

APPENDIX A

AMENDMENT REQUEST AND SUPPORT MATERIALS

1. ENROLLMENT CAP AMENDMENT REQUEST FORM
2. AMENDMENT REQUEST DOCUMENTS

Enrollment Cap Request

Charterholder Info

Charter Holder

Name:
Arizona Agribusiness & Equine
Center, Inc.

CTDS:
07-89-93-000

Mailing Address:
P.O. Box 84108
Phoenix, AZ 85071
> [View detailed info](#)

Representative

Name:
Linda Proctor Downing

Phone Number:
602-297-8500

Fax Number:
602-297-8540

Downloads

 [Download all files](#)

Enrollment Cap

From:
450

To:
500

Attachments


Board Minutes

 [Download File](#) — Board Minutes approving enrollment cap increase.

Increase to Enrollment Cap Attachments

The following 2 attachments are only required if the enrollment cap is increasing.

Occupancy Documentation (Increase Only)

 [Download File](#) — Certificate of Occupancy, Fire Marshal, Architectural Plans.

Narrative —  [Download File](#)

Additional Information

 [Download File](#) —

Feedback

Feedback

Signature

Charter Representative Signature
Linda Proctor Downing 02/07/2018

AAEC South Mountain Enrollment Cap Increase from 450 to 500.

AAEC South Mountain currently has an enrollment cap of 450 students. AAEC South Mountain currently has 457 students. AAEC also has an additional 88 freshman already enrolled for the fall of 2018 as of January 25, 2018 and anticipates a class size of 135 freshman. In order to receive funding AAEC is requesting for an enrollment cap increase up to 500 students in order to accommodate the current enrollment and the incoming students.

AAEC South Mountain currently has 2 Administrators, 19 teachers and 2 support staff (23 staff members). AAEC would need 1-2 additional teaching staff in order to accommodate the additional students in Math and English. Currently with AAEC's practice of concurrent enrollment at Maricopa Community Colleges, AAEC would be able to reduce the teacher to student ratio by leveraging the reduction of class load.

- Recruitment: AAEC currently participates in teacher career fairs, advertises on the ADE Job Website, recruits teachers through word of mouth, works with the local universities to recruit future teachers through student teaching programs, and also conducts interview and offer contracts early to hire highly qualified teachers that we feel would fit well within AAEC's culture and program. Current lead teachers are often asked to participate in the interview and selection of new teaching staff.
- Hiring: Teachers applying to work for AAEC are asked to complete an application, submit a resume, along with references from previous jobs. Then are put through a multi panel interview process that involves several of the AAEC charters to determine the best fit for the potential candidate.
- Training: AAEC provides a new teacher orientation, new teachers are introduced to current teaching staff within their content area. In addition, AAEC provides various departmental professional development opportunities throughout the year. Due to the size of the campuses with the small school concept, Principals are able to monitor and assist new teachers in the classroom on a frequent basis, also providing an open door culture.
- Retention: AAEC currently assists teachers wishing to increase their education within their content area or leadership by providing a tuition reimbursement program. AAEC provides teacher bonuses based on their performance/activities that they participate in. AAEC also provides lead teachers on the campuses to assist less experienced teachers in the classroom through a teacher-mentor program. AAEC also practices Professional Learning Communities (PLC's) which help teachers to work with struggling students.

At this time AAEC does not feel it is necessary to provide additional marketing in order to reach the requested increase, as they have already surpassed the enrollment cap of 450. AAEC does not anticipate a need to change curriculum, assessment and instruction in order to meet its students' academic needs even with the increase in enrollment as the school already has the textbooks and the classroom space to accommodate the additional students both for instruction and assessments. Even with the increase in student enrollment the student to teacher ratio is less than 30 to 1.

AAEC anticipates that with the higher than normal early new enrollees that the 500 enrollment cap will be easily met. AAEC expects that after the 2018 graduation, there will be 325 returning students with 135 new 9th graders. We anticipate maintaining our retention rate and the current enrollment patterns supports our request for the 500 student enrollment cap.

Enrollment Matrix

The pattern of enrollment as entered in the Enrollment Matrix is an effort to faithfully represent the realities of enrollment at AAEC's South Mountain campus.

