

# Adding Grade Levels to Charter Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS School, Inc.

**CTDS:**  
00-00-00-000

**Mailing Address:**  
11485 North 136th Street  
Suite110  
Scottsdale, AZ 85259

[View detailed info](#)

### Representative

**Name:**  
Michael Block

**Phone Number:**  
480-289-2088

**Fax Number:**  
480-289-2089

## Downloads

 [Download all files](#)

## Current Grade Levels

### Current Grade Levels Served

- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

## New Grade Levels

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State's approved academic standards and to methods of instruction described in the charter. Please note that a separate upload must be prepared for each grade level and content area and be named as such. Additionally, applicants must restate the name of the file in the Brief Description box (e.g., First Grade Reading, HS Algebra II).

### For K-8

Language Arts & Math: A completed curriculum sample for reading, writing, and math for each grade level being added including all attachments as outlined on the [required template and instructions](#).


### For 9-12

Language Arts & Math: A completed curriculum sample for reading, writing, and math coursework for each grade level being added including all attachments as outlined on the [required template and instructions](#). Each course must align with the State's graduation requirements.

### Add Grade Levels

K  
1st  
2nd  
3rd  
4th

### Curriculum Samples

 [Download File](#) — BASIS is eligible for the grade level expansion exclusion. Please see attached.

**Effective Date**  
07/01/2014


## Attachments

Board Minutes –  [Download File](#)

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Narrative –  [Download File](#)

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Timeline for implementation –  [Download File](#)

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**Additional Information\***

No documents were uploaded.

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## Signature

Charter Representative Signature

Michael Block 12/12/2013

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**MINUTES of the meeting**  
**Meeting of the BASIS Scottsdale (East) Primary Governing Body,**  
**BASIS Oro Valley Primary Governing Body,**  
**BASIS Prescott Governing Body, and**  
**BASIS Avondale (Phoenix Central Primary) Governing Body**

**December 12, 2013**  
**10:00 AM**

**Location**

BASIS Schools, Inc.  
Conference Room  
7975 N Hayden Rd.  
Scottsdale, AZ 85258

Members:

Present at Location: None

Present - Telephonic: Dan Nienhauser, Mittida Raksanaves, Rizwan Safdar, Julia Toews, and Carolyn McGarvey

Not Present: Anthony Pitucco and Christine Martinmaas

Non-members also Present: Rebecca Krause and Kristen Jordison (at location)

Minutes taken by: Rebecca Krause

1. Call to Order of the BASIS Schools Governing Body
  - a) Dan Nienhauser at 10:01 AM
  
2. Overview of BASIS Schools, Inc. new schools for SY 2014-2015.
  - a) Dan Nienhauser provided the members with the preliminary plans for new schools, which includes three new primary schools and one 5-12 grade school. The primary schools will be BASIS Oro Valley Primary, BASIS Phoenix Central Primary, and BASIS Scottsdale Primary. BASIS Prescott will open as a 5-12 grade school (adding grades 11 and 12 in years 2 and 3) with the capacity to expand to a full K-12 program in the future.
  - b) Mittida Raksaves asked if the Oro Valley Primary school will be a separate charter or included in the current BASIS Oro Valley charter. Carolyn McGarvey responded that the primary school will have its own charter, but it will be located adjacent to the current campus.
  
3. Approved Resolution 13-R01 defining the mailing address for the new schools, BASIS Scottsdale (East) Primary, BASIS Oro Valley Primary, BASIS Avondale (Phoenix Central Primary), and BASIS Prescott, as 7975 N. Hayden Rd. Suite B100, Scottsdale, AZ, 85258 to be changed to the respective school's physical address upon its opening.
  - a) Approval of Resolution 13-R01:

- i. Motion to approve: Mittida Raksanaves
    - ii. Second: Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
  - b) Kristen Jordison explained that this is an administrative necessity since BSI has moved offices since the time that the original charter was submitted.
4. Approved Resolution 13-R02 to amend the BASIS Scottsdale East charter to rename the school "BASIS Scottsdale Primary".
  - a) Approval of Resolution 13-R02:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Julia Toews
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
5. Approved Resolution 13-R03 to amend the BASIS Scottsdale East (BASIS Scottsdale Primary) charter to add grade levels K-4.
  - a) Approval of 13-R03:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Rizwan Safdar
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
6. Approved Resolution 13-R04 to amend the BASIS Avondale charter to rename the school "BASIS Phoenix Central Primary" and amend the desired location to be an area within the boundaries of the Phoenix Union High School District.
  - a) Approval of Resoltuion 13-R04:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Rizwan Safdar
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
7. Approved Resolution 13-R05 to amend the BASIS Avondale (BASIS Phoenix Central Primary) charter to add grade levels K-4.
  - a) Approval of Resolution 13-R05:
    - i. Motion to approve: Julia Toews
    - ii. Second: Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
8. Approved Resolution 13-R06 to amend the BASIS Avondale (BASIS Phoenix Central Primary) charter to remove Michael Block as Charter Representative and add Craig Barrett, Kristen Jordison, and Carolyn McGarvey after the charter contract is signed.
  - a) Approval of Resolution 13-R06:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Rizwan Safdar

- iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
9. Approved Resolution 13-R07 to amend the BASIS Scottsdale East (BASIS Scottsdale Primary) and BASIS Prescott charters to remove Michael Block as Charter Representative and add Craig Barrett, Kristen Jordison, and Carolyn McGarvey.
- a) Approval of Resolution 13-R07:
    - i. Motion to approve: Carolyn McGarvey
    - ii. Second: Julia Toews
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
10. Approved Resolution 13-R08 to approve the exemption for USFRCS and Procurement for BASIS Scottsdale East (BASIS Scottsdale Primary), BASIS Oro Valley Primary, BASIS Prescott, and BASIS Avondale (Phoenix Central Primary).
- a) Approval of Resolution 13-R08:
    - i. Motion to approve: Rizwan Safdar
    - ii. Second: Carolyn McGarvey
    - iii. Motion passes by unanimous approval of the BASIS Schools Governing Body
11. Call to the Public
- a) No members of the public were present at the meeting location or telephonically.
12. Meeting Adjourned
- a) Dan Nienhauser adjourned the meeting at 10:16 am.

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Dan Nienhauser  
Chairperson

## ***BASIS Scottsdale East (to be BASIS Scottsdale Primary)***

1. *Describe the rationale for the increase in grade levels served:*

We desire to teach our students to develop a love for learning and high-level thinking and organizational skills. By offering students this opportunity in the early grades, a BASIS Scottsdale Primary K-4 curriculum can result in far fewer students on academic support in the 5<sup>th</sup> grade, and a seamless transition to the more rigorous academic approach in the BASIS upper grades. Just as the BASIS middle school curriculum is the reason why we enjoy so much success with our high school students, we anticipate greater overall academic success with the implementation of Kindergarten through 4<sup>th</sup> grades. We believe that children who move from our primary education program to our middle school program will enjoy more success, thereby increasing the likelihood that more students will continue through to the rigorous high school program.

Many of our incoming 5<sup>th</sup> graders lack basic literacy skills in reading, writing and math facts. Although BASIS is an open-enrollment school, we believe many parents may not choose BASIS because they feel their child is already behind other incoming 5<sup>th</sup> graders. Those same parents may otherwise be inclined to enroll their child at BASIS in Kindergarten. This expansion to the younger years could enable BASIS to reach a broader spectrum of children with even more impact on the community.

The key is to develop positive relationships with students and families that will last throughout their time on campus and beyond. An added benefit for families with more than one child will be to be able to have their children on one (or nearby) campus(es).

2. *How do the additional grades support the mission, educational philosophy, and methods of instruction? How does the implementation of the existing program of instruction meet the needs of students at the grade levels being added?*

The BASIS' mission is to provide accelerated liberal arts education at internationally competitive levels for all students. The rigorous college preparatory education at BASIS readies students for competitive admissions process, helps them become eligible for scholarships, prepares them to prosper at top colleges, and enriches their lives.

The BASIS middle school curriculum is, in many respects, the "magic bullet" behind this amazing rise to prominence. To prepare students for the demanding

BASIS upper school curriculum, we employ an accelerated middle school curriculum consistent with worldwide academic standards and especially designed to help students develop the academic and organizational skills they will need to be successful in high school and college.

By adding elementary grades to this already successful middle and high school program, we aim to foster even higher levels of achievement and mastery among our students.

Our goal is to provide an academic foundation for lifelong learning. Grade level increase will provide preparatory academic environment for children starting at an early age. From early on, students will have an opportunity to develop necessary organizational skills, build work ethic and teach personal responsibility and good study habits.

The curriculum will be aligned with the common core standards and the Arizona state standards and will prepare students for our advanced middle school and AP-based high school program. We currently use the Saxon Math program and will use that program in the early years.

3. *Describe the level of proficiency that students must obtain to demonstrate mastery of academic core content and clear criteria for promotion from one level to the next.*

The proficiency of the coursework for the additional grades of K-4 is consistent with the proficiency for the coursework for our 5-12 students. The proficiency level of each student will be based on the student's performance on multiple sources of assessment aligned with the Arizona College and Career Ready Standards. Assessment will be aligned with success in the middle school BASIS program. Just like the Upper School, we set the end goal and bring the course work to the students, meeting them where they are and providing them with the tools for maximum growth to ensure they meet their educational goals.

We anticipate having five grading periods for K-4 as we do for 5-7. We will give percentage grades per grading period with year-end traditional letter grades (A, B, C, D, F) based on the periodic percentage grades.

We currently use standardized testing to allow us to judge teaching effectiveness and to see how our students are doing compared with nationally and internationally normed examinations. We currently administer TestWiz for formative assessments and will continue this practice for the early K-4 years.

Although BASIS has a very high level of achievement and rigorous promotion requirements, we have very few students who do not meet those requirements.

