

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

1. ENROLLMENT CAP AMENDMENT REQUEST
2. AMENDMENT DOCUMENTS



Arizona State Board for Charter Schools



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## Enrollment Cap Request

### Charterholder Info

#### Charter Holder

**Name:**  
Veritas Preparatory Academy

**CTDS:**  
07-89-84-000

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

#### Representative

**Name:**  
Erik Twist

**Phone Number:**

### Downloads

[Download all files](#)

### Enrollment Cap

**From:**  
750

**To:**  
800

### 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 Occupancy Compliance Assurance Form.
- [Download File](#) — This is the architectural drawing of the 1st floor.
- [Download File](#) — This is the architectural drawing of the 2nd Floor.
- [Download File](#) — This is an enlargement of the architectural drawings showing the E-Occupancy capacity load.

**Narrative** — [Download File](#)

#### Additional Information

- [Download File](#) — This is the Enrolment 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

Veritas Preparatory Academy (VPA) (Entity ID#80992) is requesting an Enrollment Cap Amendment Request to raise the cap from 750 to 800, to address increased enrollment in high school.

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

## Enrollment Cap

**Rationale:** VPA opened in 2003 and currently serves grades 6-12 at 3102 N. 56<sup>th</sup> Street in Phoenix under the name Great Hearts Academies – Veritas Prep (VP). VPA has an enrollment cap of 750. As of March 1, the waitlist for VPA was 65.

**Enrollment Targets:** A single facility houses both Veritas Prep and Archway Veritas, along with the GreatHearts central office. The GH central office is moving out of the facility in April 2018 and a remodel of their existing space on the 2<sup>nd</sup> floor will occur to provide additional classrooms for Veritas Prep, thereby freeing up 5 classrooms formerly used by Veritas Prep for Archway Veritas (see the concurrently submitted Enrollment Cap Amendment Request submitted by Archway Classical Academy Veritas). The reconstruction of the second floor of the facility will provide 10 additional classrooms for Veritas Prep. The construction on both schools will be completed by the opening of school for FY19.

The resulting E-Occupancy capacity of Veritas Prep will be 1,135. However, it was decided from the beginning that to effectively implement the program of instruction, the class size should be capped at four groups of 30 per grade in grades 6-8, and four groups of 24 in grades 9-12. This resulted in a maximum of 744. The current 100<sup>th</sup> day enrollment is 720 (ADMS540-1 report), or 97% of the enrollment cap.

In order to address increased retention between grades 8 and 9, VPA is requesting capacity to serve an additional 50 students. For FY17, 87 8<sup>th</sup> grade students either enrolled or reenrolled for 9<sup>th</sup> grade, but for FY18, the number increased to 105. VPA anticipates this larger freshman class will result in higher high school enrollment in subsequent years, necessitating an increase in enrollment cap by 20.

Given the excess E-capacity of the facility and the demonstrated demand for enrollment as reflected in our wait list, raising the enrollment cap from 750 to 800 will also allow VP to enroll on average 10 more students per grade (2-3 per class) in middle school, for an increase of 30, as shown by the Enrollment Chart, thereby serving more students from our community.

The 20 student increase in high school and 30 student increase in middle school combine for a requested increase of 50 in enrollment cap. The build-out to the cap of 800 is expected to be complete by FY21.

**Number of Returning Students and Anticipated New Student Enrollment:** Based on historical enrollment and attrition data for Veritas Prep, we expect the FY19 enrollment target of 769 to be comprised of 561 returning students and 208 new students. Due to the increased FY19 enrollment base of 769, we expect the FY20 enrollment target of 773 to be comprised of 586 returning students and 187 new students. Likewise, due to the increased FY20 enrollment base of 773, we expect the FY21 enrollment target of 800

to be comprised of 615 returning students and 185 new students.

**Timeline:** The timeline for implementation is July 1, 2018. The increased cap would be implemented in FY19. The existing waitlist of 65 will be sufficient to cover the increase without additional marketing.

**Staffing Plan:** As the attached Staffing Chart shows, the initial addition of 2-3 students per class in the middle school grades should not impact staffing. To accommodate the increased enrollment at the high school level, we intend to add 1.5 FTE in FY19 and another 1.5 FTE in FY21. The current levels of administrative and non-instructional staff will be sufficient to address a cap increase of 6.7%.

**Recruitment, Hiring, and Training:** VPA will continue to meet its recruitment and hiring needs through the central Great Hearts Academies (GHA, the CMO that operates VP) 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 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 VP. 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 VP 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.

VPA 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 or departmental 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 Veritas Prep 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. Furniture,

lockers, technology infrastructure, whiteboards, science lab and other equipment required to configure the 10 new 6-12 classrooms included in this expansion request will be installed as part of the construction financing. Textbooks, curricular materials, instructional supplies, materials for MAP internal assessments, and student technology to support the additional 50 students are included in the Veritas Prep FY19 budget and 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 VPA 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: Veritas Preparatory Academy				
Position	Number of Staff Members			
	Current—FY18	Anticipated—FY19	Anticipated—FY20	Anticipated—FY21
Administration	6	6	6	6
Teachers/Instructional Staff				
Kindergarten				
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>	7.5	7.5	7.5	7.5
7 <sup>th</sup>	7.5	7.5	7.5	7.5
8 <sup>th</sup>	7.5	7.5	7.5	7.5
9 <sup>th</sup>	7.5	7.5	7.5	7.5
10 <sup>th</sup>	6	7.5	7.5	7.5
11 <sup>th</sup>	7.5	6	7.5	7.5
12 <sup>th</sup>	6	7.5	6	7.5
Specialty Staff (Music, Art, PE, etc.)				
Special Education	3.5	3.5	3.5	3.5
Paraprofessional	1	1	1	1
Additional Staff				
List title: Librarian	0.5	0.5	0.5	0.5
List title: Athletic Dir. Asst.	1	1	1	1
List title: Office Staff	5.25	5.25	5.25	5.25
List title:				
<b>Total Number of Staff Members</b>	66.75	68.25	68.25	69.75

### 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: Veritas Preparatory Academy				
Title	Leadership Team			
	Current—FY18	Anticipated—FY19	Anticipated—FY20	Anticipated—FY21
Headmaster	D. Dean	D. Dean	D. Dean	D. Dean
Asst. Headmaster	M. Austin	M. Austin	M. Austin	M. Austin
Dir. Of Academics	K. Mercado	K. Mercado	K. Mercado	K. Mercado
Dir. Of Operations	T. Thoits	T. Thoits	T. Thoits	T. Thoits
Office Manager	P. Clemmer	P. Clemmer	P. Clemmer	P. Clemmer
Athletic Director	T. Head	T. Head	T. Head	T. Head



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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: Veritas Preparatory Academy				
Grade Level	Number of Students			
	Current—FY18	Target—FY19	Target—FY20	Target—FY21
Kindergarten				
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>	122	130	130	130
7 <sup>th</sup>	125	130	130	130
8 <sup>th</sup>	116	130	130	130
9 <sup>th</sup>	103	110	110	110
10 <sup>th</sup>	85	105	105	110
11 <sup>th</sup>	95	74	100	105
12 <sup>th</sup>	74	90	68	95
<b>Total Enrollment</b>	720	769	773	800

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