

**APPENDIX A**

**AMENDMENT REQUEST AND SUPPORT**

**MATERIALS**

1. GRADE LEVEL CHANGE AMENDMENT REQUEST FORM
2. AMENDMENT REQUEST DOCUMENTS

# Grade Level Change to Charter Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
Khalsa Montessori Elementary  
Schools

**CTDS:**  
07-87-59-000

**Mailing Address:**  
2536 North 3rd Street  
Phoenix, AZ 85004  
> [View detailed info](#)

### Representative

**Name:**  
Keerat Giordano

**Phone Number:**  
602-252-3759

## 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

08/12/2019

## Attachments








### Board Minutes

 [Download File](#) – Khalsa Montessori Elementary School's Board motion to add 7th and 8th grade to the charter.

Narrative –  [Download File](#)

### Additional Information

-  [Download File](#) – Agricultural Land Regulation Assurance and Understanding form
-  [Download File](#) – Fire Marshal's Inspection report 1
-  [Download File](#) – Fire Marshal's Inspection report 2
-  [Download File](#) – Current Certificate of Occupancy
-  [Download File](#) – Architectural drawing showing occupancy
-  [Download File](#) – Enrollment Matrix

-  [Download File](#) – Certificate of Occupancy 2536 N. 3rd St. - Main Campus
-  [Download File](#) – Staffing Chart
-  [Download File](#) – Fire Marshal's Inspection report 2536 N. 3rd St - Main Campus
-  [Download File](#) – 2536 N 3rd St. Building 1 capacity documentation
-  [Download File](#) – 2536 N. 3rd St. Building 2 capacity documentation
-  [Download File](#) – 2536 N. 3rd St. Building 2, floor 1 capacity documentation
-  [Download File](#) – 2536 N. 3rd St. Building 3 capacity documentation

## Enrollment Cap

Is an Enrollment Cap Increase being added to this request?

No

From:

250

To:

keerat@khalsamontessori.org

## Feedback

Feedback

NA

## Signature

Charter Representative Signature

Keerat Giordano 03/15/2019

## **Khalsa Montessori Elementary School**

### **Narrative for Grade Level Change in Charter Amendment Request**

The Khalsa Montessori Elementary School Board made the decision in May 2018 to begin operating 7th and 8th grade as part of its multi-age Montessori middle school program at 303 E Palm Lane (newly added Member Campus), starting August 2019. This new site, opened in August 2018, currently hosts two Upper Elementary- UE (4th, 5th, 6th grade) multi-age classrooms as a result of the school's student body expansion in these grades. The main reasons for the expansion have been, first, an interest in the school's Montessori program through a robust wait list and, second current student retention due to the news of middle school addition. In years prior to 2017-18 (prior to the decision to add middle school), the school saw attrition at the 4th and 5th grade levels.

#### **Staffing**

The school has prepared for this transition since 2017-18. In that year, the number of students in one multi-age 4th, 5th, 6th grade classroom (Upper Elementary-UE) increased from 36 to 44 students. As result, instructional staff increased from one Montessori trained lead teacher and one assistant teacher to one Montessori trained lead teacher, a co-teacher-in-training and two assistant teachers. In school year 2018-19, two classrooms were formed with the lead teacher and co-teacher-in-training each assuming leadership of one of the two multi-age UE with 24 and 25 students respectively.

In school year 2019-20, the 6th graders from the two UE classrooms will enter the first year of Middle school as 7th graders. The school has proactively planned for this transition by committing to send the school's tenured UE teacher to Montessori Secondary I (Middle School) training at the Houston Montessori Center, Houston, TX, in summer 2019. This teacher's role in the UE classroom will be assumed by the school's trained lead teacher of the multi-age 1st, 2nd and 3rd grade (Lower Elementary- LE) classroom, who has also completed her UE teacher training and previously co-taught at UE for 5 years. The LE classroom will be led by a newly hired master Montessori lead teacher with 15 years of experience.

The school has already recruited a front-office secretary to maintain administrative operations at the Middle School site. Starting August 2019, a newly hired part-time administrator will oversee operations at the Middle School campus.

