such as with Junior Achievement, the Resident Services team at Brookland Manor and other MidCity properties in Ward 5, and smaller organizations such as area churches, recreation centers, etc.

7. What is the maximum occupancy at the new location? If the maximum occupancy load for staff and students is less than the total number of staff and students who will occupy the facility at any point in the future, please explain how you will address this issue.

The creation of the Cooper Campus was always intended to double our student enrollment. Our present and temporary location, 711 Edgewood Street NE, is both a short-term location not intended to house Washington Latin after academic year 2024-25 and is unable to accommodate our growth into grades 9-12. The Edgewood property's peak allowed occupancy is 1,083 people, whereas the new facility at Harewood would be able to accommodate 1,972 people.

The existing building on the 4301 Harewood St. site comprises 48,000 square feet, and the new building will be 40,000 square feet (giving us a total of 88,000 square feet). This facility, including both buildings, will have space for 740 students and 120 faculty members. This exceeds the capacity of our current facility in Edgewood (which is 41,681 square feet). We do not expect to exceed occupancy load requirements at the new location.

8. Does the proposed space require renovation? If so, describe the renovations the new location will need, either to serve as a school or to be accessible for students with disabilities.

When purchased, the site included a structure originally constructed in the early 1900s to serve as a monastery, with additions to the building made throughout the subsequent decades. This historic structure will be renovated to accommodate our Upper School program and some offices, as well as spaces shared with the Middle School, such as the library, athletic facilities, and performing arts venues. These modifications will not be substantial and will focus primarily on resizing existing dormitory rooms, upgrading some basic systems for efficiency, and improving the overall appearance. In addition, we will ensure that the building meets the 2010 ADA Standards for Accessible Design, including installing an elevator and ramps to provide greater accessibility. We will ensure that the historic character is preserved.

Behind this existing building, Latin will construct a new four-level building with approximately 35,000 square feet of classrooms, offices, and common areas. It will primarily house our Middle School along with some shared elements, such as the cafeteria and science labs. This building will have four levels plus a rooftop area (with appropriate safety fencing) that will be accessible to students and faculty.

The campus will have a gate to the parking lot that will be open during pick-up and drop-off but otherwise closed. In addition, we are exploring whether we can have a perimeter fence to completely enclose the campus. Our plans include improvements such as new curb cuts and sidewalks that will enhance safety, useability, and traffic flow for our community and the neighborhood.

The design of the new building, renovations to the existing one and for the site overall reflect our commitment to both Cooper students and faculty as well as the broader community. We aim to provide an environment that is at once secure and welcoming and reflects our values while being fiscally responsible, operationally viable, and compliant with all regulations. For example, both buildings will have a variety of class sizes and enough space for students to receive additional support and work with teachers in a variety of settings. Administrative offices are integrated among our classrooms to keep all faculty involved with the academics. We will have designated spaces for music, dance and theater, reflecting our commitment to the arts.

Both buildings will adhere to the requirements outlined within the 2010 ADA Standards for Accessible Design and ensure accessibility with integrated ramps and elevators in both the new and renovated buildings.

9. Describe the proposed facility's neighborhood (i.e., is it residential or commercial, is it metro accessible). What value will the school add to the proposed neighborhood?

Ward 5 is a 10 square mile area in NE DC with a population of 90,172 in 35,000 households. It is diverse in character and history, comprising residential, mixed use and industrial areas. Ward 5 neighborhoods include Arboretum, Bates, Bloomingdale, Brentwood, Brookland, Dakota Crossing, Eckington, Edgewood, Fort Lincoln, Gateway, Hanover, Ivy City, Lamond-Riggs, Langdon, Langston Terrace, Michigan Park, Pleasant Hill, Queens Chapel, South Woodridge, Truxton Circle, Union Market, University Heights, and Woodridge. It includes three institutions of higher learning—the Catholic University of America, Trinity University, and Gallaudet University—and 48 K-12 public schools.

