

APPENDIX B  
REQUIRED  
DOCUMENTATION

**MINUTES OF MEETING OF DIRECTORS**  
**OF SELF DEVELOPMENT ACADEMY CHARTER SCHOOL**  
**dba Self Development Academy**

**March 6, 2018**  
**3:00 PM**

The meeting of the Board of Directors of Self Development Charter School, dba Self Development Academy, an Arizona corporation organized and existing under the laws of the State of Arizona (the "School"), was held at 1709 N. Greenfield Road in Mesa, Arizona 85205, on the 6th day of March, 2018, at 3:00 PM. Having posted this notice at 8:00 a.m. on March 5, 2018 on site and on the website, the School properly noticed this Meeting pursuant to A.R.S. § 38-431.02 and shall make these minutes open to public inspection pursuant to A.R.S. § 38-431.01.

Attendance. The following directors of the Corporation were present/absent as indicated below:

Anjum Majeed/President - Present

Asif Majeed/ V. President/Treasurer - Present

Vernetta Madsen/Board Member - Present

Rachel Hunt/Secretary - Present

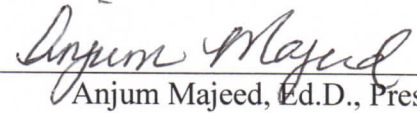
1. Presiding Officers and Quorum. Anjum Majeed called the meeting to order and Anjum Majeed acted as the Chair. The Chair announced that a quorum of the directors was present, and that the meeting, having been duly convened, was ready to proceed with its business.

2. Discussion on the Enrollment Cap Increase. The Board of Directors discussed the need to increase the enrollment cap over the next two-year period, 2018-2019 and 2019-2020. The present cap for the year 2016-2017 is 500 students. The discussion considered several critical aspects of the need to increase the cap.

- The need to increase the cap to 590 students for the SY 2018-2019 and to 650 students in the SY 2019-2020 to allow for more students to be enrolled due to demand and subsequently pay for the additional cost of the adding the new building.
- The School will be offering additional intervention programs and art, music and technology programs as well.
- The school's ability to accommodate the increased capacity and the necessary human and other resources to reach and serve the increased number of students.
- The demand for the high quality education that the School is offering the Mesa community.
- Necessary resources to obtain community support and involvement.

3. Vote on Enrolment Cap Increase. The Chair, Anjum Majeed, called for a motion to approve the Enrollment Cap Increase for the School Year 2018-2019 and 2019-2020. Rachel Hunt made the motion, which was seconded by Vernetta Madsen to approve the Enrollment Cap Increase to 590 in SY 2018-2019 and to 650 in SY 2019-2020. The motion was unanimously passed.

4. Adjournment. There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 3:20 PM.



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Anjum Majeed, Ed.D., President





# Certificate of Occupancy

## Building Safety Division

This Certificate is issued pursuant to the requirements of the Mesa Administrative Code, Section 4-1-6 (B), which became effective September 18, 2004, certifying that on this date the structure and site listed below is in compliance with said Code (2006 International Codes) and with Title XI, of the Mesa City Code entitled "Zoning" and with the various ordinances of the City regulating building construction and use insofar as ascertained by the undersigned:

Building Permit Number: BLD2015-02339  
Owners Name: SELF DEVELOPMENT PROPERTIES LLC  
Owners Address: 8007 E COPPER CANYON MESA AZ 85207  
Project Address: 1709 N GREENFIELD RD  
Project Name: SELF DEVELOPMENT CHARTER

### OCCUPANCY

Description:	Business					
Group:	B					
Const. Type:	VB					
Square Foot:	1153					
Load	12					

Fire Sprinklers Required: Y  
Fire Sprinklers Supplied: Y  
Zoning District: LI CUP

Conditions/Restrictions:

Building Safety Director: *[Signature]*

Date: September 16, 2016

**ANY ALTERATIONS OR CHANGES TO ITEMS ABOVE SHALL VOID THIS CERTIFICATE.  
POST AND MAINTAIN THIS CERTIFICATE IN A CONSPICUOUS PLACE.**





mesa·az

# Certificate of Occupancy

## Building Safety Division

This Certificate is issued pursuant to the requirements of the Mesa Administrative Code, Section 4-1-6 (B), which became effective September 18, 2004, certifying that on this date the structure and site listed below is in compliance with said Code (2006 International Codes) and with Title XI, of the Mesa City Code entitled "Zoning" and with the various ordinances of the City regulating building construction and use insofar as ascertained by the undersigned:

