Adding Grade Levels to Charter Amendment Request

Charterholder Info

Charter Holder

Name:
CITY Center for Collaborative Learning

CTDS:
10-87-20-000

Mailing Address:
47 East Pennington Street
Tucson, AZ 85701

› View detailed info

Representative

Name:
Carrie Brennan

Phone Number:
520-623-7223

Fax Number:
520-547-0680

Downloads

Download all files

Current Grade Levels

Current Grade Levels Served

- 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

6th
7th
8th

Curriculum Samples

Download File —

Effective Date
08/04/2016

Attachments

Board Minutes — Download File

Narrative — Download File

Timeline for implementation — Download File

Additional Information

Download File — FY2017 budget model - staffing plan as outlined in the budget complements the explanation provided in the narrative

Signature

Charter Representative Signature
Carrie Brennan 03/16/2016

CITY CENTER FOR COLLABORATIVE LEARNING

Minutes for Special Meeting of the Board of Directors on February 12, 2016
Connect Coworking, 33 S. Fifth Ave., Tucson, AZ 85701

Present: Mary Jo Ghory, Liane Wong, Mark Hotchkiss, Theresa Mary Fischer, Rudy McCormick, Carrie Brennan (ex officio)
Absent: Tom Groh, Jonathan Martin, Bob Pearlman

Meeting called to order at 4:23 p.m.

Minutes
The Board reviewed three proposals related to CITY Center for Collaborative Learning's transition toward becoming a larger multi-site entity and the charter holder for the Paulo Freire Freedom Schools (with goal of implementation date of July 1, 2016)

I. Charter amendment to expand grade levels served to include grades 6, 7, 8. Proposed: ***CITY Center for Collaborative Learning requests an amendment to its charter to include grades 6, 7, 8, thereby allowing the charter holder to include schools serving the full secondary education range, from grade 6 through grade 12.*** Motion made by Theresa Mary Fischer, Seconded by Mark Hotchkiss. Unanimous approval.

II. Request to ASBCS to increase the charter holder enrollment capacity. Proposed: ***CITY Center for Collaborative Learning requests an increase in its enrollment capacity to 375.*** Motion made by Mark Hotchkiss, Seconded by Theresa Mary Fischer. Unanimous approval.

III. Request to ASBCS to add two school sites to the CITY Center for Collaborative Learning charter. Proposed: ***CITY Center for Collaborative Learning requests an addition of two school sites, thereby increasing to a total of three school sites under the charter holder. The two additional school sites currently operate as schools with approved certificates of occupancy and are located at 47 E. Pennington St in Tucson, AZ 85701 and 300 E. University Blvd in Suite #10 in Tucson, AZ 85705.*** Motion made by Rudy McCormick, Seconded by Liane Wong. Unanimous approval.

Meeting adjourned at 4:35 p.m.

CITY CENTER FOR COLLABORATIVE LEARNING

To: ASBCS Staff & Board
From: Carrie Brennan, Executive Director
Date: March 16, 2016
Re: Addendum to Original Narrative for Notification & Amendment Requests

The charter holder that I lead, CITY Center for Collaborative Learning, is in the process of seeking the following amendment and requests:

- Add Grade Levels – Charter Amendment
- Enrollment Cap – Notification Request
- New School Site – Notification Requests (2)

ASBCS staff found our submissions to be 'administratively complete' but 'substantively incomplete' due to the following issues. (The quotes are from the correspondences I received from Traci Esposito on March 10, 2016.):

Enrollment Cap Notification Request
Issue: "The projected number of students served per grade was not found in the narrative."

New School Site Notification Requests (2 of them)
Issue A: "A copy of both sides of the [fingerprint clearance] card is required."
Issue B: "The projected number of students served per grade was not found in the narrative."

Add Grade Levels Amendment Request
Issue: "The staffing changes needed [to add grades 6, 7, and 8] were not found in the narrative."

