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June 21, 2012

New York State Education Department
Charter School Office
89 Washington Avenue, Room 471 EBA
Albany, NY 12234

Re: Letter of Intent

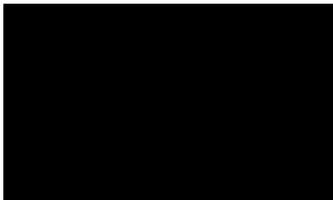
To Whom It May Concern:

On behalf of Community First Services, Inc. (CFS), I am pleased to submit this Letter of Intent in response to New York State Education Department's Request for Proposals to Establish Charter Schools. CFS proposes to develop and operate **Community First Academy Charter School** in CSD 13.

I. Applicant Information

A. Applicant:

Jack A. Brown, III
Resident – District 35,



B. Media Contact:

Jack A. Brown, III
Resident – District 35,



(718) 801-8050

jbrown@cfsnyc.org

C. Founding Group

Jack A. Brown, III – CSD 13 resident; CFS' Founder, President and CEO, developed and operated residential reentry and outpatient treatment programs from their inception for nearly 20 years.

Sandra J. DuPree, Ed.D. – CSD 13 resident; Executive Director of Hyde Leadership Charter School – Brooklyn. Authorized by NYDOE January 2010.

Jack Foster, II – CSD 13 resident; Vice-President in Business Development at Capital Dynamics (CD). *Board of Trustees, Treasurer*

D. Initial Board of Trustees

Jack Foster, II – CSD 13 resident; Vice-President in Business Development at Capital Dynamics (CD). *Board of Trustees, Chair*

Tonya Leslie – Adjunct Professor at Pratt Institute. Published author of children’s books and scholarly articles; *Board of Trustees, Vice-Chair*

Rebecca Chatteram – Business Management and Operations; School operations and start-up experience. *Board of Trustees, Secretary*

Sandra J. DuPree, Ed.D. – Executive Director of Hyde Leadership Charter School – Brooklyn; Over 18 years of experience in education; *Board of Trustees, Member*

David Allen – Sales Manager Vice-President at Chase Bank N.A.; *Board of Trustees, Treasurer*

E. Replication or Network Information:

Not Applicable

F. Application History

Community First Services, Inc. submitted a Letter of Intent in response to The State University of New York Charter Schools Institute Request for Proposals on January 19, 2012. The application for the proposed Community First Charter School was withdrawn on Monday, February 27, 2012.

II. Proposed Charter School Information

A. Proposed School Name:

Community First Academy Charter School

B. Proposed school location (school district or community school district in New York City).

Community School District 13

C. Planned grades and enrollment in each of the years of the proposed charter term.

	Year 1	Year 2	Year 3	Year 4	Year 5
Grades per Year	K, 1, 6	K, 1, 2, 6, 7	K, 1, 2, 3, 6, 7, 8	K, 1, 2, 3, 4, 6, 7, 8, 9	K, 1, 2, 3, 4, 5, 6, 7, 8, 9 10
Students Enrolled	K = 66 1 = 66 6 = 66	K = 66 1 = 66 2 = 66 6 = 66 7 = 66	K = 66 1 = 66 2 = 66 3 = 66 6 = 66 7 = 66 8 = 66	K = 66 1 = 66 2 = 66 3 = 66 4 = 66 6 = 66 7 = 66 8 = 66 9 = 66	K = 66 1 = 66 2 = 66 3 = 66 4 = 66 5 = 66 6 = 66 7 = 66 8 = 66 9 = 66 10 = 66
Total:	198	330	462	594	726

Table 1. *The Proposed Community First Academy Enrollment Growth Plan*

D. Proposed Management and/or Partner Organization(s), such as a charter or Educational management company or a university, academic program partner, or whole school change partner.

Not Applicable.

E. Proposed school mission:

The proposed Community First Academy Charter School's mission is to develop socially responsible citizens to transform communities and positively impact society through service, economic development and leadership.

F. School overview: A brief description of the school model, especially any innovative design elements that might require specific expertise to evaluate during the review process.