Building Permit Number: BLD2011-00527

Owners Name: SELF DEVELOPMENT PROPERTIES LLC

Owners Address: 8007 E COPPER CANYON MESA 85207 AZ

Project Address: 1709 N GREENFIELD RD

Project Name: SELF DEVELOPMENT CHARTER SCHOO

### OCCUPANCY

Description: Education

Group: E

Const. Type: VB

Square Foot: 3842

Load 110

Fire Sprinklers Required:

Fire Sprinklers Supplied:

Zoning District: M-1 CUP

Conditions/Restrictions:

Building Safety Director: *St = Nita*

Date: August 09, 2011

**ANY ALTERATIONS OR CHANGES TO ITEMS ABOVE SHALL VOID THIS CERTIFICATE.  
POST AND MAINTAIN THIS CERTIFICATE IN A CONSPICUOUS PLACE.**

Rev. 1/10/2007





# Certificate of Occupancy

## Building Safety Division

This Certificate is issued pursuant to the requirements of the Mesa Administrative Code, Section 4-1-6 (B), which became effective September 18, 2004, certifying that on this date the structure and site listed below is in compliance with said Code (2003 International Codes) and with Title XI, of the Mesa City Code entitled "Zoning" and with the various ordinances of the City regulating building construction and use insofar as ascertained by the undersigned:

Project Address: 1709 N GREENFIELD RD

Building Permit Number: BLD2005-00348

Description: SELF DEVELOPMENT CHARTER SCHOOL

Owners Name: SELF DEVELOPMENT PROPERTIES, LLC

Owners Address: 1161 N FIJI WAY GILBERT, AZ 85234

Zoning District: M-1

Use Classification: EDUCATION

Design Occupant Load:

Occupancy Group: E

Fire Sprinklers Required:

Construction Type: VB

Fire Sprinklers Supplied: YES

Conditions/Restrictions:

Building Safety Director designee:

By:

  
DALE GRAFE

Date:

12/15/2005

ANY ALTERATIONS OR CHANGES TO ITEMS ABOVE SHALL VOID THIS CERTIFICATE.

POST AND MAINTAIN THIS CERTIFICATE IN A CONSPICUOUS PLACE.

Rev. 9/18/04





# Certificate of Occupancy

## Building Safety Division

This Certificate is issued pursuant to the requirements of the 1994 Uniform Administrative Code Section 309, certifying that on this date the structure and site listed below was in compliance with said Code and with Title XI, of the Mesa City Code entitled "Zoning Regulations" and with the various ordinances of the City regulating building construction and use insofar as ascertained by the undersigned:

Address: 1709 N. Greenfield Rd.

Permit Number:  
204950

Owner: Self Development Charter School

1. Use Classification: School

2. Occupancy Group:  
E1

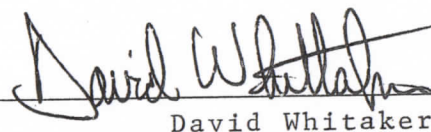
3. Construction Type: V. NAFS

4. Zoning District:  
M-1

5. Conditions/Restrictions:

Building Official: Crystal Pearl, AIA, CBO

By:

  
David Whitaker

Date: 8/31/01



ANY ALTERATIONS OR CHANGES IN ITEMS 1 THROUGH 5 ABOVE SHALL VOID THIS CERTIFICATE.  
POST AND MAINTAIN THIS CERTIFICATE IN A CONSPICUOUS PLACE.