Pleasant Hill Neighborhood The proposed school location is located in the Pleasant Hill neighborhood of Ward 5 in Northeast DC. This neighborhood is framed by Allison Street NE and Bates Road NE to the north, Taylor Street to the south, the Red Line of the Washington Metro to the east, and North Capitol Street to the west. The neighborhood is largely residential with a population of approximately 3,000. The racial demographics of Pleasant Hill differ slightly from DC; the population is 64% Black, 19% white, and 11% Hispanic, with the remainder indicating they are Asian or mixed race. The median household income is \$63,570, as compared to \$71,782 for Ward 5 and \$92,266 for DC as a whole. About half of the residents (51%) are between the ages of 18 and 34, while 23% are below the age of 18. 10.7% of Pleasant Hill children live below the poverty line. The neighborhood itself is largely lower-middle income.

This Ward, neighborhood, and facility are very well-suited to our needs for the Cooper Campus, as a central and accessible Ward with a diverse population of families. We know that families consider a variety of factors in selecting a school, but location and geographic proximity is generally chief among those factors. Even in DC with its District-wide lottery system, we know the location of the campus will affect our enrollment. The diversity of Ward 5 is important in serving families that represent the racial demographics and socio-economic diversity of DC.

The new facility will be located in a mostly residential neighborhood surrounded by private residential homes, Clairmont Apartments on North Capitol Street and Pleasant Hills Apartments on Taylor Street. The neighborhood is also home to several schools: Archbishop Carroll High School, Catholic University, the current Washington Yu Ying PCS; and religious organizations: St. John Paul II National Shrine and the Ukrainian Catholic National Shrine of the Holy Family. One other commercial property, The Heights Shopping Center, is about 0.2 miles away.

While we hope to attract families who live close to this new facility, we continue to have the goal of enrolling students from every Ward of DC, as we do at our original campus. We prioritized finding a central location that has several public transportation options. The proposed facility in Pleasant Hill is served by H8 and 60 bus lines and is within walking distance of both the Brookland CUA and the Fort Totten Metro Stations. The H8 and H9 metrobus stops are also about two blocks away; we are exploring whether additional bus stops might be added to serve our students, faculty, and families. As they do at Cooper Campus's current location, our students will have access to the Metropolitan Bike Trail.

In addition to serving the Ward 5 families who enroll their children at this campus, Washington Latin intends to make sure the school serves the community as a whole. We are committed to being a good neighbor at this second campus, minimizing neighborhood disruption and positively engaging and serving the surrounding community. This has been our policy and practice at Washington Latin since our founding. For instance, since opening at 2nd in 2013, we have ensured neighbors access to the field outside of our regular school hours and athletic activities, provided a meeting space for the local ANC each month, and invited our neighbors to our family events and opportunities, such as our annual Family Fall Festival, voter registration events, and COVID vaccine and flu shot clinics.

We will engage our Pleasant Hill neighborhood in similar ways and aim for the reimagined site at 4301 Harewood Rd NE to come to serve as a community anchor for the nearby Ward 5 residential community by providing a suite of services and experiences open to the neighbors and residents. Both Washington Latin and Washington Yu Ying are committed to extending invitations to community and family festivals to the neighbors and working collectively to determine what kinds of additional resources and experiences we can situate and offer to our neighbors at 4301 Harewood. Neighbors have had and will continue to have opportunities to voice their hopes and needs for the project during regular virtual town hall meetings throughout the construction of the project and once the spaces are open.

More specifically, the addition of the facility has the potential to offer indoor and outdoor event and play space to the residents and neighbors, as well as many volunteer and employment opportunities. We have already been working with neighborhood groups who use the current building for dance rehearsal, and we intend to continue this practice once we are occupying the Harewood facility.

10. List the traditional and public charter schools near the new location, identifying schools that educate the same grade span your school serves/will serve. Describe how the school's mission and academic performance compare to these schools. What impact will the school's relocation have on enrollment at neighboring schools?

Ward 5 Public Schools There are 48 public schools for grades K-12 in Ward 5, including both DC Public Schools and DC public charter schools, serving more than 18,000 students in all grades. This includes 25 DCPS schools (7 elementary, 6 middle, 6 high schools) and 37 DC Public Charter Schools (21 elementary, 12 middle, 3 high schools, and 2 adult education schools.) Among these schools, there is great variability in mission, enrollment, and results. The full information about each school's enrollment, location, grades served, STAR rating, and more can be found in this [complete list of Ward 5 public schools](#).

