



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
Fax (302) 324-8908



www.familyfoundationsacademy.org

Dr. Tennell Brewington
Co-Director

Sean P. Moore
Co-Director

January 6, 2015

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

Ladies and Gentlemen:

To assure that all material information is considered prior to your decision on the renewal of the charter of Family Foundations Academy, the Board of Directors of Family Foundations Academy respectfully requests that this letter be included in the public record.

Financial Update. The Financial Forensic Review of Auphsite Consulting dated March 19, 2014 (the “Financial Review”) was commissioned by the Board amid concern that the financial internal controls in place at FFA were inadequate at that time. As a result of the Financial Review, Financial Internal Control Policies were adopted, all credit cards other than the P-card were eliminated, and an independent accounting department was organized. The employment agreements of the Co-Directors were amended to require repayment of all misapplied funds, a reduction in pay and an evaluation process. After these steps were taken, Dr. Brewington misused the P-card for a personal expense; she was immediately placed on a 90-day personal leave of absence by the Board. Most recently, an outside financial manager was brought in to oversee the accounting department and financial reporting. Please note that FFA was informed by the Division of Accounting’s P-Card Group on December 8, 2014 that all P-Card issues have been resolved through November 30, 2014.

Staffing Changes. As was done with co-director Dr. Brewington, co-director Mr. Moore was placed on a 90-day personal leave of absence. As a result of the Board meeting and work session on New Year’s Eve, the Board determined that Ms. Kathleen Connor, the Director of Curriculum and Instruction at the Middle School, will assume the role of interim Chief Administrative Officer. Ms. Connor has been in education for 22 years, and served as Principal of schools in Wilmington for a decade.



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
Fax (302) 324-8908



www.familyfoundationsacademy.org

Dr. Tennell Brewington
Co-Director

Sean P. Moore
Co-Director

Ms. Amy Novosel will serve as interim Chief Academic Officer – a role she had unofficially assumed over the past two months. Ms. Monique Dolcy will continue as School Climate Director, a role she assumed this fall. Ms. Ismay Da Costa will continue as Finance Manager, a role she assumed a month ago. No other staffing changes were made.

Academic Achievement Continues. Because of the strength and dedication of our Faculty and Staff, FFA has demonstrated consistent growth in 80% of the measures reported by the Delaware Academic Performance Framework Charter Report over the past three years. FFA adopted Read 180 as its reading RTI tool this year. FFA has also added Raz Kids and Leveled Literacy intervention to strengthen our students' reading skills. Our music teacher has started a violin program for 3rd and 4th grade students. Our students donated canned goods to a local food bank and our Student Council rang the bells for the Salvation Army. A mentoring program pairing 5th and 8th graders has created bonds where none previously existed.

A School United. The Board and the leadership team participated in a Saturday training on December 13 to ensure a renewed spirit of communication and collaboration around FFA's mission and values. Among the topics were the governance function of the Board, where the duties of Board and the staff intersect, and how to appropriately raise concerns to the Board. The leadership team then considered the length of the school day, demonstrating communication skills which helped bring all participants together as "A School United".

Board Changes and Board Training. At the December 22 Board meeting, teacher Mr. David Alston stepped down from the Board. At the January 20 Board meeting, the Board will be considering additions to the Board of Directors. Mr. Jason Casper, a 4th and 5th grade teacher in his third year at FFA with extensive business experience, will be considered to replace Mr. Alston. Consistent with the conditions placed on the unanimous recommendation of charter renewal from the Charter School Accountability Committee, we have scheduled mandatory Board training through the Delaware Alliance of Non-Profits and the Public Integrity Commission.



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
Fax (302) 324-8908



www.familyfoundationsacademy.org

Dr. Tennell Brewington
Co-Director

Sean P. Moore
Co-Director

We look forward to the State Board of Education meeting to be held on January 15, 2015 at 1 p.m. in the 2nd Floor Auditorium of the Townsend Office Building in Dover. Thank you for your patience throughout this process.

Board of Trustees, Family Foundations Academy

cc: Ms. Kathleen Connor, Interim Chief Administrative Officer
Ms. Amy Novosel, Interim Chief Academic Officer
Alan F. Wohlstetter, President, Charter School Renewal