

APPENDIX A

AMENDMENT REQUEST AND

SUPPORT MATERIALS

1. GRADE LEVEL CHANGE AMENDMENT REQUEST
2. AMENDMENT DOCUMENTS



Grade Level Change to Charter Amendment Request

Charterholder Info

Charter Holder

Name:
Happy Valley School, Inc.

CTDS:
07-89-98-000

Mailing Address:
827 East Sixth Avenue
Mesa, AZ 85204
[View detailed info](#)

Representative

Name:
Glen Gaddie

Phone Number:
480-228-6607

Downloads

[Download all files](#)

Current Grade Levels

Current Grade Levels Served

- Kindergarten
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade

New Grade Levels

Identify the total grades to be served which include the current grades served and the new grades that are requested.

New Grade Levels Served

Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade
5th Grade
6th Grade
7th Grade
8th Grade

Curriculum Samples

No documents were uploaded.

Effective Date

08/07/2018

Attachments

Board Minutes

[Download File](#) — Grade Expansion Board Meeting Minutes

Narrative — [Download File](#)

Additional Information

No documents were uploaded.

Enrollment Cap

Is an Enrollment Cap Increase being added to this request?

No

From:
900

To:
(No response)

Feedback

Feedback

Yes, the instructions were clear and easy to understand and follow.

Signature

Charter Representative Signature
Glen Gaddie 03/13/2018

NARRATIVE FOR GRADE LEVEL CHANGE TO HAPPY VALLEY SCHOOL, INC.

RATIONALE

Happy Valley School (HVS) seeks to increase its current grade offerings to include 7th and 8th grades. Our campus currently serves Kindergarten through 6th Grade and is an “A” rated school. Our mission is to provide our students with an outstanding academic foundation. We are dedicated to significantly improving student achievement in the basic skills of reading, writing and math.

We have been in operation for seventeen years and as a school who continues to strive for excellence, we meet and exceed the Arizona State Standards in every area. Our school philosophy has always been, and continues to be mastery based instruction with enriched instruction to meet the needs of every child, both faster learners and supporting those who need a slower pace instruction. We use a school-wide, positive program of classroom management, direct instruction and mastery-based teaching techniques that enhance learning and increase academic success.

Our commitment to students, parents and the community is to have a teacher in every classroom who cares that every student, every day, learns and grows, and is successful; because every child is important. In addition to academic achievement, we strive to model and instill the qualities of self-discipline, exemplary character, leadership, patriotism and a strong academic work ethic.

7th and 8th grade expansion objectives:

- Align our curriculum with the Arizona State Standards to ensure our 7th and 8th grade students continue to achieve the same level of academic performance.
- Provide students with a well-rounded educational environment which includes the Arizona College and Career Readiness objectives and offer scheduled enrichment options with specific classes within the broader subject areas of Art, Computer, Music and P.E.
- Provide another educational option for families in the West Valley who seek to place their children in an excelling charter school setting that can serve them through middle school (K-8); better preparing them for the next phase of their education.
- Serve parents and their children who are faced with making a choice of middle schools after 6th grade. Parents often look to move their children to other schools after the 4th grade in order to guarantee enrollment in a middle school for the 7th and 8th grades. There are several district schools and three nearby charter schools that offer grades beyond the 6th grade level, however, our parents tell us they would prefer not to move

their children. Parents repeatedly request that we add these grade levels to our school since they appreciate our mission, program and success.

- We plan to accomplish the expansion by utilizing a phased-in approach; adding 7th grade in FY 2019 and 8th grade in FY 2020. Our expansion can be accomplished within our current infrastructure and administrative staff. We are not requesting an enrollment cap increase.

Happy Valley School saw an enrollment loss of over 100 students this year. The primary reason for this decline in enrollment is that parents are moving their children to other local schools who serve students through the 8th grade. This was the chief concern expressed by parents during our end-of-year survey. We strongly believe that by expanding to the 8th grade, we will be able to provide more options and better serve our parents, students, and community in the coming years and stabilize our student population.

