

APPENDIX A

AMENDMENT REQUEST MATERIALS

1. GRADE LEVEL CHANGE WITH ENROLLMENT CAP AMENDMENT REQUEST
2. AMENDMENT DOCUMENTS

Enrollment Cap Request

Charterholder Info

Charter Holder

Name:

BASIS Charter Schools, Inc.

CTDS:

07-85-88-000

Mailing Address:

7975 N. Hayden Rd, Suite B-100

Scottsdale, AZ 85258

[> View detailed info](#)

Representative

Name:

Anastasia Hawkins

Phone Number:

480-767-7696

Downloads

 [Download all files](#)

Enrollment Cap

From:

780

To:

929

Attachments

Board Minutes

 [Download File](#) – Resolution approving enrollment cap increase_Peoria

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 BASIS Peoria

Narrative –  [Download File](#)

Additional Information

 [Download File](#) – Financial Performance Response

 [Download File](#) – Staffing Chart

 [Download File](#) – Enrollment Matrix

 [Download File](#) – Fire Marshal Inspection Documentation

Feedback

Feedback
NA

Signature

Charter Representative Signature
Anastasia Hawkins 11/28/2018

BASIS Peoria Enrollment Cap Notification Request

Narrative

BASIS Charter Schools, Inc. requests approval to increase the BASIS Peoria enrollment cap for the 2018-19 school year from 780 to serve the current student population of 929 students. Overwhelming demand from the 2017-2018 school year coupled with unprecedented demand for the current school year has led to BASIS Peoria exceeding its enrollment cap. Current enrollment as of September 4, 2018 can be found below.

Grade	Enrollment
5	197
6	193
7	154
8	134
9	87
10	60
11	54
12	50
Total	929

Rationale

Beginning with the 2011-2012 school year, BASIS Peoria began serving students in grades 5-10 at its then-newly built school facility located in Peoria, AZ. For the 2017-2018 school year, BASIS Peoria opened its doors in another newly constructed building adjacent to the original building and served 825 students in grades 5-12. The original building was remodeled to serve grades K-4 to give students the opportunity to pursue a BASIS charter schools education from kindergarten through 12th grade between the two schools. The opening of the adjacent BASIS Peoria Primary campus, coupled with continued academic success including a Top Five ranking by U.S. News World and Reports, led to an increased demand for BASIS Peoria.

BASIS Peoria consistently receives an overwhelming amount of interest in new student enrollment, which results in applications that far exceed the capacity for students in each grade level during open enrollment and throughout the school year each academic year. This demand also results in a wait list for each grade level, which has been consistent since the school's inception.

Such overwhelming demand resulted in a zealous effort to provide access to as many students as possible safely and within acceptable staffing parameters. The unfortunate result of such zealousness is that BASIS Charter Schools, Inc. inadvertently enrolled students beyond its enrollment cap in both the 2017-18 and 2018-19 school years. The genesis of that oversight is further detailed below and, BASIS Charter Schools, Inc., is now belatedly and humbly seeking an enrollment cap increase to provide funding only for those 929 students currently enrolled for the 2018-2019 school year.

Identifying the Issue.

BASIS Educational Group, LLC ("BASIS.ed"), the education management service provider for BASIS Charter Schools, Inc., has been diligently completing the Board's requested Self

Compliance Checks ("SCCs") since receiving the Board's directive on this matter. This includes reviewing grade levels served, corporate board membership alignment as well as alignment with the Arizona Corporation Commission, school contact information, school governing body membership alignment, mission statements and enrollment caps for all 22 Arizona BASIS charter schools and submitting proper amendment requests if and when discrepancies are found. Both BASIS.ed and BASIS Charter Schools, Inc. are committed to ensuring each school is in complete compliance with the Board's requirements in all respects.

In reviewing enrollment caps during the SCC process, the student count for BASIS Peoria was found to be above the stated 780 student enrollment cap for the 2018-19 academic year. Several BASIS.ed departments were then tasked with analyzing the numbers to confirm accuracy given the unexpected discrepancy. The numbers were confirmed for the current year, and it was further discovered that enrollment in the 2017-18 SY was 45 students above the enrollment cap. BASIS.ed immediately notified BASIS Charter Schools, Inc. and initiated an investigation.