#### **Student Enrollment**

Student enrolment is supported by currently enrolled students moving from LE to UE to Middle School. The school has a high retention rate of current families as commitment to Montessori tends to be long term. Additionally, the school has an active school year 2019-20 waitlist, from which students will be enrolled first-come first-serve after the re-enrolment period for current families closes and capacity for the new school year is established. For example, there is a likelihood that approximately 12 out of the 15 returning students will re-enroll for 7<sup>th</sup> grade and 3 openings are available for new students from the wait list.

The school has established annual events for prospective families to become familiar with the program; weekly school tours, annual Montessori Silent Journey and Discovery presentation, and booths at historic neighborhood home tours.

### **Concrete Resources**

Montessori multi-age classrooms are set up by starting with the first-year students (in this case, current returning 6<sup>th</sup> grade students who will begin grade 7) in the first year of middle school operation. In the second year, the middle school class will have 7<sup>th</sup> graders moving to 8<sup>th</sup> grade and new peers entering the classroom to begin as 7<sup>th</sup> graders. This serial expansion provides time to implement the curriculum in steps. Montessori training programs provide a student teacher with experience and instruction in planning and implementing the curriculum. Khalsa School also has an administrator on staff, who completed this training and taught its former middle school program (2000-2006). The middle school trained administrator is currently mentoring Khalsa's future middle school teacher to create school year lesson plans. Concrete resources include purchasing grade appropriate resource books, grade appropriate curriculum books, grade appropriate Montessori curriculum manipulatives, computers, supplies, and furniture appropriate for adolescents. Student assessments or tests in all curriculum areas per each grade are being created to determine mastery and give subject grades. These specific resources are needed to implement the request because the school is starting a new middle school program for which new purchases need to be made. Curriculum manipulatives are part of the Montessori experience due to their role as concrete learning materials. Children start using computers at a higher level of functionality now that they have critical thinking skills to discern the appropriate use of the computer and the internet.

### **Criteria for Promotion**

Students at each grade level are expected to demonstrate developmentally appropriate readiness in academic work as well as social and emotional maturity to move to the next multi-age classroom. Students at Khalsa Montessori meet or exceed standards on AzMERIT & AIMS Science standardized tests.

For promotion from 6<sup>th</sup> to 7<sup>th</sup> grade level at Khalsa, students should demonstrate 90% proficiency to show mastery of Montessori academic core content in the areas of

- Mathematics
- Geometry
- English Language Arts
- Written expression
- Literature Discussion
- History
- Science
- Geography
- Arts
- Physical Education

- Technology
  - Keyboarding Proficiency
  - Basic Skills in Word and Power Point
  - Basic Research Skills and Information Literacy

Additionally, in the area of social readiness, they should demonstrate 80% proficiency to show mastery in the areas of

- Independence in areas of Inter-personal Conflict Resolution
- Honest Communication
- Seeking to Understand Others' Points of View
- Mutually Acceptable Individual Solutions
- Mutually Agreeable Group Consensus Solutions
- Demonstrate Peaceful Problem Resolutions
- Demonstrate Basic level Collaborative and/or Mentoring Support for Others

Additionally, in the area of emotional maturity, they should demonstrate 80% proficiency to show mastery in the areas of

- Demonstrate Respect
- Comfortable Asking Questions (Peers/Adults) independent of parents presence
- Critical Thinking Skills understanding Cause and Effect
- Acceptance of Personal Responsibility for Choices
- Communicate Corrective Action for Personal Choices
- Participate in Community Service Projects

For promotion from 7<sup>th</sup> to 8<sup>th</sup> grade level at Khalsa, students should demonstrate 90% proficiency to show mastery of Montessori academic core content in the areas of

- Mathematics
- Geometry
- English Language Arts
- Written expression
- Literature Discussion
- History
- Social Studies
- Science
- Geography
- Arts
- Physical Education
- Technology

- Proficient Skills in Word, Excel, Power Point
- Basic use of Email as a communication tool
- Proficient completion of Collaborative Tech projects
- Proficient Skills in Research and Information Literacy