I seek to resolve these concerns in this 2-page addendum and in the related attachments (fingerprint clearance card images and the FY2017 budget model for the CCCL charter holder).

<u>Projected Number of Students Per Grade</u>
The requested enrollment cap of 375 students across grades six through twelve is to accommodate the following grade level capacities at the three school sites:

1. Paulo Freire Freedom School-University
    a. Grade 6: 26 students
    b. Grade 7: 26 students
    c. Grade 8: 26 students
2. Paulo Freire Freedom School-Downtown
    a. Grade 6: 27 students
    b. Grade 7: 27 students
    c. Grade 8: 27 students

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3. City High School
    a. Grade 9: 54 students
    b. Grade 10: 54 students
    c. Grade 11: 54 students
    d. Grade 12: 54 students

Staffing Changes Necessary for the Additional Grade Levels (6th through 8th)
CITY Center for Collaborative Learning is prepared to add the necessary instructional and administrative staff to accommodate the growth. As the FY2017 budget model, uploaded as evidence via ASBCS Online, attests to, the plan is to bring on the following additional staff for the additional grades, 6th through 8th across the two new sites, PFFS-Downtown and PFFS-University. The following numbers are combined for the two middle schools:

1. Instructional staff
    a. 9.0 FTE in teachers
    b. 2.0 FTE in educational assistants
    c. .75 FTE in special education teachers
2. Administrative staff
    a. 2.0 FTE in principals
    b. 2.0 FTE in front office managers

In addition the two new sites will contribute proportionally to various positions at the charterholder level, which already exist in this current year FY2016 for CCCL and City High School, such as an executive director (increasing from .8FTE to 1.0 in FY17), full-time IT director, business director (.9FTE), and registrar (.5 FTE).

ORIGINAL 4-PAGE MEMO – SUBMITTED AS THE NARRATIVE FOR VARIOUS NOTIFICATION & AMENDMENT REQUESTS FOR CITY CENTER FOR COLLABORATIVE LEARNING – FEB 2016

To: ASBCS Staff & Board
From: Carrie Brennan, Executive Director
Date: February 12, 2016
Re: Narrative for Notification & Amendment Requests

The charter holder that I lead, CITY Center for Collaborative Learning, is currently submitting the following amendment and requests through ASBCS Online:

- Add Grade Levels – Charter Amendment
- Enrollment Cap – Notification Request
- New School Site – Notification Requests (2)

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This memo serves as the narrative for all four (1 amendment and 3 notifications) due to the interconnected nature of these requested changes, which we assume will warrant concurrent consideration by ASBCS staff and board.

Overview

The board and founders of CITY Center for Collaborative Learning, formerly Tucson Small School Project (TSSP), have been engaged in a long-term strategic planning process with the founders/directors and board of the charter holder El Pueblo Integral-Teaching & Learning Collaborative (EPI) regarding the future of their two EPI middle schools: Paulo Freire Freedom School-University (PFFS-U) and Paulo Freire Freedom School-Downtown (PFFS-D). The plan is for CITY Center for Collaborative Learning to bring these two middle schools under our charter, with an implementation date at the start of the new fiscal year, July 1, 2016.

Rationale & Responses for Amendment to Add Grades

In order for CITY Center for Collaborative Learning (CCCL) to become the charter holder for the two PFFS middle schools, it is necessary for us to increase the grade levels we serve to include the middle grades, specifically 6th, 7th, and 8th. Since its charter was granted by ASBCS in March 2003, CCCL (formerly TSSP) has had the authority to serve high school level only, grades 9-12. Starting with the next school year, August 1, 2016, we would like the authority to serve the full gamut of the secondary level, grades 6-12.

