



Elementary School (K – 4th)
1101 Delaware Street
New Castle, DE 19720
Phone (302) 324-8901
Fax (302) 324-8908

Middle School (5th – 8th)
1 Fallon Avenue
Wilmington, DE 19804
Phone (302) 324-8901
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www.familyfoundationsacademy.org

Dr. Tennell Brewington
Co-Director

Sean P. Moore
Co-Director

December 5, 2014

Delaware Department of Education
Charter School Office
401 Federal Street, Suite 2
Dover, DE 19901
Attention: Ms. Michelle Whalen

Ladies and Gentlemen:

We at Family Foundations Academy ("FFA") were thrilled that the motion for renewal of our charter was adopted unanimously by the CSAC at the November 12, 2014 Final Meeting (the "Final Meeting"). That said, we recognize that the recommendation contained specific conditions that have weighed heavily on the minds of the Board and senior management of FFA. FFA is providing this information to the Charter School Office to notify you of our progress on those conditions and other related matters.

Mandatory Board Training by the Delaware Alliance for Nonprofit Advancement.

Through the Delaware Charter Schools Network, we have set up training for our Board in January by the Delaware Alliance for Nonprofit Advancement at FFA (see Appendix 1 hereto). Attendance for all Board members and senior management for this four-hour training is mandatory.

Mandatory Board Ethics in Government Training. The Public Integrity Commission will be scheduling mandatory ethics training for all charter school and school district school board members through the School Board Association in January in Dover. We have notified Deborah Moreau of the Public Integrity Commission that all FFA Board members will be attending the training once the date is selected.

Resolution of Outstanding Compliance Issues. Outstanding compliance issues raised at the November 12, 2014 Final Meeting included the following:

- a) **Conflict of Interest.** Attached as Appendix 2 are the Conflict of Interest forms for each member of the Board of FFA.



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- b) **P-Card Transactions.** All documentation required for outstanding P-card transactions have been submitted, according to the Division of Accounting's P-Card Group. See Appendix 3. To assure that such documentation shortfalls do not occur in the future, FFA hired a new Finance Manager as of December 1, 2014.
- c) **Grievance Policy.** The Grievance Policy for parents appears on the School Website under the tab “RESOURCES-Policies and Procedures”. See Appendix 4.
- d) **Internet Safety Policy and CIPA Compliance.** Attached hereto as Appendix 5 is E-Rate Form 479 CIPA Compliance executed and submitted by Chief Administrative Officer Sean Moore on December 2, 2014. FFA will be submitting a CIPA monitoring report and documentation by December 15, 2014 as part of the Internet Safety Compliance Monitoring Requirement. See Appendix 6.
- e) **Dr. Brewington on Paid Leave.** On December 3, 2014, Dr. Tennell Brewington went on a 90-day paid personal leave from FFA. We called the Charter School office at 10:30 a.m. to notify them, and spoke to Jennifer Nagourney at 1 p.m. that day to assure that any changes required in terms of notices and permissions could be effected immediately, with Mr. Moore becoming the point of contact. Attached as Appendix 7 is the letter that went out to all parents on December 3, 2014.

We look forward to the second public hearing to be held on December 9, 2014 in the 2nd Floor Auditorium of the Carvel State Office building. Thank you for your guidance throughout this process.

By: 
Mr. Sean Moore
Chief Administrative Officer

cc: Board of Directors, Family Foundations Academy
Alan F. Wohlstetter, President, Charter School Renewal



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LIST OF APPENDICES

- Appendix 1 – Mandatory Board Training by the Delaware Alliance for Nonprofit Advancement
- Appendix 2 – Conflict of Interest Forms for each FFA Board Member
- Appendix 3 – E-mail Confirming All Outstanding P-Card Issues Have Been Resolved
- Appendix 4 – Grievance Policy
- Appendix 5 – E-Rate Form 479 CIPA Compliance
- Appendix 6 – Interim Monitoring for Internet Safety Compliance
- Appendix 7 – Notice to Parents of Personal Paid Leave by Dr. Brewington