

December 4, 2020

Dear Stokes School Families,

I hope that your Thanksgiving break was safe and enjoyable and that you were able to participate in some of the outstanding celebrations of learning that took place in classrooms before the break.

I am excited to share information about some staffing transitions that will take place within our school over the next few weeks. I have requested that Pilar Lynch, Stokes School's Chief Academic Officer and Instructional Leader at the East End campus, redirect her energy toward some important and time sensitive projects that our school will need to complete in the coming year. She will maintain the title of Chief Academic Officer and focus on the following tasks:

- **Middle States Association (MSA) Accreditation:** Although Stokes School recently became an IB authorized school, the DC Public Charter School Board requires that all DC charter schools obtain and maintain accreditation from an accrediting body approved by DC PCSB. Our school is currently accredited by the Middle States Association. We completed our first MSA accreditation process 20 years ago. We were re-accredited 10 years ago and it is time for us to complete the re-accreditation process once again. This will be a 12–18-month process and Ms. Lynch will serve as the coordinator for our re-accreditation.
- **Middle School Planning:** When we opened our East End campus, one of the questions most often asked by incoming families was about middle school options for their children. DC International (DCI) School, where most Stokes students have attended middle school since 2014, was conceptualized before its five member schools expanded. When all of member schools have reached full growth, DCI will not be able to accommodate all of the graduating 5th graders. In anticipation of this reality, for a few years, Stokes School has discussed opening a middle school close to our East End campus that offers a language immersion and IB program. Because our East End campus will have 5th graders in three short years, it is now time to begin planning for a potential East End middle school in earnest. We will provide updates about this planning process as it progresses.
- **Strategic Planning:** Ms. Lynch will also support with the tracking and implementation of our goals outlined in our school's [five-year strategic plan](#).

Maribel Wan will assume the position of Interim Director of Teaching and Learning at the East End campus through the end of this school year. Ms. Wan has worked with Stokes School for 15 years, first as classroom teacher, and for the past several years as an academic coach. Throughout her tenure at the school, Ms. Wan has been a passionate and highly effective educator with proven results in and outside of the classroom. I know that her tenacity will see the East End Campus through this most unusual year.

Cassandra Millette, a consultant who has previously worked in a coaching capacity with Stokes School staff, will provide coaching for the 1st and 4th grade teaching teams at the Brookland Campus as well as some leadership coaching. We appreciate Ms. Millette stepping into this role and this unique school year mid-stream, and we look forward to her contributions on the Instructional Leadership Team.

There will be a three-week transitional period between Ms. Wan and Ms. Millette. At the end of that period there will be a two-week transitional period between Ms. Wan and Ms. Lynch. I want to thank Ms. Lynch for all of the important work that she has accomplished with our school's instructional program to date. I would also like to thank all of those involved with this staffing transition for their flexibility and dedication to Stokes School's goals and objectives. Thanks, and sincere congratulations to Maribel for taking on the role of Interim Director of Teaching and Learning at the East End campus.

Sincerely,

A handwritten signature in black ink, appearing to read "Erika Bryant". The signature is fluid and cursive, with the first name "Erika" being more prominent than the last name "Bryant".

Erika Bryant,
Executive Director