The investigation revealed a breakdown in the BASIS.ed internal processes related to the BASIS Peoria school site location change amendment request submitted on August 13, 2017. This request was completed when the school moved into its new building to serve its upper school students while allowing BASIS Peoria Primary to move into the previous BASIS Peoria building. The school site change occurred at the beginning of the 2017-2018 school year. When the amendment for the school site location change was submitted through the ASBCS online portal, an enrollment cap increase should have been requested at that time. Indeed, the normal practice for a school site location change to a larger facility is to include an enrollment cap increase. Notably, the school site location change request included a Certificate of Occupancy demonstrating that the building occupancy is 2334.

At the time of the submission, there were several different employees transitioning in and out of the department compiling the information for the amendment request. While the Enrollment Matrix submitted with that amendment request included student enrollment numbers above the enrollment cap, those numbers were below the building capacity and, contrary to expected normal practices, the enrollment cap increase was not submitted with the amendment request. Because the transition of personnel and positions within the department continued throughout the year, the mistake was not identified until the initiation of the SCC process this year. BASIS Charter Schools, Inc. thus did not receive funding for the 45 additional students it served during the 2017-2018 school year.

After uncovering this issue at BASIS Peoria, BASIS.ed immediately reviewed all other BASIS charter schools' enrollment caps and enrollment numbers to ensure that no other school had the same issue. That review confirmed that the issue was limited to BASIS Peoria and the school site location change amendment request discussed above.

Responding to the Problem

BASIS.ed has undertaken a number of remedial measures. First, assuming that BASIS Charter Schools, Inc. is unable to recoup the money for the 2017-2018 school year, then BASIS.ed has agreed to make BASIS Charter Schools, Inc. whole for the losses incurred related to the 2017-18 school year. Second, a system of checks and balances has been designed and implemented to safe guard against future issues of this kind. Specifically, the process is two-fold: 1) Informed Planning; and 2) Accountability and Follow-Up.

Informed planning involves annual reporting by the Compliance department beginning in March. At that time, Compliance will provide the then-current enrollment caps for each school to the Growth and Enrollment teams. The Growth and Enrollment teams will notify Compliance of any necessary increases for the following school year as soon as is practicable after receiving the annual report. Enrollment cap increases will then be prepared and submitted for the Board's consideration prior to the start of the school year.

Accountability and follow up involves periodic checks of the CHAR 55 reports by the State Reporting Specialist and the Finance teams to confirm that the enrollment numbers do not exceed the applicable caps for that school year. These checks will be performed for each school at least twice per school year, once in the fall and once in the spring.

Finally, this process has been documented and disseminated to all relevant BASIS.ed departments and BASIS Charter Schools, Inc. This process document is stored on a shared drive so it is accessible to employees who are hired or transferred into a role with responsibilities in all of the relevant departments. Further, new employees hired with responsibilities related to student enrollment will be trained specifically on this issue.

Supporting the Enrollment Cap Increase

BASIS Charter Schools, Inc. is thus requesting an enrollment cap increase to serve only those students that are currently enrolled at their school – a cap of 929 students. The failure to submit this request previously was the result of an unintentional oversight in connection with a school site location change amendment request during a time of significant staff transition.

Although this request is being made after the current school year has already started, the request is akin to requests made by other schools and approved by the Board. Most recently, the Board approved an enrollment cap increase for the Lemman Academy of Excellence, Inc. ("Lemman") at the September 10, 2018 Board meeting in which the school was over-enrolled by 300 students for the current year. Lemman's request, though admittedly deemed undesirable by the Board, was approved up to the schools' current enrollment number.

- At the October 10, 2017 Board meeting, Imagine Desert West Middle School sought and received an enrollment cap increase to 510 students when the then-current enrollment was 400 students despite an enrollment cap of 375. This request was on the consent agenda and the motion passed unanimously.
- During the July 11, 2011 Board meeting, E-Institute Charter Schools was granted an enrollment cap increase from 700 to 2000 students, while then enrolled at 790—90 students above their enrollment cap at the time. This motion passed with a 6-1 vote.
- At the May 12, 2014 Board meeting, the Odyssey Preparatory Academy was granted an enrollment cap increase from 1700 to 2000 students while then serving 2000 students. By majority vote, this increase was approved and granted by the Board to apply to both the *current and prior* school year.
- At the January 13, 2014 meeting, Phoenix Collegiate Academy was granted an enrollment cap increase from 385 to 750 with a then current enrollment of 440 students. This was approved by a majority vote due to one abstention.

