

APPENDIX A AMENDMENT REQUEST AND SUPPORT MATERIALS

1. ENROLLMENT CAP AMENDMENT REQUEST
2. AMENDMENT DOCUMENTS



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- [Other](#)

Enrollment Cap Request

Charterholder Info

Charter Holder

Name:
Archway Classical Academy
Glendale

CTDS:
07-84-06-000

Mailing Address:
3102 North 56th Street
Suite 300
Phoenix, AZ 85018
> [View detailed info](#)

Representative

Name:
Erik Twist

Phone Number:

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Enrollment Cap

From:
540

To:
560

Attachments

Board Minutes

[Download File](#) — This is Board Minutes.

Increase to Enrollment Cap Attachments

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

Occupancy Documentation (Increase Only)

- [Download File](#) — This is the Certificate of Occupancy.
- [Download File](#) — This is the architectural drawing showing the E-Occupancy Load.
- [Download File](#) — This is the Fire Inspection report with Peoria FD document noting E-Occupancy.

Narrative — [Download File](#)

Additional Information

- [Download File](#) — This is the Enrollment Matrix.
- [Download File](#) — This is the Staffing Chart.

Feedback

Feedback

Yes, this was easy to understand and follow.

Signature

Charter Representative Signature
Erik Twist 05/04/2018

Archway Classical Academy Glendale (ACAG) (Entity ID#91878) is requesting an Enrollment Cap Amendment Request to raise the cap from 540 to 560, to address attrition at the beginning of each school year.

Below, we will address the requirements described in the Amendment Request Instructions (Rev. 01.12.18).

Enrollment Cap

Rationale: ACAG opened in FY2013, and is currently serving grades K-5 at 23276 N. 83rd Avenue in Peoria under the name Great Hearts Academies – Archway Glendale (AG). ACAG has an enrollment cap of 540. As of March 1, the waitlist for ACAG was 990.

Enrollment Targets: The facility housing AG has an E-occupancy capacity load of 673. However, it was decided from the beginning that, in order to effectively implement the program of instruction, the class size should be capped at 30, with three classes per grade, or a maximum of 540. Through attrition, the current 100th day enrollment is 540 (the ADMS540-1 report shows the 100th day ADM of 495.777, with the Kinder enrollment counted at 0.5 ADM per enrolled child).

Given the excess E-capacity of our facility and the demonstrated demand for enrollment as reflected in our wait list, ACAG is requesting capacity to serve an additional 3 students per grade level in grades K-3 and an additional 4 students per grade level in grades 4-5 (20 students total). Raising the enrollment cap from 540 to 560 would allow AG to serve more students in our community without unduly burdening class sizes.

Number of Returning Students and Anticipated New Student Enrollment: Based on historical enrollment and attrition data for Archway Glendale, we expect the FY19 enrollment target of 560 to be comprised of 407 returning students and 153 new students. Due to the increased FY19 enrollment base of 560, we expect the FY20 enrollment target of 560 to be comprised of 438 returning students and 122 new students, with this ratio being closely mirrored FY21.

Timeline: The additional cap would be implemented in FY19, starting July 1, 2018. The existing waitlist of 990 will be sufficient to cover the increase without additional marketing.

Staffing Plan: As the attached Staffing Matrix shows, adding on average one student per classroom will not impact the current staffing levels. The elementary model of Great Hearts Academies (GHA, the CMO that operates AG) includes both a Lead Teacher and an Assistant Teacher in each classroom.

Recruitment, Hiring, and Training: Adding one student per classroom will not impact the current staffing level of Archway Glendale. ACAG will meet its recruitment and hiring needs through the central GHA hiring portal. As one of the largest charter school systems in Arizona, and with operations in several other states, GHA continually advertises nationally for teachers. The GHA recruiting pool received more than 2,400 new applications for faculty/staff positions for 2017-2018, for an application-to-hire ratio of 7:1, which has remained steady for the past several years and which demonstrates an ample pool of highly qualified applicants to fill the faculty/staff positions created by the growth of the

student population at AG. Historical data also show that the number of new applications received each year increases by at least 150 over those received in the prior year, which indicates the expected applicant pool will continue to be more than ample to meet staffing needs.