Additionally, in the area of social readiness, they should demonstrate 80% proficiency to show mastery in the areas of

- Demonstrate Development of Trust and Trustworthiness
- Healthy and Respectful Method of Questioning Authority
- Critical Thinking Skills to Evaluate Multiple Points of View
- Logical Process for Determining Solutions
- Demonstrate Positive Peer Relations
- Demonstrate Intermediate level Collaborative and/or Mentoring Support for Others

Additionally, in the area of emotional maturity, they should demonstrate 80% proficiency to show mastery in the areas of

- Engagement in Personal Reflections Activity
- Develop Emotional Intelligence Awareness
- Ownership of their Choices/Actions and its Effect on Others
- Demonstrate Effective Time Management
- Demonstrate Effective Organizational Skills
- Track Multiple, Complex Tasks
- Complete and Chart Work Completion
- Reflect and Measure Accuracy of Completion
- Participate in Class Business
- Organize and Execute Community Service Projects



# 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:				
Khalsa Montessori Elementary School				
Grade Level	Number of Students			
	Current - FY <sub>2019</sub>	Target - FY <sub>2020</sub>	Target - FY <sub>2021</sub>	Target - FY <sub>2022</sub>
Kindergarten	29	25	26	26
1 <sup>st</sup> Grade	29	30	30	30
2 <sup>nd</sup> Grade	20	29	29	29
3 <sup>rd</sup> Grade	18	18	28	28
4 <sup>th</sup> Grade	20	20	20	20
5 <sup>th</sup> Grade	14	20	20	20
6 <sup>th</sup> Grade	15	14	20	20
7 <sup>th</sup> Grade	0	15	15	15
8 <sup>th</sup> Grade			15	15
9 <sup>th</sup> Grade				
10 <sup>th</sup> Grade				
11 <sup>th</sup> Grade				
12 <sup>th</sup> Grade				
<b>Total Enrollment</b>	<b>145</b>	<b>171</b>	<b>203</b>	<b>203</b>

\*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:				
Khalsa Montessori Elementary School				
Number of Staff Members				
Position	Current - FY <sub>2019</sub>	Anticipated - FY <sub>2020</sub>	Anticipated - FY <sub>2021</sub>	Anticipated - FY <sub>2022</sub>
Administration	3	3.5	3.5	3.5
Teachers/Instructional Staff				
Kindergarten	3	3	3	3
1 <sup>st</sup> Grade	} MULTI-AGE CLASS }			
2 <sup>nd</sup> Grade	6	6	6	6
3 <sup>rd</sup> Grade	} MULTI-AGE CLASS }			
4 <sup>th</sup> Grade	} MULTI-AGE CLASS }			
5 <sup>th</sup> Grade	4	4	4	4
6 <sup>th</sup> Grade	} MULTI-AGE CLASS }			
7 <sup>th</sup> Grade	0	1	2	2
8 <sup>th</sup> Grade				
9 <sup>th</sup> Grade				
10 <sup>th</sup> Grade				
11 <sup>th</sup> Grade				
12 <sup>th</sup> Grade				
Specialty Staff (Music, Art, PE, etc.)	2	2	2	2
Special Education	1	1	1	1
Paraprofessional				
Additional Staff				
List title: Yoga Contracted Staff	1	1	1	1
List title: Spanish Contracted Staff	1	1	1	1
List title:				
<b>Total Number of Staff Members</b>	<b>21</b>	<b>22.5</b>	<b>23.5</b>	<b>23.5</b>

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:				
Khalsa Montessori Elementary School				
Leadership Team				
Title	Current - FY 2019	Anticipated - FY 2020	Anticipated - FY 2021	Anticipated - FY 2022
Principal	Keerat Giordano	Keerat Giordano	Keerat Giordano	Keerat Giordano
Finance Manager	Susan Duffield	Susan Duffield	Susan Duffield	Susan Duffield
Administrative Assistant	Amanda Bailey	Amanda Bailey	Amanda Bailey	Amanda Bailey
Middle School Campus Director (Part-time)		Karen Paxton	Karen Paxton	Karen Paxton

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