

# **APPENDIX A AMENDMENT REQUEST AND SUPPORT MATERIALS**

1. SCHOOL LOCATION AND ENROLLMENT CAP  
AMENDMENT REQUEST
2. AMENDMENT DOCUMENTS



**Arizona State Board for Charter Schools**



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## School Location Request

### Charterholder Info

#### Charter Holder

**Name:**  
Archway Classical Academy  
Scottsdale

**CTDS:**  
07-85-90-000

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

#### Representative

**Name:**  
Erik Twist

**Phone Number:**

### Downloads

[Download all files](#)

### Current Address, Phone Number, and Fax Number

**Physical Address**  
7496 East Tierra Buena Lane  
Scottsdale, AZ 85260  
P: 480-776-0413  
F: 480-889-7014

**Mailing Address**  
3102 N. 56th Street  
Suite 300  
Phoenix, AZ 85018  
P: 602-438-7045  
F: 602-438-7242

### New Address, Phone Number, and Fax Number

Please check all applicable boxes

Physical Address

**Effective Date of Change**  
07/01/2018

**New Physical Address**  
16648 N. 94th St.  
Scottsdale, AZ 85255

**Physical Phone Number**  
(No response)

**Physical Fax Number**  
(No response)

**New Mailing Address**  
None supplied

**Mailing Phone Number**  
(No response)


Mailing Fax Number  
(No response)


## Attachments

### Board Minutes

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

### Occupancy Documentation (Physical Address changes only)

 [Download File](#) — This is the Occupancy Compliance Assurance Form.


 [Download File](#) — This is the architectural drawings.


 [Download File](#) — This is an enlargement of the architectural drawing showing E-Occupancy Load.


Narrative —  [Download File](#)


### Additional Information


 [Download File](#) — This is the 1st of 2 Liability Insurance Forms.

 [Download File](#) — This is the 2nd of two liability insurance forms.

 [Download File](#) — This is the proof of purchase.

 [Download File](#) — This is the Agricultural Assurance Form.

 [Download File](#) — This is the Enrollment matrix.

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

### Additional Information\*

No documents were uploaded.

## Enrollment Cap

Is an Enrollment Cap Increase being added to this request?

Yes, an Enrollment Cap Increase is also being requested.


From:

480

To:

1125

Narrative

 [Download File](#) — The information required for the enrollment cap request can be found in the documents submitted for the school location request.

## Feedback

Feedback

Not as bad the second time around.

## Signatures

Charter Representative Signature

Erik Twist 05/04/2018

Archway Classical Academy Scottsdale (Entity ID#90857) is requesting three amendments to its charter, to be considered concurrently. These are:

- a School Location Amendment Request, to move the school location to a new building with increased capacity at 16648 N. 94<sup>th</sup> St., Scottsdale, 85255 (3.3 miles by road from the current location),
- a School Specific Change in Grades Served Amendment Request, to change the grades served at Great Hearts Academy – Archway Scottsdale (AS) from K-4 to K-5 (Note: Scottsdale Preparatory Academy will also be submitting a concurrent request to reduce grades served from 5-12 to 6-12, aligning with the practice at other Archway/Prep school pairs), and
- an Enrollment Cap Amendment Request to raise the cap from 480 to 1,125, to reflect the additional capacity of the new facility and the increased grades served.

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

## School Location

**Rationale:** AS was one of the earliest of the Archway Academies, built when Great Hearts Academies (GHA), the charter management organization, was piloting its program in the primary grades. In the past 7 years, the popularity of the model has been demonstrated by the opening and full enrollment at 9 other Archway Academies in the Phoenix metro area, and by the extensive waitlist seen annually at AS.

To accommodate the demonstrated demand, GHA feels it can successfully fill a significantly larger facility, and has commenced renovation of an existing building at 16648 N. 94<sup>th</sup> Street in Scottsdale, near the corner of 94<sup>th</sup> Street and Bell Road. This facility will include 44,218 square feet of E occupancy, including 41 classrooms, a gymnasium, and other multipurpose areas. The attached blueprints indicate an E occupancy capacity load of 1346. Please note that while the blueprints state the address is 16748 N. 94<sup>th</sup> St, the post office has let us know that the address of the school will be 16648 N. 94<sup>th</sup> St.

The new location is listed by Google Maps as being 3.3 miles by road from the current location, 7496 E. Tierra Buena Lane, Scottsdale. The leadership of the school and Great Hearts system anticipate that all current students will move to the new facility.

**Enrollment Targets:** The attached enrollment matrix describes a two-year buildout to full capacity at the new facility. Archway Scottsdale has had an enrollment cap of 480, based on the capacity load of the current facility. However, it was decided from the beginning that the class size should be capped at 30, with three classes per grade, or a maximum of 450, in order to effectively implement the program of instruction. Through attrition, the current 100<sup>th</sup> day enrollment is 405 (the ADMS540-1 report shows the 100<sup>th</sup> day ADM of 361.740, with the Kinder enrollment counted at 0.5 ADM per enrolled child).