The closest schools (within two miles of 4301 Harewood Road) include:

School Name	Grades	Type	Address	Distance
Bridges PCS	PK-5	Charter	100 Gallatin Street NE	0.4
DC Bilingual PCS	PK3-5	Charter	33 Riggs Road NE	0.4
Rocketship PCS – Infinity Community Prep	PK3-3	Charter	5450 3rd Street NE	0.6
Washington Yu Ying PCS	PK3-5	Charter	220 Taylor Street NE	1
Washington Latin PCS - 2nd Street	5th-12th	Charter	5200 2nd Street NW	1.1
Briya PCS - Adult	Adult	Charter	2333 Ontario Rd. NW	1.2
Briya PCS - Early Childhood	PK3 & 4	Charter	2333 Ontario Rd. NW	1.2
Creative Minds International PCS	PK3-8	Charter	3700 North Capitol St NW	1.2
Lee Montessori PCS - Brookland	PK3-6	Charter	3025 4th Street NE	1.2
Mundo Verde Bilingual PCS - Calle Ocho	PK3-2	Charter	4401 8th Street NE	1.3
Brookland Middle School	6th-8th	DCPS	1150 Michigan Avenue NE	1.6
Shining Stars Montessori Academy PCS	PK3-6	Charter	1240 Randolph Street NE	1.7
Bunker Hill Elementary School	PK3-5	DCPS	1401 Michigan Avenue NE	1.8
Elsie Whitlow Stokes Community Freedom PCS - Brookland	PK3-5	Charter	3700 Oakview Terrace NE	1.8
Luke C. Moore High School	9th-12th	DCPS	1001 Monroe Street NE	1.9
Carlos Rosario International PCS	Adult	Charter	1100 Harvard St NW	2
Washington Leadership Academy PCS	9th-12th	Charter	3015 4th Street NE	2

Even before our Cooper Campus opened in 2022, Washington Latin began our outreach to our school neighbors to establish strong operational partnerships with them to minimize neighborhood disruption. In addition, we are reaching out to the area elementary schools (both DCPS and charters) as part of our admissions recruitment efforts.

11. When did the school hold an open board of trustees meeting to discuss the proposed change(s)?

The Washington Latin Board of Governors approved our expansion at a board meeting on May 3rd, 2018. At its board meeting on October 7th, 2021, the board approved the submission of an application for a charter amendment for a new school to be located at 711 Edgewood Street, NE.

The board began discussing the acquisition of the former Kirov Academy School of Ballet in April, 2022. At each subsequent meeting during the 2022-23 and 2023-24 school years, the progress on the facility project has been reviewed and upcoming activities discussed.

At its board meeting on June 2nd, 2022, the board approved the signing of a LOI for the acquisition of the former Kirov Academy property at 4301 Harewood Avenue, as the future permanent home of the Anna Julia Cooper Campus.

At its board meeting on August 16th, 2022, the board approved a resolution to undertake and complete a subdivision of the property, with Washington Yu Ying Public Charter School. The subdivision plat was recorded on August 31, 2023. A Shared Use Agreement went into effect as of August 25, 2023. We closed on the sale of the property to Yu Ying on September 28, 2023.

At each board meeting thereafter, there have been updates shared during open meetings about the progress being made toward occupancy of the 4301 Harewood Rd. site (sometimes referred to as the Kirov or Kirov Academy location).

12. 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.

Washington Latin has a policy and practice of communicating regularly, clearly and transparently with our stakeholders, both internal and external. This reflects our commitment to building strong relationships with individuals, creating a warm and inclusive community, and ensuring that we are able to integrate community feedback into our strategy and operations.