DETAILED STAFFING PLAN

The requested Amendment will not require a change to non-instructional or administrative staff. Since our expansion to 7-8 grades will be phased in, we will support the added grades by reducing the number of students in grades K-2 and adding two additional teachers in FY 2019 and 2020 respectively for 7th and 8th. We do not anticipate additional teacher needs beyond 2020.

The current **FY 2018** teaching schedule includes single grade classrooms for K-4 and two rotational classes of 5th and 6th grades.

- Each 5th and 6th grade class stays with their homeroom teacher for Reading instruction
- Then each class rotates through the Math, Science, ELA (Writing, Grammar, and Spelling), and Social Studies teachers, and
- There is a four-day rotation for Specials (Art, P.E., Computer Lab, and Music)

For the **FY 2019** school year we plan to continue with this teaching schedule by adding two 7th grade rotational classes and for the **FY 2020** school year and add two 8th grade rotational classes in FY 2021.

We plan to offer two 1st grade classes in 2020 and two 1st and 2nd grade classes in 2021. This is a decrease from the three classes previously offered in those grade levels. We are phasing in the reduction of classes through natural attrition and by reducing our KG enrollment beginning in 2019 so we can better manage our student population within our campus and accommodate the additional grades. We will always have sufficient enrollment opportunities to accommodate our returning students.

Recruitment

Recruiting at HVS is primarily accomplished utilizing the Arizona Department of Education website, Craigslist, Teachers-teachers.com, and local colleges and universities.

Candidates may also submit an online application directly through our website's Employment Opportunities job postings. We have been very successful using these methods of recruitment, hiring high quality teachers with high retention rates.

Hiring

Successful candidates should possess a Bachelor's Degree, a first-class fingerprint clearance card, strong classroom management, a love for children, and the ability to communicate and work effectively with parents and students.

The hiring process involves the following steps:

- Applications and resumes are screened by the principal and assistant principal to determine basic qualifications
- Interviews are scheduled with candidates and conducted by the principal and assistant principal and a second interview is conducted by the charter holder. Candidates are asked to submit college transcripts and teaching certificates at this time
- Reference, background and fingerprint checks are initiated for promising candidates, and
- Selection recommendations are submitted to the charter holder who extends an offer and contract.

Training

HVS conducts one-on-one and small group training for new teachers in the following areas.

- Orientation with school and staff
- Resource Book/Staff Handbook
- Curriculum planning by grade level and course
- FamilyLink Gradebook
- OnCourse Learning

In addition, they receive the following training with other new and returning teachers.

- SPED & RTI
- Students in Transition
- Galileo Testing training
- Kelly Parks Strengths Training. This training is designed to increase productivity and achieve peak performance utilizing strengths application.
- First Aid and CPR
- FERPA & Sexual Harassment Information
- Team building activities

Staffing Chart

| School Name: Happy Valley School, Inc. | | | | |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Number of Staff Members | | | |
| Position | Current FY 2018 | Anticipated FY 2019 | Anticipated FY 2020 | Anticipated FY 2021 |
| Administration | 3 | 3 | 3 | 3 |
| Teachers/Instructional Staff | | | | |
| Kindergarten | 3 | 3 | 3 | 3 |
| 1 st | 3 | 3 | 2 | 2 |
| 2 nd | 4 | 3 | 3 | 2 |
| 3 rd | 3 | 3 | 3 | 3 |
| 4 th | 3 | 3 | 3 | 3 |
| 5 th | 2 | 3 | 3 | 3 |
| 6 th | 2 | 2 | 3 | 3 |
| 7 th | | 2 | 2 | 3 |
| 8 th | | | 2 | 2 |
| 9 th | | | | |
| 10 th | | | | |
| 11 th | | | | |
| 12 th | | | | |
| Specialty Staff (Music, Art, PE, etc.) | 3 | 3 | 3 | 3 |
| Special Education | 1 | 1 | 1 | 1 |
| Paraprofessional | 12 | 12 | 12 | 12 |
| Additional Staff | | | | |
| Bus Drivers | 6 | 6 | 6 | 6 |
| Contractors | 2 | 2 | 2 | 2 |
| Secretary | 1 | 1 | 1 | 1 |
| Registrar | 2 | 2 | 2 | 2 |
| Office Manager | 1 | 1 | 1 | 1 |
| Total Number of Staff Members | 51 | 53 | 55 | 55 |

