

# Adding Grade Levels to Charter Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Ambassador Academy

**CTDS:**  
07-85-29-000

**Mailing Address:**  
3820 E. Ray Rd.  
Ste. 8  
Phoenix, AZ 85044  
> [View detailed info](#)

### Representative

**Name:**  
Elba Reyes

**Phone Number:**  
480-961-2214

**Fax Number:**  
480-961-2214

## 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

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State's approved academic standards and to methods of instruction described in the charter. Please note that a separate upload must be prepared for each grade level and content area and be named as such. Additionally, applicants must restate the name of the file in the Brief Description box (e.g., First Grade Reading, HS Algebra II).

### For K-8

Language Arts & Math: A completed curriculum sample for reading, writing, and math for each grade level being added including all attachments as outlined on the [required template and instructions](#).


### For 9-12

Language Arts & Math: A completed curriculum sample for reading, writing, and math coursework for each grade level being added including all attachments as outlined on the [required template and instructions](#). Each course must align with the State's graduation requirements.

### Add Grade Levels

7th

### Curriculum Samples

 [Download File — Eligibility Form](#)


### Effective Date

03/09/2016

## Attachments

Board Minutes —  [Download File](#)

Narrative —  [Download File](#)

Timeline for implementation —  [Download File](#)

**Additional Information**

No documents were uploaded.

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**Signature**

**Charter Representative Signature**

Elba Reyes 03/09/2016

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MINUTES OF THE GOVERNING SCHOOL BOARD MEETING

AMBASSADOR ACADEMY

(An Arizona non profit corporation)

Meeting was held on the 14th day of April, 2015 at 3820 East Ray Road, Phoenix AZ 85044, in accordance with open meeting law of the State of Arizona. The meeting was officially called to order by Dr. Reyes at 3:15 pm.

Agenda Items:

1. Pledge of Allegiance

2. Roll Call: Dr. Elba I. Reyes, Chairperson  
Ms. Elizabeth Melter, Secretary  
Mr. Jared Repinski

3. Principal's Announcements:

a. n/a

4. Action Items

- i. Motion to approve the board meeting minutes from the February 12, 2015 board meeting. Motion was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.
- ii. Motion was made to approve all financials to date. Motion was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.
- iii. Motion was made to add 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades to the Ambassador Academy charter to be added as needed. Motion was made by Mr. Repinski and seconded by Ms. Melter. Motion passed 3-0.
- iv. Motion was made to continue moving forward with new lease terms for 3820 East Ray Road, Phoenix, Az. New lease terms would be for 5 years with a stipulation that Ambassador Academy is able to terminate the lease early if needed, as long as building owner is given one year's notice before departure. Motion was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.
- v. Motion was made to approve the retirement of Dr. Elba I Reyes as Principal of Ambassador Academy, effective June 30, 2015. Motion was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.
- vi. Motion was made to retain Dr. Elba I Reyes as Superintendent with the stipulation that she continue to receive accrued salary to date. The school will also pay for her vision and dental health coverage. Motion was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.
- vii. Motion was made to offer teaching contracts to Ms. Debra Newman, Mrs. Kate Luscombe, and Ms. Karen Ernes for the 2015-2016 school year. Ms. Ernes' contract will be as a long-term substitute. In addition, teaching aide contracts will be offered to Ms. Danielle Russo and Mrs. Donna Wright. All salaries remain frozen for the 2015-2016 school year. Motion was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.
- viii. Motion was made to appoint Ms. Elizabeth Melter as Principal of Ambassador Academy for the 2015-2016 school year. Motion includes offering contract for Principal and as 6<sup>th</sup> grade teacher. Motion was made by Dr. Elba I Reyes and seconded by Mr. Repinski. Motion passed 3-0.

With no other business to present or discuss, motion to adjourn was made by Ms. Melter and seconded by Mr. Repinski. Motion passed 3-0.