# ARIZONA STATE FIRE MARSHAL INSPECTION REPORT

INSPECTION DATE: 9-16-2011		AZOFM Form 526 A Rev. 02/06		DEPUTY FIRE MARSHAL: Brad Bulgrin	
OFM FACILITY ID: 10497		REVIEWED:		Arizona State Fire Marshal's Office	
OFM BULDING ID:		DEPUTY #: 69		1110 W. Washington #100	
FACILITY NAME: Self Development Charter School				Phoenix, AZ	
FACILITY ADDRESS: 1709 N. Greenfiels				(O) 602-361-2164 (F) 602-364-1052	
FACILITY CITY: Mesa				Signed: _____	
CONTACT PERSON: SAA		PHONE: 480-242-7364		PERMIT #: 11-1164FA	OCC: E
BUILDING NAME: S.A.A.		TAG: Green		ADEQ Tank: N/A	
FACILITY OWNER: Tempe School District		Inspected Fire Systems: N/A			
IMMEDIATE ACTION REQUIRED: <input checked="" type="checkbox"/>				INSPECTION TYPE: Construction	
#	OFM Bldg #	Violation Description	CORRECT BY THIS DATE:	Initial/Date when corrected	
		This inspection was a tenant improvement to the fire sprinkler and fire alarm.			
		The fire alarm only was tested. A passing acceptance test for permit 11-588AS was conduct at a previous time.			
		Systems approved.			

The items noted above, unless otherwise stated, are in violation of the Arizona State Fire Code, A.A.C. R4-34-1101 adopted pursuant to A.R.S. 41-2146). This is an official notice of violation requiring correction. Failure to comply with these requirements may lead to teqa action (A.R.S. 41-2163A). This inspection is for your safety and the safety of the citizens of Arizona. Your cooperation is appreciated.

**Please return a dated & initialed copy of this report to the Inspector upon correction of the violations.**



Date: 03-13-18

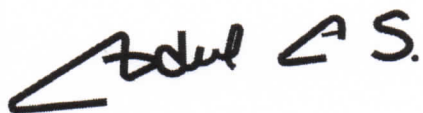
To: Self Development Charter School (SDCS)  
1709 N. Greenfield Road  
Mesa AZ. 85205

Dear Sir,

This letter is to confirm that the SDCS facility is in the process of submitting Construction Documents to City of Mesa for Building Permit's for an addition of New Two Story 6,548 S.F. Building. The project is expected to have the approval process completed around mid April. Shortly thereafter, following the Permit Approval, the Construction will start immediately and expected schedule for completion (Certificate of Occupancy) by August 1, 2018. With the completion of New Classrooms Addition the Total Student Occupancy for the entire Campus will be 751 Students.

The Floor Plan & Occupancy Calculation attached shows the various Phases and Total Occupancy after Construction of the New Addition. If you have any questions do not hesitate to contact us.

Thank you.