This has also been our practice throughout the period of planning our expansion to a second campus, from the initial announcement of this goal in 2016 through to the details of the purchase of this site for the Cooper Campus. Specific engagements include:

- Washington Latin's 2015-2021 Strategic Plan included the goal of expansion. The Plan was presented to our faculty and families in the spring of 2016, as well as with the general public through our website and various communications and social media from its publication through this school year.
- Annual School-Wide Goals have included growth plans, which are presented to both faculty and families at the start of each school year.
- State of the School Report to Faculty & Families has provided updated information on our growth planning and progress each year.

- Parent meetings, both in person and online (since 2020) have included updates on the growth process and related information, such as Latin's plans to institute the Equitable Access Preference
- E-newsletter communications/updates are sent to all families weekly, including a letter from the Head of School. These letters often discuss important school activities, including growth updates.
- Individual outreach to engage families with specific initiatives, such as recruiting new families, submitting letters or testifying on behalf of the school at PCSB hearings on our requests for an enrollment ceiling increase and charter renewal.
- Since August 2022 and the decision to purchase the Harewood site, we have engaged with our faculty and families for the whole LEA (and most especially at Cooper) to share information about the purchase, proposed design, and construction process through written communications, virtual community meetings, and in-person tours of the site (before construction).

Faculty Discussions - Over the course of our planning period, we sought the input of our faculty on our developing plans at several key junctures, including as we determined the relationship between the two campuses in terms of the academic model, administration and shared "back office" functions, and in the administrative process of seeking authorization to grow from the PCSB.

Family Outreach - Our work in communicating with our families about our growth plans followed a similar track, with opportunities for parents to hear about our overall plans and ask questions of school leadership. This has included formal presentation of the growth priority, informal Q&A sessions in person, and then updates shared at our "Latin Cafe" virtual family fora. Updates have included information about our leadership team, the adoption of the Equitable Access Preference, and the Edgewood facility. We have specifically engaged our current and alumni families during each of the key PCSB hearings, and many have publicly supported our expansion and charter renewal, not only in those public hearings but also in offering to support our recruitment efforts and in establishing a parent association at the second campus.

Student and Alumni Engagement - Since our planning for this expansion began, we have sought the insight and perspectives of our current and former students through a variety of focus groups, small group gatherings, and individual conversations about the aspects of their Latin experience that were meaningful to them, both as students and personally. Several have also submitted letters of support to PCSB or testified before the DC Council about the Equitable Access Preference. This year, we conducted focus groups with students about the second campus and the addition of the Equitable Access Preference.

Overall, our community has been very supportive of our expansion plans. Faculty and families have both raised the question of how the second campus would relate to the first, and whether the project would in any way cause a drain on resources that could detract from the quality of our academic program and school culture at the current campus. We have addressed this concern by providing more detailed information to both groups about specific plans, including:

- ***Committing to retain faculty*** at the current campus, with no more than 10% of the existing faculty moving to the new school.
- ***Cross-campus collaboration with the Parent-Faculty Association*** (PFA) to provide support for the establishment of a volunteer organization at the new Cooper Campus.

- **Securing philanthropic support** to cover start-up costs (both staffing and facilities) so that the current campus can sustain its current operations without funding any portion of the second campus.

Communicating about the Harewood site

After years of searching, Washington Latin was delighted to have the opportunity to purchase the Harewood site. The existing building, location and overall site was an excellent fit for our organization. Once our bid to purchase the Kirov Ballet Academy was accepted, we immediately began a thorough 60-day feasibility study with our respective real estate project management teams and consultants. This included our project management consultant, Tom Porter, architects from Studio27 and general contractor MCN Build for Washington Latin; and Level Field Partners, Studios and Gilbane for Yu Ying. Washington Latin and Yu Ying assessed the project feasibility from multiple angles and analyzed our ability to co-locate at the site, traffic and parking, community relations, construction costs, necessary site work and arrangements to subdivide the property to provide both schools with their own parcel.

We also established a working partnership to communicate with both internal community members and external stakeholders about the purchase and ongoing facility project updates. Our communications strategy and outreach plan are coordinated to ensure a partnered approach in terms of both content and timing, starting with the initial announcements to faculty, current families, and community stakeholders.