Leadership Staffing Chart

| School Name: Happy Valley School, Inc. | | | | |
|--|-----------------|---------------------|---------------------|---------------------|
| | Leadership Team | | | |
| Title | Current FY 2018 | Anticipated FY 2019 | Anticipated FY 2020 | Anticipated FY 2021 |
| Charter Holder | Glen Gaddie | Glen Gaddie | Glen Gaddie | Glen Gaddie |
| Principal | James Born | James Born | James Born | James Born |
| Assistant Principal | Marcia Phillips | Marcia Phillips | Marcia Phillips | Marcia Phillips |
| | | | | |
| | | | | |

Enrollment Matrix

| School Name: Happy Valley School, Inc. | | | | |
|--|--------------------|----------------|----------------|----------------|
| | Number of Students | | | |
| Grade Level | Current FY 2018 | Target FY 2019 | Target FY 2020 | Target FY 2021 |
| Kindergarten | 94 | 75 | 75 | 75 |
| 1 st | 89 | 90 | 70 | 70 |
| 2 nd | 81 | 90 | 90 | 70 |
| 3 rd | 88 | 90 | 90 | 90 |
| 4 th | 84 | 90 | 90 | 90 |
| 5 th | 59 | 90 | 90 | 90 |
| 6 th | 52 | 60 | 90 | 90 |
| 7 th | 0 | 70 | 70 | 90 |
| 8 th | 0 | 0 | 70 | 70 |
| 9 th | | | | |
| 10 th | | | | |
| 11 th | | | | |
| 12 th | | | | |
| Total Enrollment | 547 | 655 | 735 | 735 |

ENROLLMENT MATRIX TARGET JUSTIFICATION

In order to accommodate the increased enrollment in the 7th and 8th grades, we plan to begin by limiting the number of students in grades KG-2 through natural attrition and reducing KG enrollment.

Kindergarten

We have allowed the enrollment of 4 year-olds into Kindergarten in prior years but plan to limit the number of 4 year-olds beginning in FY 2019. We expect that this will reduce our KG enrollment from 94 students in 2018 to 75 students in 2019 -2021.

First Grade

In 2019 we expect to return or newly enroll for a total of 90 students. In 2020 we anticipate a decline in our first grade enrollment to 70 students based on the 2019 reduction in KG enrollment and the attrition between KG and first grade of 5 students. We expect to maintain an enrollment of 70 first grader students through 2021.

Second Grade

In 2019 we anticipate retaining and/or newly enrolling 9 additional second grade students for a total of 90 students and will maintain this enrollment through 2020. In 2021, due to the reduction in first grade enrollments in the prior year, we expect our enrollment to decrease by 20, for a total of 70 second grade students.

Third Grade

In 2019 we anticipate 81 second grade students to return and 9 new enrollments with a target of 90 third grade students through 2021.

Fourth Grade

In 2019 we anticipate 88 third grade students to return and 2 new enrollments with a target of 90 fourth grade students through 2021.

Fifth Grade

In 2019 we anticipate 84 fourth grade students to return and 6 new enrollments with a target of 90 fifth grade students through 2021.

Sixth Grade

In 2019 we anticipate 59 fifth grade students to return and 1 new enrollment for a total of 60 students. In 2020-2021 we expect 90 fifth grade students to return to achieve our targeted enrollment of 90 sixth grade students.