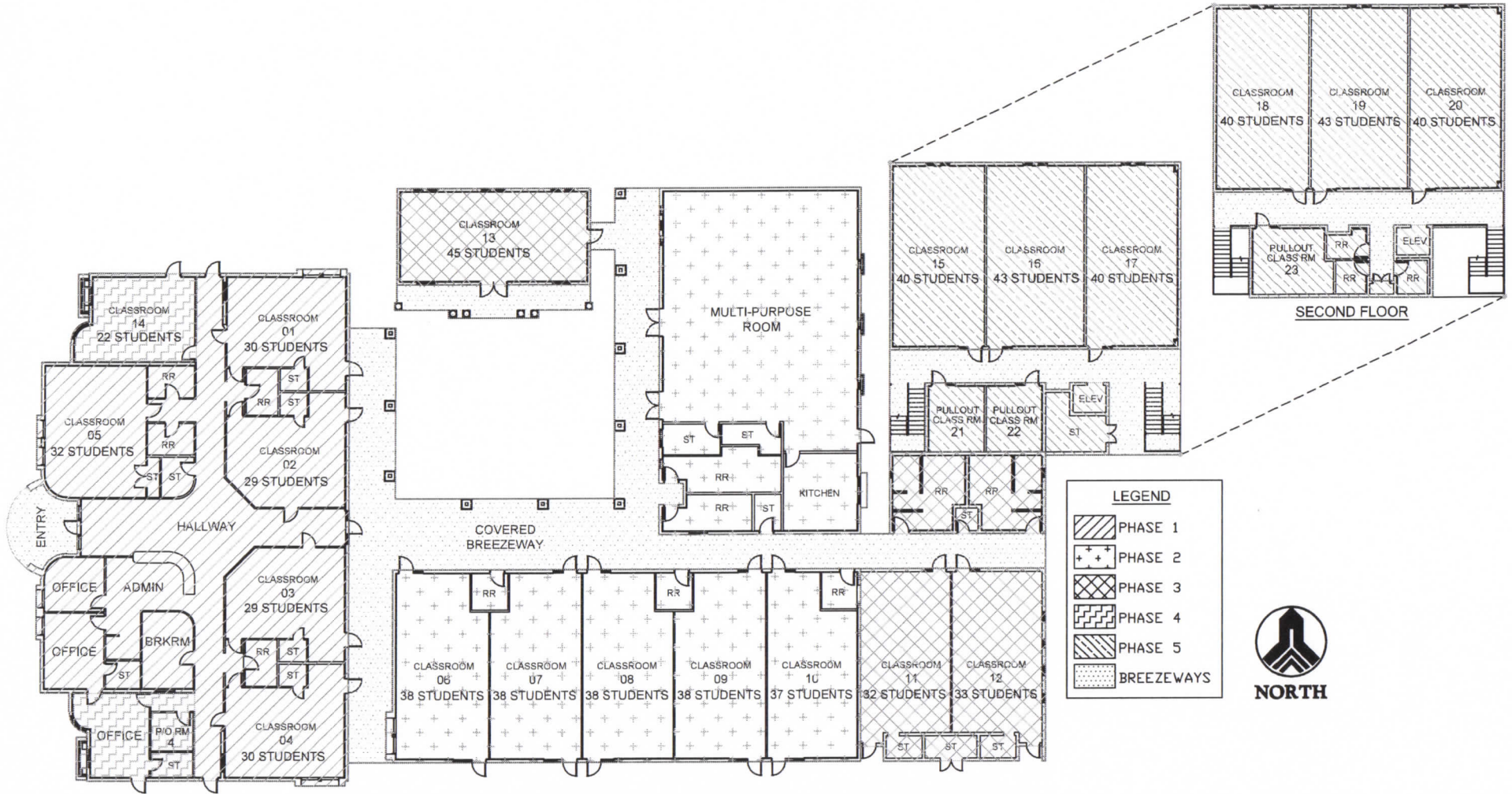
Abdul A. Slatewala - Architect  
For: Architecture All & Associates



architecture all & associates

1211 w. canary way, chandler, AZ. 85286  
cell: 602.620.1169 email: iluba000@gmail.com