The decision of the founders and boards of the various entities involved to have CITY Center for Collaborative Learning assume the role of charter holder for its existing high school (City High School) and, additionally, two other middle schools (PFFS-U and PFFS-D) as one three-school entity is very much in alignment with the mission, educational philosophy, and methods of instruction of CCCL. Working with students over the arc of their entire secondary school career (from grade 6 through high school graduation) will allow us to achieve an even higher rate of success on all of our measures. We anticipate higher rates for high school graduation, GPA levels, college entrance, family involvement, and student civic engagement (service learning, internships, etc), as well as scores on mandatory state tests. We are also confident that working with students and families as one entity, spanning seven grade levels of a young person's academic experience, will allow us to reduce risk factors for our more challenged students, such as lowering rates of excessive absenteeism, school transfers, dropout, and course failure.

The three schools that will come together formally under the charter holder CITY Center for Collaborative Learning – City High School (opened 2004), PFFS-University (opened 2005), PFFS-Downtown (opened 2014) – share the following educational philosophies and instructional methods.

1. Project Based Learning
2. Real World Connections
3. Deeper Learning
4. STEM
5. Arts Integration

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6. Public Demonstrations of Learning
7. Habits of Heart and Mind
8. Adult Learning & Teacher Leadership
9. Small Learning Communities
10. Schools as Demonstration Sites

We anticipate a critical mass of students will stay with us over the course of their middle and high school years, allowing the staff across the three schools to work closely for seven years of an individual student's secondary education in order to best support every student to be successful with the rigorous, hands-on approaches to learning and college preparation listed above, such as project based learning, STEM, and public demonstrations of learning.

For the addition of the new grades, 6-8, CITY Center for Collaborative Learning will adopt the current standards-based grading and overall assessment program, including promotion criteria, in use at the existing Paulo Freire Freedom Schools, as outlined in their two charters and on their website: http://www.paulofreireschool.org/about/academicprogram/. The two PFFS schools have an exemplary academic record and a well-developed program, grounded in documented best practices and research, in use at their original school for over a decade.

As part of the larger organizational reorganization, CITY Center for Collaborative Learning will hire on the current staffs of the two Paulo Freire Freedom Schools. We anticipate a relatively seamless transition for the staff of the two middle schools (as well as students and families). The two business offices are working closely together to align policies and pay structures between the future charter holder of the middle schools (CCCL) and the prior charter holder (EPI), so that there is equitable treatment of the staffs across the 3 schools that will eventually be together under the CCCL charter holder. The principals and staffs of the 3 schools have been collaborating on joint professional development for over three years now, so that component of the joint staff experience is already well developed.

Organizational Capacity Responses for Enrollment Cap & New School Site Requests

CITY Center for Collaborative Learning is a robust nonprofit organization, incorporated in 2002 and serving students in grades 9 through 12 as a single-school LEA since 2004. Both the school (City High School) and the CCCL charter holder (formerly Tucson Small School Project) have a proven track record of steady success in all three arenas: academic, operational, and financial. CITY Center for Collaborative Learning is positioned well to take on the two PFFS middle schools and to maintain the powerful small school model embodied by the PFFS sites – while simultaneously increasing the schools' long-term viability by linking them to a larger charter holder organization. Together the three schools will be more sustainable as part of one larger entity than they would be on their own. There is an economy of scale, especially on the administrative side: business/finances, technology, compliance/accountability. The two PFFS middle schools will benefit from the expertise of the larger charter holder. One example would be the PFFS schools will have the organizational capacity to pursue competitive and discretionary grants that the schools are eligible for.

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In 2013 CITY Center for Collaborative Learning purchased the 21,000 square foot building in downtown Tucson where City High School has been housed since opening in 2004 and where PFFS-Downtown has been housed since opening in 2014. The two schools are co-located in this building (47 East Pennington Street) and there is sufficient space for the two schools and their combined occupancy of approximately 250 students and 28 staff. Additionally, CCCL owns the building next door (37 East Pennington Street) and is currently raising funds to renovate the building in the future, which will provide an additional 9,000 square feet. PFFS-University will remain at its original location, where it has been housed since opening in 2005. El Pueblo Integral has had a long-term lease with Wildwind Realty since 2005. The current lease term runs through June 30, 2016, and the next five-year extension has been agreed up and is in the process of being finalized.