To demonstrate using one example:

In 2015 the school enrolled a larger Freshman class. The academic profile of the class has been such that the attrition patterns historically experienced at the campus have not been followed by that cohort. The current Junior class is, then, larger, and will result in a larger-than-usual graduating class in 2019.

A second factor considered as the matrix was completed: an on-going variation for the "old normal" at South. While the class of 2019 may be something of an outlier in its size, the "new normal" at South is a stronger 9th grade enrollment based on the increased community awareness of the opportunities the school offers, and the increase of housing in the area.

Again: the matrix represents AAEC's thoughtfully considered projections of enrollment in the years ahead.



Arizona State Board for Charter Schools

Enrollment Matrix

Complete the table to provide the current and target enrollment, indicating the proposed timeline for implementing the request.

Directions*:

- In each box under the “Number of Students” columns, identify the number of students served per grade for the current and upcoming three fiscal years.
- In the “Total Enrollment” row, provide the total enrollment for each fiscal year.
- Copy and paste the chart for each school operated by the Charter Holder.

| School Name: | | | | |
|---|-----------------|----------------|----------------|----------------|
| Arizona Agribusiness and Equine Center #85816 | | | | |
| Number of Students | | | | |
| Grade Level | Current - FY 18 | Target - FY 19 | Target - FY 20 | Target - FY 21 |
| Kindergarten | 0 | 0 | 0 | 0 |
| 1 st Grade | 0 | 0 | 0 | 0 |
| 2 nd Grade | 0 | 0 | 0 | 0 |
| 3 rd Grade | 0 | 0 | 0 | 0 |
| 4 th Grade | 0 | 0 | 0 | 0 |
| 5 th Grade | 0 | 0 | 0 | 0 |
| 6 th Grade | 0 | 0 | 0 | 0 |
| 7 th Grade | 0 | 0 | 0 | 0 |
| 8 th Grade | 0 | 0 | 0 | 0 |
| 9 th Grade | 130 | 135 | 140 | 145 |
| 10 th Grade | 101 | 115 | 128 | 130 |
| 11 th Grade | 143 | 87 | 110 | 120 |
| 12 th Grade | 81 | 123 | 82 | 105 |
| Total Enrollment | 455 | 460 | 460 | 500 |

*To view an example of a completed Enrollment Matrix, please see The Guide (*Attachment Guidelines*).



Arizona State Board for Charter Schools Staffing Chart

Complete the table to provide the current and anticipated staffing for the school(s) operated by the Charter Holder. Include staff members needed if the request is granted.

Directions*:

- In each box under the “Number of Staff Members” columns, identify the number of staff members for each position/category for the current and upcoming three fiscal years.
- Copy and paste the chart for each school operated by the Charter Holder.

| School Name: | | | | |
|--|----------------|--------------------|--------------------|--------------------|
| Arizona Agribusiness and Equine Center #85816 | | | | |
| Number of Staff Members | | | | |
| Position | Current - FY18 | Anticipated - FY19 | Anticipated - FY20 | Anticipated - FY21 |
| Administration | 2 | 2 | 2 | 2 |
| Teachers/Instructional Staff | | | | |
| Kindergarten | 0 | 0 | 0 | 0 |
| 1 st Grade | 0 | 0 | 0 | 0 |
| 2 nd Grade | 0 | 0 | 0 | 0 |
| 3 rd Grade | 0 | 0 | 0 | 0 |
| 4 th Grade | 0 | 0 | 0 | 0 |
| 5 th Grade | 0 | 0 | 0 | 0 |
| 6 th Grade | 0 | 0 | 0 | 0 |
| 7 th Grade | 0 | 0 | 0 | 0 |
| 8 th Grade | 0 | 0 | 0 | 0 |
| 9 th Grade | 5 | 5 | 5 | 5 |
| 10 th Grade | 5 | 6 | 6 | 6 |
| 11 th Grade | 6 | 4 | 4 | 4 |
| 12 th Grade | 3 | 5 | 4 | 4 |
| Specialty Staff (Music, Art, PE, etc.) | 0 | 0 | 0 | 0 |
| Special Education | 1 | 1 | 1 | 1 |
| Paraprofessional | 1 | 1 | 1 | 1 |
| Additional Staff | | | | |
| List title: Office Staff | 2 | 2 | 2 | 2 |
| List title: Lunch Staff | 1 | 1 | 1 | 1 |
| List title: | | | | |
| Total Number of Staff Members | 26 | 27 | 27 | 27 |

Continue on page 2: Leadership Staffing Chart

Leadership Staffing Chart

Complete the table below to provide current and anticipated leadership for the school(s) operated by the Charter Holder.