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

Washington Latin, together with our partner Yu Ying, recognizes that this capital project will have a direct impact on neighboring communities (e.g., traffic patterns, noise, parking, safety, etc.) Both LEAs are working to proactively inform, engage, and build trust with their neighboring community from the beginning of construction and beyond as the new site will be a permanent home for the LEAs' school teams and enrolled families. Our joint vision for community engagement is to be a true value-add to Ward 5 by building positive relationships with its surrounding community and broader Ward 5 stakeholders. We are identifying, defining, and proactively responding to community needs as the 4301 Harewood facility is designed and constructed. We will continue this high-quality community engagement after the site is operational.

We began reaching out to key community leaders as soon as possible after the confirmation of our purchase of the Harewood site, working in close partnership with Washington Yu Ying. We corresponded directly with ANC Commissioner Holloway, Ward 5 Councilmember Zachary Parker, the ANC Chair, Deputy Mayor for Education Paul Kihn, as well as both LEA's faculties and families of currently enrolled students. Peter Anderson, together with Carlie Fisherow of Yu Ying, met with Ward 5 Councilmember Parker to introduce the Harewood facility project.

Our communications and engagement work has continued since the purchase was completed in September 2022. Following the feasibility period, we have built internal and external support for the project by maintaining direct lines of communication, working with an expert community engagement consultant to develop a comprehensive strategic plan, and meeting weekly to plan our shared engagement work. We expanded on the initial project outreach to

local leaders by hiring a community engagement consultant to lay out a thoughtful strategic plan and collectively define a vision that would guide principles and key strategic approaches for our work together.

Throughout this process, we have communicated consistently and with clarity through our project website www.4301harewood.org, email (info@4301harewood.org), and a designated voicemail to receive neighbor questions and concerns. We have provided regular email updates and hosted virtual town hall meetings to a list now numbering close to 200 neighbors, organizations, and other stakeholders. In December 2022, the LEAs collaborated to launch a Good Neighbor Campaign, including holiday gift and card drop off followed by flyers sharing news of weekend activities (particularly at Yu Ying for now.) We have also been in regular contact with local ANC, DC Council, and other civic groups in order to introduce the project and share construction updates. At virtual town hall meetings, we have provided information about construction activities to our closest neighbors.

In September 2023, we hosted an official groundbreaking ceremony with Washington Yu Ying at the Harewood site. In addition to student performances from both schools, DC State Superintendent of Education Christina Grant spoke to the assembled crowd about her excitement for this reimagined campus that will offer more than 1,000 students a quality education. Her letter of support for the project is attached with this application, along with that of the ANC5A and EdforwardDC's support for Washington Latin's expansion, particularly with the Harewood facility.

- a. When did the school inform the ANC representatives of its facility plans? Has the school already presented its facility plans during an ANC meeting? If not, when will it do so?**

Washington Latin presented an overview of our plans to ANC 5A representatives and the 5A community on February 22, 2023. This included an introduction to both Washington Latin and Washington Yu Ying, our reasons for expanding, and discussion of the construction plans for 4301 Harewood Road NE. We notified ANC5A Chair, ANC 5A06 Commissioner Toure and ANC 5A Secretary Lucio of our formal plans to submit the Facilities Amendment application on Friday, March 24, 2023.

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

Residents have expressed some concerns about increased traffic and unauthorized parking. Speeding drivers, especially during heavy traffic periods (such as during morning dropoff) threaten distracted children and elderly pedestrians, making safety a major concern. There have also been some concerns from community members about historic interactions with some Yu Ying families.

To mitigate known traffic concerns, Washington Latin and Washington Yu Ying conducted a joint traffic study and is collaborating with DDOT, ANC 5A and the Metropolitan Police Department. We are petitioning to have the City add a stop light at Taylor and 2nd Street, as well as designate the area as a School

Zone from the 7-eleven through the end of the block at 4301 Harewood.

14. Complete and submit DC PCSB's [5-Year Operating Budget](#) template in accordance with its instructions.

See the budget here: <https://bit.ly/3HcdK5E>.

For supporting documentation, including board meeting minutes and evidence of community engagement, see <https://bit.ly/3vsWC9k>.