The enrollment plan for FY19, the first year in the new building, is to have 5 classes per grade of 31 per class, or 155 per grade, for a K-5 total of 930.

As shown in the Enrollment Matrix, in FY20, we plan to reach full build out with 6 classes per grade of 31 students, for a K-5 total of 1,116. Given the excess E-capacity (1,346) of the new facility and the

demonstrated demand for enrollment as reflected in our wait list, AS will also use the increased capacity to enroll an additional 9 students, on average 1 per grade level, for a total K-5 enrollment of 1,125. Raising the enrollment cap from 480 to 1,125 would allow AS to serve more students in our community without unduly burdening class sizes. This will be the school enrollment going forward.

**Number of Returning Students and Anticipated New Student Enrollment:** Based on historical enrollment and attrition data for Archway Scottsdale, we expect the FY19 enrollment target of 930 to be comprised of 365 returning students and 565 new students. Due to the increased FY19 enrollment base of 930, we expect the FY20 enrollment target of 1,125 to be comprised of 698 returning students and 427 new students. Likewise, due to the increased FY20 enrollment base of 1,125, we expect the FY21 enrollment target of 1,125 to be comprised of 846 returning students and 279 new students.

**Timeline:** The enrollment plan of AS is to move the K-4 students currently at the old site over, including the 4<sup>th</sup> graders who would previously have matriculated to 5<sup>th</sup> grade at Scottsdale Prep. We will also tap the waitlists and recruit students to fill an additional 2 classes per grade, for 5 classes per grade in FY19. The experience of Great Hearts in operating AS and the 9 other Archway academies assures us that these enrollment targets are plausible and feasible. As of Feb. 2, the waitlist for AS is 945, which is sufficient to meet the enrollment targets.

**Need:** The need for the larger campus is demonstrated by the existence of a waitlist twice the size of the current enrollment cap.

**Other Options:** According to the Arizona Department of Education ([www.azreportcards.com](http://www.azreportcards.com)), there are 18 elementary schools serving grades including K-5 within 5 miles of the new location. These include:

Name	Operator	Grades Served
Anasazi Elementary	SUSD	K-5
BASIS Scottsdale Primary	Charter	K-5
Cheyenne Traditional School	SUSD	K-8
Cochise Elementary School	SUSD	K-5
Copper Ridge School	SUSD	K-8
Desert Canyon Elementary School	SUSD	K-5
Desert Shadows Elementary School	PVUSD	K-6
Desert Springs Preparatory Elementary School	PVUSD	K-6
Freedom Academy	Charter	K-8
Greyhawk Elementary School	PVUSD	K-6
Laguna Elementary School	SUSD	K-5
North Ranch Elementary School	PVUSD	K-6
Pinnacle Peak Preparatory	PVUSD	K-6
PLC Arts Academy at Scottsdale	Charter	K-6
Redfield Elementary School	SUSD	K-6
Sandpiper Elementary School	PVUSD	K-6
Sequoia Elementary School	SUSD	K-5
Sonoran Sky Elementary School	PVUSD	K-6

*Table 1. Schools within 5 miles of the planned new location of Archway Scottsdale*

**Communication with Public:** The families of current students have been notified of the planned move in person, and through the webpage and on social media. There were information sessions and an Open House presented in November, 2017. The Headmaster described the process in the newsletter of January 29. There will also be a Town Hall Meeting on February 27, 2018.

This includes the families of 4<sup>th</sup> graders, who have been advised of the plan to keep 5<sup>th</sup> grade at Archway Scottsdale, instead of having them matriculate to Scottsdale Prep, as in the past. New enrollees from the waitlist will be notified when their seat becomes available, with most new enrollees pending approval of the Enrollment Cap expansion. A sign has been placed in the front office of AS describing the planned move.

## **Enrollment Cap**

**Rationale and Enrollment Targets:** See above

**Staffing Plan:** As the attached Staffing Matrix shows, there will be an increase of 41 FTE anticipated in FY19 to accommodate the increase in enrollment from 405 to 930. This will include an additional 4 teachers per grade level, 5 additional Special Area teachers (Art, Music, Foreign Language, PE), 1 additional Special Education teacher, increasing the current half-time SPED Paraprofessional to full time, an additional half-time nurse, and 2 additional office staff members. There will also be two Dean positions added to the administration. The ratios of Special Area and non-instructional staff is consistent with the other Archway Academies operated throughout the Valley.

The GHA elementary model includes both a Lead Teacher and an Assistant Teacher in each classroom, so the staffing matrix showing 10 teachers per grade level in FY19 indicates the plan for 5 classrooms per grade.