Each of the applicants in the central hiring portal is screened by the GHA personnel team to validate his/her credentials, and those whom AG selects as potential hires also undergo a series of interviews by the academy's leadership team and complete a teaching demo to discern the quality of their teaching ability, classroom management, and interactions with students and peers.

Once hired, new teachers are provided with three weeks of pre-service training, two weeks in central GHA facilities, and one week on site with returning teachers. New teachers are overseen by Master Teachers for their first year. Additionally, half-day school-wide professional development meetings are held one afternoon each month, where teachers engage in seminars and workshops devoted to discussing the foundational ideas of the curriculum and exploring ways to enhance the teaching of these ideas to all students of varying abilities that are in their classrooms. Twice a year, these weekly and monthly meetings are supplemented by professional development meetings that bring the faculty and staff across the Great Hearts network together for an afternoon to hear speakers from various content areas and to expand their monthly discussions beyond their campus to include colleagues from across the network. The Lead Teacher/Assistant Teacher model ensures that many former Assistant Teachers are ready to move up into the more responsible position, with new hires predominantly coming in as Assistant Teachers. This provides a Valley-wide pool of potential Lead Teachers already familiar with the Archway program.

AG leadership regularly monitors the instruction of the instructional staff through classroom observations and feedback discussions on the observed performance to ensure lessons are of high quality, aligned with state standards and with specific IEP/504 plans that may be in place, and to ensure that students are engaged and participating in the lessons. All school administrators do frequent "short-cycle" observations, which are 10-15 minute drop in observations weekly for new teachers, with quick feedback on things that need to be improved. If deficiencies are observed, strategies to improve the deficiencies are developed and implemented. Grade level team meetings are held after school one day each week so that the instructional staff at each grade level can engage in group lesson planning, share instructional ideas, and discuss/address classroom concerns.

Concrete Resources: GHA provides financial and operational support to Archway Glendale in such areas as human resources, accounting, development, procurement, technology, and legal services, to ensure the high quality and long-term operational success and financial viability of its charter. Archway Glendale has included resources in its FY19 budget to provide furniture, textbooks, curricular materials, instructional supplies, materials for DIBELS and MAP internal assessments, and student technology to support the additional 20 students included in this expansion request. These concrete resources will be purchased through the standard GHA procurement system. The numbers of additional students described in this request are within the historic parameters for replacement/maintenance of curricular and technology resources in a system that serves over 14,000 students.

Financial Documentation: The charter holder ACAG meets the Board's financial performance expectations, having met in FY16 and FY17, and is not required to submit additional documentation.



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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: Archway Classical Academy Glendale				
Position	Number of Staff Members			
	Current—FY18	Anticipated—FY19	Anticipated—FY20	Anticipated—FY21
Administration	4	4	4	4
Teachers/Instructional Staff				
Kindergarten	6	6	6	6
1 st	6	6	6	6
2 nd	6	6	6	6
3 rd	6	6	6	6
4 th	6	6	6	6
5 th	6	6	6	6
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
Specialty Staff (Music, Art, PE, etc.)	6	6	6	6
Special Education	2.35	2.35	2.35	2.35
Paraprofessional	3.5	3.5	3.5	3.5
Additional Staff				
List title: Nurse	1	1	1	1
List title: Librarian	0.25	0.25	0.25	0.25
List title: Office Staff	2.5	2.5	2.5	2.5
List title:				
Total Number of Staff Members	55.6	55.6	55.6	55.6

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: Archway Classical Academy Glendale				
Title	Leadership Team			
	Current—FY18	Anticipated—FY19	Anticipated—FY20	Anticipated—FY21
Headmaster	J. Kersting	J. Kersting	J. Kersting	J. Kersting
Asst. Headmaster	K. Julian	K. Julian	K. Julian	K. Julian
Dean	B. Black	B. Black	B. Black	B. Black
Office Manager	E. Mobley	E. Mobley	E. Mobley	E. Mobley



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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: Archway Classical Academy Glendale				
Grade Level	Number of Students			
	Current—FY18	Target—FY19	Target—FY20	Target—FY21
Kindergarten	85	93	93	93
1 st	87	93	93	93
2 nd	87	93	93	93
3 rd	87	93	93	93
4 th	87	94	94	94
5 th	87	94	94	94
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
Total Enrollment	520	560	560	560

*To view an example of a completed enrollment matrix, review page 10 of The Guide to Amending a Charter.