Accordingly, Board precedent supports granting BASIS Charter Schools, Inc.'s request for an enrollment cap increase. Consistent with the outcome in Lemman, BASIS Charter Schools, Inc. is only seeking the increase to its current student count. The requested increase of 149 students is well within the range of previously approved increases. Further, the request is reasonable as it

narrowly focuses on the current year only, despite the fact that a 300-student increase was previously granted to Odyssey Preparatory Academy for a prior school year. Finally, BASIS Charter Schools, Inc. is holding BASIS.ed accountable for the mistake that, by all accounts was the result of a simple oversight during a time of transition. BASIS Charter Schools, Inc. is requesting that if approved, the enrollment cap increase be deemed retroactive to July 1 per the ADE policy linked here: <http://www.azed.gov/finance/files/2014/06/sf-0001-enrollment-cap-amendments-issued-7-1-14.pdf> .

Staffing

As indicated on the chart, few changes to staffing are necessary, as BASIS Peoria has been adequately staffed to serve these students and will remain proactive in its hiring of excellent teachers. Demonstrated through both academic excellence and positive feedback, BASIS Peoria teachers and staff have proven effective over the previous years and we anticipate a similar level of high achievement this year. In the coming years, staff will be held to the same rigorous standards and any necessary hiring will be done with the same amount of care.

Concrete Resources

The academic program and instruction is identical to that taught at BASIS Peoria for the previous seven years and consistent with the academic excellence across all BASIS Charter Schools. BASIS Peoria has now been nationally ranked for two consecutive years and the same resources that have enabled this success will be utilized. No changes will need to be made as the same resources will continue to be utilized.



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: BASIS Peoria				
Position	Number of Staff Members			
	Current—FY19	Anticipated—FY20	Anticipated—FY21	Anticipated—FY22
Administration	10	10	10	10
Teachers/Instructional Staff				
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th	6	6	6	6
6 th	6	6	6	6
7 th	5	6	6	6
8 th	5	5	5	5
9 th	4	4	4	4
10 th	3	3	3	3
11 th	2	3	3	3
12 th	2	2	2	2
Specialty Staff (Music, Art, PE, etc.)	6	6	6	6
Special Education	2	2	2	2
Paraprofessional	13	13	13	13
Additional Staff				
List title: Front Office Coordinator	1	1	1	1
List title: Front Office Coordinator Assistant	1	1	1	1
List title: Registrar	1	1	1	1
List title: College Counselor	1	1	1	1

Staffing Chart

Total Number of Staff Members	68	70	70	70
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*To view an example of a completed staffing chart, review page 14 of The Guide to Amending a Charter.

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: BASIS Peoria				
Leadership Team				
Title	Current—FY19	Anticipated—FY20	Anticipated—FY21	Anticipated—FY22
Head of School	Jayme Dunn	Jayme Dunn	Jayme Dunn	Jayme Dunn
Head of Operations	Becky Trower	Becky Trower	Becky Trower	Becky Trower
Senior College Counselor	Tier Martin	Tier Martin	Tier Martin	Tier Martin
Director of Academic Programs	Nicholas Miller	Nicholas Miller	Nicholas Miller	Nicholas Miller
Director of Student Affairs	Brooks Charlton	Brooks Charlton	Brooks Charlton	Brooks Charlton
Dean of Students	Aaron Poggi	Aaron Poggi	Aaron Poggi	Aaron Poggi
Facilities Coordinator	Mark Alves	Mark Alves	Mark Alves	Mark Alves
Technology Coordinator	Joshua Brown	Joshua Brown	Joshua Brown	Joshua Brown
Auxiliary Program Coordinator	Pat Delfeld	Pat Delfeld	Pat Delfeld	Pat Delfeld
Curriculum Coordinator	Tyra Burton	Tyra Burton	Tyra Burton	Tyra Burton

BASIS Peoria Enrollment Cap Notification Request

Enrollment Cap Timeline for Implementation

BASIS Charter Schools, Inc. requests approval for an increase in the enrollment cap for the 2018-2019 school year.

School Name: BASIS Peoria				
Grade Level	Number of Students			
	Current—FY19	Target—FY20	Target—FY21	Target—FY22
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th	197	160	160	160
6 th	193	190	160	160
7 th	154	169	166	139
8 th	134	133	145	149
9 th	87	87	86	94
10 th	60	78	78	77
11 th	54	59	76	76
12 th	50	53	58	74
Total Enrollment	929	929	929	929