

LOCAL EDUCATION AGENCY (LEA) NAME: The Family Place Public Charter School

BOARD CHAIR NAME: Michael D. Barnet, Ed.D.

SUBMISSION DATE: April 1, 2024

SUBJECT: Facility Amendment Request

SCHOOL BACKGROUND AND PROPOSAL SUMMARY

Campus name(s): The Family Place Public Charter School

Year(s) opened: SY 2018-2019

Grades served: Adults

Year the school will undergo its next charter review or renewal: 2028

In response to student and staff feedback about space restrictions at its current location and an enrollment ceiling increase approved for SY 24-25, The Family Place PCS conducted a lengthy search to identify a new school building. TFPPCS identified an appropriate building and purchased it in December 2023 and now seeks a facility amendment to its Charter Agreement.

The new building is within walking distance of the current location in Columbia Heights and will accommodate additional students and offer expanded services when it's opened. A full renovation of the new building will begin in Fall 2024 once architectural plans are finalized, permits approved, and a contractor has been hired. Beginning in SY 24-25, the school will implement a multifaceted plan to recruit and enroll additional students and retain those students in subsequent years. TFPPCS projects to open the new building during the 25-26 school year.

Year the school plans to implement the proposed changes:

2025-26 school year, probably mid-year according to the current construction plan.

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

Motion for moving forward with purchase of the new building was unanimously approved on November 14, 2023. The minutes from this meeting are attached.

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
The Family Place Public Charter School	The Family Place Public Charter School; Adults	3309 16 th St. NW, Washington, DC 20010

- 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); Grades Served	Address
The Family Place Public Charter School	The Family Place Public Charter School; Adults	1501 Park Rd. NW, Washington, DC 20010

- 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?**

The property was purchased in December 2023.

- 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?

The new location is conveniently located just around the corner from TFPPCS's current location. Students are already familiar with the neighborhood and can quickly walk between buildings if we offer classes or services at both locations. The new location will be able to serve more students and have additional classrooms, expanded childcare for the children of students, tutoring rooms, case management rooms, and a multi-purpose space for workshops or community events.

TFPPCS will encourage student re-enrollment by posting regular construction updates on our social media and sharing those with our current students, advertising the additional classes and services we will offer, and holding an open house for students at the new location prior to its opening.

Transportation between locations will be unnecessary due to proximity.

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

Yes, DCPCSB approved TFPPCS for an enrollment ceiling increase in August 2023.

School Year	2023-24	2024 – 25	2025 – 26	2026 – 27	2027-28
Enrollment Projections	183	225	225	250	250
Enrollment Ceiling	183	225	225	250	250

TFPPCS will recruit new students in various ways. To meet enrollment goals in our afternoon sessions, we will reach out to all schools within one mile of our locations to promote these sessions to parents with school-aged children. We will request meetings with the student services team, provide flyers, and participate in their informational and summer events. We will also target transportation hubs for schools and pass out flyers to parents and potential students at these hubs.

Similarly, we will work with the Mayor's Office of Latino Affairs, DC Parks and Recreation, and local churches to participate in and support their community events during the summers, where we can share our program flyers.

In-house, our communications team will maintain an active social media campaign advertising our programs and services using tools such as Facebook, Instagram, and our website. We will also print large signs or banners to place outside of our buildings, inviting community members to take advantage of our learning opportunities and workforce programs. We will offer opportunities for current and prospective students to see the new space as well.

Finally, we will enlist our current students and alums to be ambassadors and spread the word about our programs to their families, friends, and community.

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.

Based on the current schematic design plans, the projected occupancy load would be 24 infants and children (children of students in the school) and 210 adult students and staff. This would be more than enough occupancy for the school in the foreseeable future. TFPPCS offers classes in three different schedules, so all students do not occupy the building at the same time.

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.

Yes, the building needs a full interior renovation that will begin later this year. Under its previous ownership, the building experienced a fire and was gutted inside. The previous owners made structural repairs and replaced the roof prior to purchase. TFPPCS is working with architects from **Stoiber+Associates** to design the new school. The preliminary schematic plans have been approved and submitted to the BZA (attached). As part of the renovation, the entrance will be moved to accommodate an ADA lift in the front of the building and an elevator will be installed in the interior of the building to be accessible for students with disabilities.

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?

The proposed facility's neighborhood is residential, metro, and bus accessible. Metro's Green Line is a couple of blocks away, and there are bus stops close to the school on 14th and 16th streets. TFPPCS has been in its current building since its establishment in 2018 and TFP has been in the neighborhood since 1986. The new facility is around the corner from the current facility, and it is part of the same neighborhood. The neighbors and community are already familiar with TFPPCS and are becoming aware of our newly acquired building.

The Property is in the Columbia Heights neighborhood of Ward 1. The location is approximately mid-block of Park Road NW between 14th Street, NW and 16th Street, NW. The Property is bounded by Park Road, NW to the south, an alley to the north, and rowhouses to the east and west. The building is a three-story rowhouse built around 1899 according to historic records. The Property most recently was occupied by Catholic Charities and most recently used as a rooming house.

The Property has a land area of approximately 5,600 square feet, a lot width of approximately 40 feet, and is located in the RA-2 zone. The surrounding area is developed mainly with residential use and retail uses concentrated to the east around 14th Street, NW. The nearest retail use is about 120 feet southeast of the Property. The Shrine of the Sacred Heart Church is southwest of the Property and the Powell Recreation Center is further south.