Students who are not performing are identified early and given academic support. Students not achieving a passing level on summative assessments are given the opportunity to study and have a second chance at passing before being passed over for promotion. We feel the two reasons for the high pass rates are because we have the support and uniform application of the passing criteria. These two policies will be consistently applied with high pass rates for the primary grades.

4. Not applicable
5. *What changes in staffing will be needed to implement the new grades, and how will they comply with the Highly Qualified federal guidelines?*

BASIS takes a unique approach to teacher recruitment, hiring, and training; we recruit and hire individuals who may not have gone to school to become a teacher, but who have vast knowledge in the discipline they teach as well as a love of the classroom. Hiring teachers who are experts in the subject they teach is especially important at BASIS because teachers play a central and critical role in curriculum development and syllabi design (with the provision that curriculum decisions are audited for consistency with the BASIS academic program and state standards).

As BASIS begins the elementary program it will maintain its focus on recruiting and training the best and brightest in the field. This will require that the teachers not only meet our criteria for excellence but also meet the requirements of Arizona's Highly Qualified. To ensure that the teachers meet the Highly Qualified requirements they will either hold a degree in elementary education or have a bachelors or higher degree and have passed the AEPA or applicable reciprocal exam from another state.



**BASIS Scottsdale East (to be BASIS Scottsdale Primary)**

*Timeline for Implementation*

*Describe the timeline for implementing the grade(s) requested, including the number of students served per grade per year, and, including whether the Adding Grade Levels to Charter Amendment Request will be submitted in conjunction with any other amendment or notification requests which would warrant concurrent consideration.*

The intent is to open for the 2014-2015 school year as a K-6 primary school campus. The following table demonstrates our student enrollment predictions for the next three years. The school is estimated to have a student capacity of 800 in a 42,000 square foot facility.

	2014-15	2015-16	2016-17
K	60	90	90
1	80	110	120
2	80	100	120
3	90	100	120
4	90	100	120
5	90	100	120
6	110	100	110
	600	700	800

Additional amendments and notifications have been submitted that include the transition of the BASIS Scottsdale East charter to be renamed the BASIS Scottsdale Primary and changing the target location to be near the existing BASIS Scottsdale campus.

# Procurement Laws Exception Amendment Request

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00-00-00-000

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### Representative

**Name:**  
Michael Block

**Phone Number:**  
480-289-2088

**Fax Number:**  
480-289-2089

## Downloads

 [Download all files](#)

## Procurement Laws Exception

### Please Note

Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

**This exception will not be granted to State Board of Education sponsored charter schools.**

## Attachments

Board Minutes –  [Download File](#)

Complete policy for procuring goods and services –  [Download File](#)

### Additional Information\*

No documents were uploaded.

## Signatures

Charter Representative Signature  
Michael Block 12/12/2013

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

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**CTDS:**  
00-00-00-000

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## USFRCS Exception

All exceptions to the USFRCS will include:

Charter Holder must utilize Generally Accepted Accounting Principles


The Charter Holder is **NOT** exempt from filing the Annual Financial Report, the school report card data, annual auditing requirements, or any financial report request from the Arizona State Board of Charter Schools, the Auditor General, and the Arizona Department of Education

The Charter Holder is responsible for any "cross-walks" necessary to complete reporting requirements.

**This exception will not be granted to State Board of Education sponsored charter schools**

## Attachments

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Complete policy for accounting –  [Download File](#)

**Additional Information\***

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## Signatures

Charter Representative Signature  
Michael Block 12/12/2013

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Meeting of the BASIS Scottsdale (East) Primary Governing Body,  
BASIS Oro Valley Primary Governing Body,  
BASIS Prescott Governing Body, and  
BASIS Avondale (Phoenix Central Primary) Governing Body**

**December 12, 2013  
10:00 AM**

**Location**

BASIS Schools, Inc.  
Conference Room  
7975 N Hayden Rd.  
Scottsdale, AZ 85258

Members:

Present at Location: None

Present - Telephonic: Dan Nienhauser, Mittida Raksanaves, Rizwan Safdar, Julia Toews, and Carolyn McGarvey

Not Present: Anthony Pitucco and Christine Martinmaas

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- 11. Call to the Public
  - a) No members of the public were present at the meeting location or telephonically.
  
- 12. Meeting Adjourned
  - a) Dan Nienhauser adjourned the meeting at 10:16 am.

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Dan Nienhauser  
Chairperson

### **Accounting Policy**

BASIS Schools will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). This includes using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures. The school will utilize a chart of accounts that has been developed to align with the chart of accounts found in the Uniform System of Financial Records for Charter Schools (USFRCS) for the purposes of complying with budgeting and annual financial reporting. Revisions will be made periodically for changes in laws, regulations and accounting pronouncements that cover charter school accounting, financial reporting and compliance with state and federal laws.

### **Procurement Policy**

BASIS Schools will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

BASIS Schools shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

BASIS Schools understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.