Dated as of this 15th day of April, 2015

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Elizabeth Melter, Secretary

3820 E. Ray Road, Ste.8  
Phoenix, Arizona 85044  
Telephone: 480-961-2214

March 9, 2016

## ADDING GRADE LEVELS TO CHARTER AMENDMENT REQUEST

### Narrative

- 1) The rationale for the increase in grade levels served
  - We propose adding 7th grade starting FY17 school year for the following reasons. Our program of study has proven to result in learning gains for our students. Adding a 7th grade would provide the students and families a continuity of excellence in their educational experience and choice as well as respond to family requests.
  
- 2) How the additional grade supports the philosophy, methods of instruction, special emphasis, and mission of the charter
  - Adding a seventh grade furthers the charter's mission of preparing future leaders through sound academic learning environments, and leadership and character development. The 7<sup>th</sup> grade curriculum would continue with the Academy's successful methods of instruction: the dialogic communities of student learning fostered in the curriculum, the peer critique activities, and the comprehensive assessments are all integrated into the curriculum, and directly support our philosophy, our methods of instruction, our special emphasis, and our mission.
  
- 3) Mastery of coursework and grade-level promotion
  - As with our other grades, students must pass all standards with a proficiency of 80% or better to be promoted. Charter goal is for at least a 90% mastery level
  
- 5) Changes in staffing that comply with the Highly Qualified federal guidelines.
  - It is our intention to continue offering our students instruction by highly qualified educators. To that end, we are currently in the process of identifying highly qualified personnel for the 7<sup>th</sup> grade.



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Dr. Elba Iris Reyes, Charter Representative



*"Preparing future leaders today."*

*3820 E. Ray Road, Ste.8  
Phoenix, Arizona 85044  
Telephone: 480-961-2214*

*Located in the Ahwatukee Community*

*Dr. Elba I. Reyes, Superintendent*

*www.ambassadoracademy.us*

November 19, 2015  
Arizona State Board for Charter Schools  
1616 W. Adams Street, Suite 170  
Phoenix, AZ 85007

This letter accompanies our notification of grade level increase to 7th grade.

The timeline for implementation would be announcement of enrollment as soon as approved by the ASBCS. Students would start the first day of school, August 1, 2016.

Cordially,

Elba Iris Reyes, Superintendent

*"Preparing future leaders today"*

*Ambassador Academy is a non-sectarian, public charter school. Ambassador Academy does not discriminate against any student on the basis of ethnicity, national origin, religion, gender, or disability.*



# Arizona State Board for Charter Schools

## Eligibility Form

Review the **Academic Performance Eligibility** instructions for the amendment or notification request being submitted; fill out the following information, sign at bottom, scan, and upload as described in the appropriate amendment or notification instructions.

Charter Holder Information	
Name of Charter Holder	Dr. Elba Iris Reyes
Schools operated under charter requesting amendment/notification	Ambassador Academy
Charter Representative name	Dr. Elba Iris Reyes
Target date of implementation	July 1, 2016
Amendment/Notification Request type(s)	Site Specific Change in Grades Served Notification Request

### Check box below to indicate completion of eligibility review by charter holder

x	<p>I understand that to be eligible to apply for reduced submission requirements for the purposes of an amendment or notification request, the following criteria must be met by each school operated by the Charter Holder, as specified in the Academic Performance Eligibility and Consideration of Operational Compliance instructions. I have reviewed all relevant Academic Dashboards, and operational compliance, and found that these criteria have been met.</p> <ul style="list-style-type: none"> <li>Each school operated under the charter for which expansion is being requested is eligible to receive an overall rating and has an overall rating of “Meets” or “Exceeds” Standard in the most recent fiscal year that State assessment data is available, or</li> <li>The school operated under the charter for which expansion is specifically being requested has an overall rating of “Meets” or “Exceeds” Standards in the most recent fiscal year that State assessment data is available, and</li> <li>The Charter Holder requesting expansion is currently in compliance with all areas listed in the Consideration of Operational Compliance instructions.</li> </ul>
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### Signature (Replace the [brackets] with the requested information before printing.)

I, Dr. Elba Iris Reyes, acting on behalf of *Ambassador Academy*, believe *Ambassador Academy* meets the eligibility requirements for reduced submission requirements outlined above, and understand that Board staff will review the academic performance and operational compliance of the Charter Holder to confirm eligibility.

Signed: Elba I. Reyes Date: 11/19/2015