For FY20 and beyond, AS intends to add one classroom per grade, with a Lead teacher and an Assistant Teacher. We will also be adding two Specials teachers. We do not anticipate the need to increase the non-instructional staff as the enrollment goes from 930 to 1125.

**Recruitment, Hiring, and Training:** Archway Scottsdale 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 another state, GHA continually advertises nationally for teachers. The GHA recruiting pool received more than 2400 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 AS. 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 AS 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.

AS 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 AS in such areas as human resources, accounting, development, technology, and legal services, to ensure the high quality and long-term operational success and financial viability of its charter. Furniture, technology infrastructure, copiers, and other equipment will be installed in the new location as part of the construction financing. Curriculum, student technology, and instructional and assessment materials to support the additional students included in this request, will be purchased through the standard GHA procurement system. Additional resources to implement 5<sup>th</sup> grade will be transferred from Scottsdale Prep. 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 Archway Classical Academy Scottsdale meets the Board’s financial performance expectations, having met in FY16 and FY17, and is not required to submit additional documentation.

## **School Specific Change in Grades Served**

**Rationale:** Scottsdale Prep was chartered as a 6-12 school, but quickly outgrew its original facility, 7496 Tierra Buena Ln. Great Hearts purchased the much larger building on 92<sup>nd</sup> St. and moved Scottsdale Prep there in the fall of 2011, which made the Tierra Buena building available to house a new Archway Scottsdale school. Scottsdale Prep was not serving grade 5 until this move to the new building occurred. The Tierra Buena building was not big enough to accommodate K-5, but the new Scottsdale Prep building had excess capacity and the decision was made to add grade 5 to the Prep. AS opened serving grades K-4. Other Archway Academies opened in facilities able to accommodate K-5, so the model across the system standardized on Archway Academies serving grades K-5, with Prep Academies serving grades 6-12. Due to the small facility housing AS, however, it has not been able to adopt the standard model until now. The purchase and renovation of the new facility on 94<sup>th</sup> Street in Scottsdale, described above, will allow AS the capacity to serve grades K-5. In a concurrently-submitted amendment request, Scottsdale Preparatory Academy will request to reduce the grades served from 5-12 to 6-12. No students will be affected, as all current students who would be 5<sup>th</sup> graders in FY19 are

already at AS and will stay, while all current 5<sup>th</sup> graders currently at Scottsdale Prep will continue next year as 6<sup>th</sup> graders.

**Staffing Plan, Enrollment Targets, and Concrete Resources:** See above





# 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.

<b>School Name: Archway Classical Academy Scottsdale</b>				
<b>Position</b>	<b>Number of Staff Members</b>			
	<b>Current—FY18</b>	<b>Anticipated—FY19</b>	<b>Anticipated—FY20</b>	<b>Anticipated—FY21</b>
Administration	4	6	6	6
Teachers/Instructional Staff				
Kindergarten	6	10	12	12
1 <sup>st</sup>	6	10	12	12
2 <sup>nd</sup>	6	10	12	12
3 <sup>rd</sup>	6	10	12	12
4 <sup>th</sup>	6	10	12	12
5 <sup>th</sup>		10	12	12
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>				
10 <sup>th</sup>				
11 <sup>th</sup>				
12 <sup>th</sup>				
Specialty Staff (Music, Art, PE, etc.)	5	10	12	12
Special Education	2	3	3	3
Paraprofessional	0.5	1	1	1
Additional Staff				
List title: Nurses	1	1.5	1.5	1.5
List title: Office Staff	1.25	3.25	3.25	3.25
List title: _____				
List title: _____				
<b>Total Number of Staff Members</b>	<b>43.75</b>	<b>84.75</b>	<b>98.75</b>	<b>98.75</b>

### 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 Scottsdale				
Title	Leadership Team			
	Current—FY18	Anticipated—FY19	Anticipated—FY20	Anticipated—FY21
Headmaster	L. Armstrong	L. Armstrong	L. Armstrong	L. Armstrong
Asst. Headmaster	E. Hull	E. Hull	E. Hull	E. Hull
Asst. Headmaster	S. Magary	S. Magary	S. Magary	S. Magary
Office Manager	L. Benson	L. Benson	L. Benson	L. Benson
Dean	-	TBD	TBD	TBD
Dean	-	TBD	TBD	TBD



# 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: Archway Classical Academy Scottsdale				
Grade Level	Number of Students			
	Current—FY18	Target—FY19	Target—FY20	Target—FY21
Kindergarten	85	155	188	188
1 <sup>st</sup>	83	155	188	188
2 <sup>nd</sup>	82	155	188	188
3 <sup>rd</sup>	77	155	187	187
4 <sup>th</sup>	78	155	187	187
5 <sup>th</sup>		155	187	187
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>				
10 <sup>th</sup>				
11 <sup>th</sup>				
12 <sup>th</sup>				
<b>Total Enrollment</b>	405	930	1,125	1,125