## SELF DEVELOPMENT CHARTER SCHOOL

1709 NORTH GREENFIELD RD - MESA, AZ



**architecture all & associates**

1211 west canary way - Chandler, AZ 85286

cell: 602.620.1169 email: iluba000@gmail.com





# SELF DEVELOPMENT CHARTER SCHOOL

1709 NORTH GREENFIELD RD - MESA, AZ

OCCUPANCY CALCULATION						
PHASE	ROOM	AREA (NET)	OCC LOAD	STUDENT OCCUPANCY	NON STUDENT OCCUPANCY	TOTAL OCCUPANCY
PHASE - 1						
	CLASSROOM 1	605 SQ.FT	@ 20 SQ.FT/PER	30 OCC	0 OCC	30 OCC
	CLASSROOM 2	583 SQ.FT	@ 20 SQ.FT/PER	29 OCC	0 OCC	29 OCC
	CLASSROOM 3	583 SQ.FT	@ 20 SQ.FT/PER	29 OCC	0 OCC	29 OCC
	CLASSROOM 4	605 SQ.FT	@ 20 SQ.FT/PER	30 OCC	0 OCC	30 OCC
	CLASSROOM 5	642 SQ.FT	@ 20 SQ.FT/PER	32 OCC	0 OCC	32 OCC
	ADMIN & MISC AREA	3,114 SQ.FT		0 OCC	25 OCC	25 OCC
	PHASE - 1 TOTAL GROSS	6,020 SQ.FT		150 OCC	25 OCC	175 OCC
PHASE - 2						
	CLASSROOM 6	755 SQ.FT	@ 20 SQ.FT/PER	38 OCC	0 OCC	38 OCC
	CLASSROOM 7	755 SQ.FT	@ 20 SQ.FT/PER	38 OCC	0 OCC	38 OCC
	CLASSROOM 8	755 SQ.FT	@ 20 SQ.FT/PER	38 OCC	0 OCC	38 OCC
	CLASSROOM 9	755 SQ.FT	@ 20 SQ.FT/PER	38 OCC	0 OCC	38 OCC
	CLASSROOM 10	740 SQ.FT	@ 20 SQ.FT/PER	37 OCC	0 OCC	37 OCC
	MISC AREA	635 SQ.FT		0 OCC	0 OCC	0 OCC
	MULTI-PURPOSE ROOM	2,297 SQ.FT	@ 15 SQ.FT/PER	0 OCC	153 OCC	153 OCC
	KITCHEN	281 SQ.FT	@ 200 SQ.FT/PER	0 OCC	2 OCC	2 OCC
	OFFICE	129 SQ.FT	@ 100 SQ.FT/PER	0 OCC	1 OCC	1 OCC
	MISC AREA	488 SQ.FT		0 OCC	0 OCC	0 OCC
	PHASE - 2 TOTAL GROSS	7,819 SQ.FT		189 OCC	156 OCC	345 OCC
PHASE - 3						
	CLASSROOM 11	650 SQ.FT	@ 20 SQ.FT/PER	32 OCC	0 OCC	32 OCC
	CLASSROOM 12	650 SQ.FT	@ 20 SQ.FT/PER	33 OCC	0 OCC	33 OCC
	CLASSROOM 13	910 SQ.FT	@ 20 SQ.FT/PER	45 OCC	0 OCC	45 OCC
	MISC AREA	644 SQ.FT	N/A	0 OCC	0 OCC	0 OCC
	PHASE - 3 TOTAL GROSS	3,842 SQ.FT		110 OCC	0 OCC	110 OCC
PHASE - 4						
	CLASSROOM 14	445 SQ.FT	@ 20 SQ.FT/PER	22 OCC	0 OCC	22 OCC
	PULL-OUT ROOM	77 SQ.FT	@ 20 SQ.FT/PER	4 OCC	0 OCC	4 OCC
	OFFICE	268 SQ.FT	@ 100 SQ.FT/PER	0 OCC	3 OCC	3 OCC
	MISC AREA	232 SQ.FT	N/A	0 OCC	0 OCC	0 OCC
	PHASE - 4 TOTAL GROSS	1,153 SQ.FT		26 OCC	3 OCC	29 OCC
PHASE - 5						
	CLASSROOM 15	806 SQ.FT	@ 20 SQ.FT/PER	40 OCC	0 OCC	40 OCC
	CLASSROOM 16	854 SQ.FT	@ 20 SQ.FT/PER	43 OCC	0 OCC	43 OCC
	CLASSROOM 17	806 SQ.FT	@ 20 SQ.FT/PER	40 OCC	0 OCC	40 OCC
	CLASSROOM 18	806 SQ.FT	@ 20 SQ.FT/PER	40 OCC	0 OCC	40 OCC
	CLASSROOM 19	854 SQ.FT	@ 20 SQ.FT/PER	43 OCC	0 OCC	43 OCC
	CLASSROOM 20	806 SQ.FT	@ 20 SQ.FT/PER	40 OCC	0 OCC	40 OCC
	P.O./CLASSRM-21	177 SQ.FT	@ 20 SQ.FT/PER	9 OCC	0 OCC	9 OCC
	P.O./CLASSRM-22	177 SQ.FT	@ 20 SQ.FT/PER	9 OCC	0 OCC	9 OCC
	P.O./CLASSRM-23	243 SQ.FT	@ 20 SQ.FT/PER	12 OCC	0 OCC	12 OCC
	ELEVATOR, RESTROOMS, STORAGE, ETC.	1,019 SQ.FT	N/A	0 OCC	0 OCC	0 OCC
	PHASE - 5 TOTAL GROSS	6,548 SQ.FT		276 OCC	0 OCC	276 OCC
COVERED BREEZEWAYS	TOTAL BREEZEWAYS	4,665 SQ.FT		0 OCC	0 OCC	0 OCC
<b>TOTAL</b>	<b>SDA - MESA</b>	<b>30,047 SQ.FT</b>		<b>751 OCC</b>	<b>184 OCC</b>	<b>935 OCC</b>