Directions:

- In the “Title” column, list the title of each leadership position at the school. Consider all individuals who are part of the leadership team (e.g. principal, instructional coach, lead teacher, etc.).
- In the “Current” and “Anticipated” columns, list the **names** of the individuals that will hold each of the leadership positions during the current and upcoming three fiscal years. If an existing staff member will not hold the position in the projected year, write “New Hire” or “TBD” (to be determined) in the box for that position.
- Copy and paste the chart for each school operated by the Charter Holder.

| School Name: | | | | |
|---|-----------------|--------------------|--------------------|--------------------|
| Arizona Agribusiness and Equine Center #85816 | | | | |
| Leadership Team | | | | |
| Title | Current - FY18 | Anticipated - FY19 | Anticipated - FY20 | Anticipated - FY21 |
| Principal | Linda LaFontain | Linda LaFontain | Linda LaFontain | Linda LaFontain |
| Assistant Principal | Jane Martin | Jane Martin | Jane Martin | Jane Martin |
| 9th Grade Lead | Brien Noonan | Brien Noonan | Brien Noonan | Brien Noonan |
| 10th Grade Lead | Melvin Merlos | Melvin Merlos | Melvin Merlos | Melvin Merlos |
| 11th Grade Lead | AnnMarie Sikon | AnnMarie Sikon | AnnMarie Sikon | AnnMarie Sikon |
| 12th Grade Lead | Ron Fanelle | Ron Fanelle | Ron Fanelle | Ron Fanelle |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

*To view an example of a completed Staffing Chart, review The Guide.



Arizona State Board for Charter Schools

Instructional Hours Matrix

Clear Form

Based on the requested change in instructional days, complete the table, providing the total instructional hours for each grade level served at the school for the year, demonstrating compliance with **A.R.S. §15-901**.

An Instructional Hours Matrix must be submitted for each school identified in the request.

Refer to **A.R.S §15-901** for descriptions of the parts of the daily instructional program that may be counted as instructional hours.

| School Name: <i>Arizona Agribusiness & Equine Center # 85816</i> | | | | | | | | | | |
|--|------------------|-----------|-------------|------------------------|-----------|-------------|----------------------|-----------|-------------|--|
| Grade Level | Full/Regular Day | | | Half/Early Release Day | | | Alternative Schedule | | | A.R.S. §15-901 Minimum required hours: Kindergarten = 356 Grades 7-8 = 1000 Grades 1-3 = 712 High School = 720 Grades 4-6 = 890 |
| | Hours Per Day | # of Days | Total Hours | Hours Per Day | # of Days | Total Hours | Hours Per Day | # of Days | Total Hours | Total Hours for Entire School Year |
| Kindergarten | | | 0 | | | 0 | | | 0 | 0 |
| 1 st Grade | | | 0 | | | 0 | | | 0 | 0 |
| 2 nd Grade | | | 0 | | | 0 | | | 0 | 0 |
| 3 rd Grade | | | 0 | | | 0 | | | 0 | 0 |
| 4 th Grade | | | 0 | | | 0 | | | 0 | 0 |
| 5 th Grade | | | 0 | | | 0 | | | 0 | 0 |
| 6 th Grade | | | 0 | | | 0 | | | 0 | 0 |
| 7 th Grade | | | 0 | | | 0 | | | 0 | 0 |
| 8 th Grade | | | 0 | | | 0 | | | 0 | 0 |
| 9 th Grade | 6.5 | 181 | 1176.5 | 4 | 2 | 8 | NA | | 0 | 1184.5 |
| 10 th Grade | 6.5 | 181 | 1176.5 | 4 | 2 | 8 | NA | | 0 | 1184.5 |
| 11 th Grade | 6.5 | 181 | 1176.5 | 4 | 2 | 8 | NA | | 0 | 1184.5 |
| 12 th Grade | 6.5 | 181 | 1176.5 | 4 | 2 | 8 | NA | | 0 | 1184.5 |