TFPPCS currently operates a short distance from the Property, at 3309 16th Street, NW, approximately 110 meters away. The Family Place, Inc. has operated in that location for nearly 45 years and is a well-known organization in the neighborhood. TFP also supports the nearby community by providing emergency food, clothing, and diaper donations, assisting with translation services, communicating with a child's school, and facilitating support groups.

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?

Other adult public charter schools in Ward 1 close to TFPPCS are LAYC Career Academy, The Next Step, and YouthBuild. The new location will not impact enrollment at these schools because it is in the same block as our current location. In addition, some of these charter schools serve a different student demographic and offer different programs than TFPPCS such as alternative high school programs, different workforce certifications, and/or college-credit classes.

TFPPCS serves many students with interrupted education and lower levels of literacy. The school offers a Foundations of Spanish Literacy program for students with limited Spanish literacy who seek to continue their education in their native language and offers a range of ESL classes focusing on practical, everyday English. TFPPCS also offers a bilingual Child Development Associate workforce program for students interested in careers in childcare. These programs are not offered at the neighboring schools.

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

Motion for moving forward with purchasing the new building was approved on November 14, 2023, at an open board of trustees meeting. The minutes from this meeting are attached.

Plans for locating a new facility have been discussed at numerous board meetings as well as with students and staff. TFPPCS has been saving up funds over the last five years to purchase an additional facility. In the summer of 2022 it had secured OSSE financing and ANC/community support for the purchase of a

different facility, but in the end felt that the seller was not being honest with us, and we ended the agreement.

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.

TFPPCS acquired the new building on December 15, 2023, and announced the purchase at a student and staff Christmas party and emailed Board members and other members of the school community that same day. In May 2023, students and staff participated in surveys and focus groups regarding the Enrollment Ceiling Increase.

TFPPCS has discussed acquiring additional space several times with the school's community including the Board, staff, and students. Board meeting minutes from August 16, 2022 and May 30, 2023 and a letter to the Board of Trustees and TFPPCS/TFP community dated May 25, 2022 (attached), mention the school's search for additional space and plan to enroll more students over the next several years.

More recently, TFPPCS invited its internal community to provide feedback on its application for an enrollment ceiling increase. The school held two in-person focus groups for students to comment on and share their concerns about the enrollment ceiling increase. In addition, the school solicited feedback from both staff and students via Google Forms surveys. The survey sent to staff was in English and Spanish; the survey sent to students was in Spanish.

The following is a timeline of dates and communications sent to the school's internal community. All communications, surveys, and feedback are included as supporting evidence:

- 5/16/23: Focus Group Flyer sent via WhatsApp class groups and announced in classes
- 5/18/23: Two in-person focus groups for students held at the school
- 5/18/23: Google Forms survey sent via group text to enrolled students
- 5/18/23: Google Forms survey emailed to staff
- 5/22/23: Survey reminder emailed to staff

Some of the key takeaways from the feedback gathered include:

- Students preferred that the school remain in the neighborhood and if the school grows, students wanted it to keep the “warm” vibe that differentiates it from other schools.
- Students also mentioned the need for additional classes and activities; specifically, students want more technology classes and expanded workforce training programs and opportunities. They would also like to have a place to practice their skills, a space to study and socialize, and additional activities on Fridays.
- Staff wanted more classroom space for students, more classes for students, more teachers, and more space for support staff at the location of the new space.
- Staff suggestions for growing and expanding the TFPPCS community ranged from adding more student activities to conducting more outreach and recruitment from the surrounding community and adding different types of classes and services for students.

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.*

TFPPCS has been in contact with its ANC representative throughout this process. In April 2022, we first talked about acquiring additional space for the school. Christine Miller, the ANC 1A Commissioner at the time, sent various new space options and reached out to her colleagues about leads for additional space to expand. We first met with new ANC Commissioner Stephen Kenny Feb 17, 2023; at that meeting we also discussed our need for a new building and Stephen also helped us identify some possibilities for space. We let Stephen know in January 2024 that we had purchased the new facility and he expressed support and interest in helping us (see email correspondence attached). Stephen will provide us with a letter of support that will be voted on at the next ANC meeting and before the May DCPCSB board meeting.

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?

On January 25th and February 9th, 2024, TFPPCS sent emails to our ANC Commissioner, Stephen Kenny, informing him of the new building purchase and relaying the next steps in collaboration with the ANC. TFPPCS will present at an ANC meeting in the near future

(probably April 10th).

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

TFPPCS has not received any neighborhood complaints and has received nothing but verbal support when talking to neighbors about its expansion. See attached email communications with the commissioners.

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

See link <https://bit.ly/3xl3q9V>.

Attachments:

BOD meeting minutes from 11/14/23

OSSE Expansion Grant Enrollment Projection Form

New Building Test Fits

BOD meeting minutes from 8/16/22 and 5/30/23

Email to Board, etc. regarding building purchase

Letter to BOD regarding the reasoning for pursuing a new space

Focus Group Invite Flyer re Ceiling Increase

Focus Group Notes re Ceiling Increase

Ceiling Increase Survey Results from students

Ceiling Increase Survey Results from staff

Emails to staff about survey

ANC letter of support for Ceiling Increase

ANC communications from 1/25/24, 2/9/24, etc.

Budget