**architecture all & associates**

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## Arizona State Board for Charter Schools

### Occupancy Compliance Assurance and Understanding

The Arizona State Board for Charter Schools ("Board"), at a meeting held on November 21, 2017, approved a revised policy that requires new and existing charter holders to submit a copy of a valid Certificate of Occupancy and current Fire Marshal's Inspection Report for each location where educational services will be provided prior to the initiation of State equalization payments.

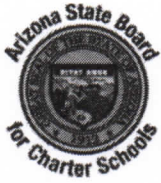
The Board will request that the Arizona Department of Education ("ADE") withhold State equalization assistance payments for 1) new charter schools that have signed a charter contract, 2) new schools under existing charter contracts, 3) schools under existing charter contracts moving from one location to another, and 4) new buildings/structures added to an existing school, until the school has submitted valid copies of the required Certificate of Occupancy and current Fire Marshal's Inspection Report for the new educational facility.

Once Board staff has verified that the appropriate documents for each school location have been received, the Board office will notify the Charter Holder and the ADE School Finance Unit's Charter School Payment Manager that the school is eligible for payment. The ADE School Finance Unit will mark the school eligible for payment and a payment will generate in the next payment cycle if all other requirements of ADE School Finance have been met. Schools eligible for payment by the 20<sup>th</sup> of any month will generate a payment for the next month's payment cycle. Schools marked eligible after the 20<sup>th</sup> of any month will not generate a payment in next month's payment cycle. No off-system payments will be made.

Charter Holder Information	
Name of Charter Holder Entity	Self Development Charter School/dba Self Development Academy
School Location(s) for which the request applies	Self Development Charter School/dba Self Development Academy

Signature
<p>By signing below, I understand the Board's policy and that I am required to submit an educational use Certificate of Occupancy and a current Fire Marshal's Inspection Report to the Board office for each school facility operated by the Charter Holder. These documents must be verified by Board staff prior to occupancy of the building and prior to receipt of equalization payments for students enrolled at this school.</p> <p>I acknowledge that if these documents are not submitted prior to occupancy, the school's opening date may be postponed and/or the Board may take action as allowed by statute and the charter contract.</p> <p>Charter Representative Signature: <u>Asif Majeed</u> Date: <u>3/12/18</u></p>





# Arizona State Board for Charter Schools

## Agricultural Land Regulation Assurance and Understanding

Arizona Revised Statute §15-183 (U) states, "Charter schools may not locate a school on property that is less than one-fourth mile from agricultural land regulated pursuant to section 3-365, except that the owner of the agricultural land may agree to comply with the buffer zone requirements of section 3-365. If the owner agrees in writing to comply with the buffer zone requirements and records the agreement in the office of the county recorder as a restrictive covenant running with the title to the land, the charter school may locate a school within the affected buffer zone. The agreement may include any stipulations regarding the charter school, including conditions for future expansion of the school and changes in the operational status of the school that will result in a breach of the agreement."

Charter Holder Information	
Name of Charter Holder Entity	Self Development Charter School/dba Self Development Academy
Name of Charter School	Self Development Charter School/dba Self Development Academy

Check box below to indicate which statement applies	
<input type="checkbox"/>	The charter school is not located less than one-fourth mile from agricultural land.
<input checked="" type="checkbox"/>	The charter school site is located less than one-fourth mile from agricultural land; the charter school site complies with Arizona law regarding the location of schools on a property that is less than one-fourth mile from agricultural land.

Signature	
By signing below, I understand and affirm that the forgoing information provided by me for the above listed Charter Holder is true and correct. Furthermore, if any part of the information provided proves to be false, I recognize that it shall be just cause for revocation of the charter by the Arizona State Board for Charter Schools.	
Charter Representative Signature: _____	Date: <u>3/12/18</u>