

Arizona State Board for Charter Schools  
Arizona State Board of Education  
1700 W. Washington St., Room 164, Phoenix, AZ 85007  
(602) 364-3080 Fax (602) 364-3089  
[www.asbcs.az.gov](http://www.asbcs.az.gov)

ADDING GRADE LEVELS TO CHARTER AMENDMENT REQUEST

RECEIVED

AUG 01 2011

(Charter Holder Name) Ambassador Academy (CTDS) 078529101

(Charter Holder Mailing Address) 3820 E. Ray Road, #8

(City, State) Phoenix, AZ (Zip) 85044

(Charter Representative's Name) Dr. Elba Iris Reyes

(Phone Number) 480-961-2214 (Fax Number) 480-993-3222

**Failure to submit all required documentation will result in the Amendment Request being returned without being processed. Faxed copies will not be accepted. Please send originals.**

**Adding grade levels served for charter**

Included are the following:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with ARS §38-431.01)
- Narrative that 1) provides background and support for expansion; 2) how the additional grades support the philosophy, methods of instruction, special emphasis, and mission of the charter
- Timeline for implementation
- Proficiency level required for credit and/or promotion and credit transfer policies

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State Academic Standards and to the methods of instruction described in the charter:

- Math – A completed curriculum sample template including all required attachments as outlined on the template attached.
- Language Arts - A completed curriculum sample template, for both reading and writing, including all required attachments as outlined on the template attached.

The Arizona State Board for Charter Schools and Ambassador Academy (Charter Holder), herein agree to amend the terms of the charter contract as follows:

**FROM SERVING GRADES: K-4**

**TO SERVING GRADES: K-5**

In witness whereof, Charter Holder has signed this contract amendment as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to take effect at such time as it is signed by both parties.

  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

MINUTES OF THE GOVERNING SCHOOL BOARD MEETING

AMBASSADOR ACADEMY

(An Arizona non profit corporation)

Meeting was held on the 14<sup>th</sup> day of May, 2010 in room number 4 at Ambassador Academy, 10841 S. 48<sup>th</sup> Street, Phoenix, Arizona, in accordance with open meeting law of the State of Arizona. The meeting was officially called to order by Dr. Reyes at 10:30 am.

Agenda Items:

1. Pledge of Allegiance

2. Role Call: Dr. Elba I. Reyes, Chairperson  
Miss. Elizabeth Melter, Secretary  
Mrs. Kerri Wright (via phone)  
Mrs. Cheryl Blake (via phone)

3. Principal's Announcements

- a. Dr. Elba Reyes, principal, gave update on lease negotiations for property located at 38<sup>th</sup> Street and Ray Road in Ahwatukee. Tenant improvements have been negotiated and landlord has agreed to fund entire project. Present space will accommodate all grades though 5<sup>th</sup> grade as well as a multipurpose room, computer/library room, teacher workroom, administrative offices, conference room and records storage room.
- b. Completed DIBELS assessment for all grade. All grades made at least one year's growth. Based on those results, teacher evaluations and student performance, recommendations will be made for offering contracts for next year.
- c. According to the audit reports, one weakness facing Ambassador was that one person was executing all aspects of operations. There is a personnel line in the budget for an office assistant, whose responsibilities will include attendance, student information system, and finance. Board had been emailed job description and responsibility procedures.

4. Action Items:

- a. Motion was made by Elizabeth Melter to approve the change of adding 4<sup>th</sup> and 5<sup>th</sup> grades to the grade levels served at Ambassador Academy with 5<sup>th</sup> grade being added during FY 2012. Motion was seconded by Kerri Wright. Motion passed 4-0.
- b. Motion was made by Elizabeth Melter to approve the lease for the building at 38<sup>th</sup> Street and Ray in Ahwatukee, giving Dr. Reyes authority to review and sign final lease if it contains no changes from reviewed draft. Motion was seconded by Kerri Wright. Motion passed 4-0.
- c. Motion was made by Elizabeth Melter to approve offering teaching contracts for the 2010- 2011 school year, including a teacher for 4<sup>th</sup> grade. Motion was seconded by Kerri Wright. Motion passed 4-0.
- d. Motion was made by Elizabeth Melter to approve the job description for an office assistant. Motion was seconded by Kerri Wright. Motion passed 4-0.

With no other business to present or discuss, motion to adjourn was made by Elizabeth Melter and seconded by Kerri Wright. Motion passed 4-0.

Dated as of this 14<sup>th</sup> day of May, 2010.

  
Elizabeth Melter, Secretary



*"Preparing future leaders today."*

*Dr. Elba I. Reyes Principal/Superintendent  
eireyes@ambassadoracademy.us*

*www.ambassadoracademy.us*

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Phoenix, Arizona 85044  
Telephone: 480-961-2214*

July 31, 2011

#### **ADDING GRADE LEVELS TO CHARTER AMENDMENT REQUEST**

➤ **Narrative**

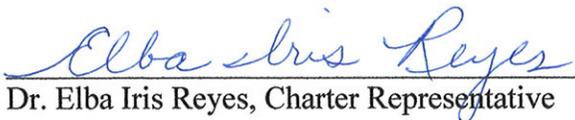
- 1) Provides background and support for expansion  
Since the initial charter application submission, it has been our intention to include a fifth grade class. This logical progression from fourth grade within the elementary school setting provides students with the strong elementary school academic foundation they need before they enter middle school.
- 2) How the additional grade supports the philosophy, methods of instruction, special emphasis, and mission of the charter  
Adding a fifth grade furthers the charter's mission of preparing future leaders through sound academic learning environments, and leadership and character development. Furthermore, as evidenced by the interactive activities in the curriculum samples, the dialogic communities of student learning fostered in the curriculum, the peer critique activities, and the comprehensive assessments integrated into the curriculum, the proposed fifth grade directly supports our philosophy, our methods of instruction, our special emphasis, and our mission.

➤ **Timeline for implementation**

Immediately. All materials have been ordered. Delivery and payment is pending approval of our amendment request. Curriculum has been developed and highly qualified teacher identified and available.

➤ **Proficiency level required for credit and/or promotion and credit transfer policies**

As with our other grades, students must pass all standards with a proficiency of 80% or better to be promoted to 6<sup>th</sup> grades. Charter goal is for at least a 90% mastery level.

  
\_\_\_\_\_  
Dr. Elba Iris Reyes, Charter Representative

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