The proposed Community First Academy Charter School believes in creating a safe, nurturing yet challenging learning community that supports academic, social and emotional competencies needed to prepare students to become productive members and contributors to the community. The proposed Community First Academy will implement a differentiated instructional approach to support all students and in particular English Language Learners and students with special needs. With a rigorous curriculum aligned to the Common Core, emphasizing English Language Development, Mathematics, Social Studies, Science and The Arts, the proposed Community First Academy Charter School will focus on the development of higher-order thinking skills and problem solving. Physical Education/Nutrition Education will be an integral part of the daily regimen in our fight against childhood obesity – a prevalent issue in today's society. Students will have opportunities to participate in school and community-based service projects whose focus will be the development of student awareness of social and economic issues and the relevance of these issues to their lives, their families and their community. We aspire to develop leaders through opportunities and experiences. The instructional staff will receive ongoing support driven by a strategic comprehensive professional development program. Professional development will be an outgrowth of self-assessment and reflection that promote collaboration and collegiality. The school will create a culture that supports teachers in fulfilling their goals by providing them with meaningful training, leadership opportunities, and experiences in innovative educational practices and strategies.

G. Briefly describe the school's target population and the community that the school intends to serve.

Community First Academy Charter School will be located in Brooklyn's CSD 13, which offers a wide range of cultural, educational, and professional resources that will supplement the school's extra-curricular and enrichment programs and offer internship and mentorship opportunities for its students. The district's student population of approximately 21,000 is diverse: 61% Black, 16% Asian, 15% Hispanic, and 8% White. The founding team will implement a comprehensive outreach plan to attract a student population that mirrors these demographics.

According to the Annual State Report, 73% of students in the district are eligible for free or reduced price lunch. Therefore, the founding group intends to establish a lottery preference for CSD 13 students reserve 73% of the Kindergarten, First and sixth grade seats for students eligible for free or reduced price lunch. To the extent possible, similar preferences will be established for students with disabilities and English Language Learners (ELLs). Data from the district and from middle and high schools in the area suggest that students with disabilities will make up approximately 6-10% of the population and ELLs will make up 4-5%.

III. Enrollment and retention of students with disabilities, English language learners, and students who are eligible applicants for the free and reduced price lunch program.

The proposed Community First Academy Charter School will conduct a thorough recruitment process that demonstrates to parents our commitment to serving students with disabilities, English language learners and low-income students. Marketing materials will describe our special education and ELL programs as well as our approach to individualizing instruction so all students can succeed. To ensure our program is accessible to low-income students, our admissions policy will include a preference for students eligible for free and reduced price meals. Once admitted, all students will be screened to identify special needs and our robust Response to Intervention (RTI) process will ensure all struggling students are quickly provided targeted support. The proposed Community First Academy Charter School will have a full-time certified special education teacher and a coordinated program for English Language Learners. We acknowledge the state's preliminary enrollment targets in CSD 13. Based on our recruitment strategies and academic program design we believe the school should attain both enrollment and retention targets. We will monitor our enrollment data carefully, and consider incorporating additional preferences in our admissions policy and/or changes to our intervention programs if necessary.

IV. Public Outreach and Community Support

The public outreach conducted to date to solicit community input and support for the proposed Community First Academy Charter School in District 13 included a diverse mix of web, social media, events, advertising, public relations, media, neighborhood and direct marketing. The following outlines the public outreach activities:

- Twitter Page Postings: @C1Help1
- Facebook Postings: www.facebook.com/communityfirstservices
- Community First Services, Inc. Website Announcement & Posting (Ongoing)
- Information Session (January 14, 2012 - Clinton Hill Library, Brooklyn Public Library)
- New York Parenting – Brooklyn Family Advertisement (January 2012)
- Our Time Press Advertisement (January 2012)
- Information Session (February 4, 2012 - Macon Library, 361 Lewis Avenue, Brooklyn, NY)

- NY Daily News Advertisement (March 22, 2012)
- Neighborhood marketing (Ft. Greene Kids Blog, Bed-Stuy Patch, New York Non-Profit Press)
- Notifications to School and Elected Officials including:

Superintendent Barbara Freeman
Council District #13

The Honorable Senator
Velmanette Montgomery

The Honorable Councilwoman
Letitia James
District 35-NYC Council

Tikeshia Pierre
Council District #16

The Honorable Assemblyman Hakeem Jeffries
Assembly District 57

The Honorable Assemblywoman
Annette Robinson
Assembly District-56

Community Education Council
Pegye Johnson, President
Council District #16

Superintendent Evelyn Santiago
New York City School District #16

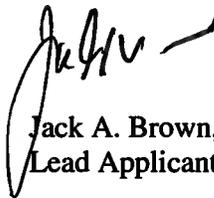
Precious Jones-Walker
Family Advocate, Council District #13

The Honorable Councilman Albert Vann
District 36-NYC Council

Superintendent James Machen
New York City School District #13

CFS believes that working with children and families from an early age offers the greatest possible return on investment and the greatest potential for helping young people become responsible, productive and contributing members of their respective communities.

Sincerely,



Jack A. Brown, III
Lead Applicant