Seventh Grade

In 2019 we anticipate 52 returning 6 grade students and 18 new enrollments for a total of 70 students. In 2020, we anticipate 60 returning and 10 newly enrolled students and in 2021 we anticipate 90 sixth grade students to return to achieve our targeted enrollment of 90 sixth grade students.

Eighth Grade

We will have zero 8th grade students in 2018-2019 with 70 returning students in 2020 and 2021.

Number of Returning Students

Throughout our 17 year history, we have an excellent retention track record. The anticipated enrollment should be met with students moving from the elementary school into the middle school and current students matriculating through the grades. Between KG and 1st grade, we see the most significant drop in enrollment. We have noticed that many of our 4 year-old KG students do not return the next year. We see relatively stable re-enrollment from year to year in grades 2 through 4.

We have experienced some attrition in the 5th and 6th grades due to our current structure of K-6 only. We anticipate increased retention of 5th, 6th and 7th grade students once we offer 7th and 8th grade. Based on parent feedback and by providing educational opportunities through 8th grade, most parents will be thrilled to continue their child's education at HVS.

Anticipated new student enrollment

Happy Valley School has established a strong reputation in the community as a high quality school based on our historical performance as an excelling school and the high standards we put on our teaching staff and student achievement and conduct. Throughout our 17 year history, we have demonstrated the ability to attract a sufficient number of KG students to fulfill our enrollment targets.

We believe that with this expansion and through advertising and word of mouth, we will have no problem reaching our target enrollment in each subsequent year. In FY 2019 the targeted enrollment of 655 students represents an increase of 108 and will be met by the addition of 7th grade and retention of more students in grades 1-6. Focused advertising will be used to ensure targets are achieved and new enrollments are encouraged with wait lists offered as necessary to fill the slots. In FY 2020 the 80 student enrollment increase will be achieved through the addition of 8th grade, student retention in grades 1-7 and focused advertising to encourage new enrollments with wait lists as necessary.

Advertising and Promotion

We begin open enrollment efforts in November of each year by utilizing the following advertising:

- Returning student forms for our current students
- Send mailers to homes in the greater Peoria/Glendale area
- Promote enrollment via our large LED sign
- Social media
- Conduct an open house for new and prospective students
- School website blog

RESOURCES

The current educational model used at HVS will be implemented for the new 7th and 8th grades. Other than a small increase in instructional staff, curriculum modifications, purchasing

additional instructional and assessment materials, and some furnishings (larger chairs), we anticipate few other resources needed to carry out this grade expansion.

Assessment

We will incorporate the use of assessment materials provided in support of the Arizona MERIT testing protocols and other standardized tests in addition to the use of Galileo Testing and Assessment for math, reading and science, which is currently in use at our school. In addition, assessment resources will be created by individual teachers including; rubrics, written narratives and essays, graphic organizers, worksheets, individual assessments, quizzes, and written tests.

Instructional

In addition to adding two teaching positions in FY19 and FY20, examples of supplemental instructional materials for both 7th and 8th ELA, math and science curriculum follows:

- Sadlier Math
- Sadlier Common Core Progress ELA
- Galileo Quiz and Test Builder and Assignment Builder
- Houghton Mifflin English
- Carson Dellosa Interactive Notebooks Language Arts
- Graphic Organizer- Thinking Maps
- Spectrum Language Arts
- Pearson Interactive Science
- Spectrum Science
- Science Comparative Study Rubric s
- Science Labs

PROMOTION CRITERIA

The philosophy at HVS is to work directly with students who perform at less than 80 percent on any given test. The teacher engages the student and parent when necessary to evaluate the reason for a low score, reteach those topics and retest.

Our 7th grade students will be promoted to the 8th grade, when they demonstrate a level of mastery of eighty-percent or higher in their core-content classes which include, Math, Social Studies, Science and Language Arts.

Our 8th grade students will be promoted to the 9th grade, when they demonstrate a level of mastery of seventy-three (the lowest passing grade on our grade scale) or higher in their core-content classes which include, Math, Social Studies, Science and Language Arts.