Additional Requested Details

All three schools under the CITY Center for Collaborative Learning charter will operate with a 180-day instructional calendar.

The two middle schools, Paulo Freire Freedom School-University and Paulo Freire Freedom School-Downtown, will have August 4, 2016 as their first day with students for the upcoming school year.

Timeline: Our goal is to have all of these organizational changes in place at the start of the 2017 fiscal year on July 1, 2016.

Additional Notes/Clarifications

Due to the historic nature of some of the requested documents, a few notes are necessary to avoid confusion and provide clarity for those reviewing our amendment and notification requests.

Address on Pennington Street: The building that houses City High School and Paulo Freire Freedom School-Downtown was historically referred to as 48 East Pennington Street. The street number of 48 dated to the early 20th century and was an anachronism, since the north side of Pennington Street had long ago converted to being the odd numbered side of the street. Since its purchase of the building in 2013, CITY Center for Collaborative Learning has moved to transition the building to formal recognition as 47 East Pennington Street. Not all records reflect the shift to 47 yet – and historical ones will appear as 48.

Charter holder name and history: Tucson Small School Project incorporated as an Arizona nonprofit organization in November 2002. The name change from TSSP to CITY Center for Collaborative Learning was approved by the Arizona Corporation Commission in February 2015 and by the Arizona State Board for Charter Schools in April 2015.

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1616 W. Adams Street, Suite 170
Phoenix, AZ 85007

Mailing Address
P.O. Box 18328
Phoenix, AZ 85009

Phone: (602) 364-3080
Fax: (602) 364-3089

April 14, 2015

Tucson Small School Project

Carrie Brennan, Charter Representative

48 East Pennington Street
Tucson, AZ 85701

Dear Carrie Brennan:

The Charter Holder Status Amendment Request submitted on 03/27/2015 for Tucson Small School Project to change the entity name to CITY Center for Collaborative Learning was approved by the Board on 04/13/2015.

CITY CENTER FOR COLLABORATIVE LEARNING

To: ASBCS Staff & Board
From: Carrie Brennan, Executive Director
Date: February 12, 2016
Re: Timeline for Implementation

2014-2016	Extensive strategic planning process involving all entities
FY 2016	Transition year, leading up to implementation in FY 2017

More detailed timeline, February-August 2016

February 2016	Submit requests to ASBCS
March-June 2016	Preparation for organizational transitions (business/HR primarily)
May/June 2016	Anticipated approval by ASBCS
July 1, 2016	Start of new fiscal year
	CCCL becomes charter holder for 2 PFFS middle schools
	CCCL hires PFFS staff members
	CCCL takes on EPI lease for PFFS-University site
August 4, 2016	Start of school year for PFFS middle schools

Arizona State Board for Charter Schools

Eligibility Form

Review the **Academic Performance Eligibility** instructions for the amendment or notification request being submitted; fill out the following information, sign at bottom, scan, and upload as described in the appropriate amendment or notification instructions.

Charter Holder Information	
Name of Charter Holder	CITY Center for Collaborative Learning
Schools operated under charter requesting amendment/notification	City High School
Charter Representative name	Carolyn (Carrie) Brennan
Target date of implementation	July 1, 2016
Amendment/Notification Request type(s)	Adding Grade Levels to Charter

Check box below to indicate completion of eligibility review by charter holder	
☒	I understand that to be eligible to apply for reduced submission requirements for the purposes of an amendment or notification request, the following criteria must be met by each school operated by the Charter Holder, as specified in the Academic Performance Eligibility and Consideration of Operational Compliance instructions. I have reviewed all relevant Academic Dashboards, and operational compliance, and found that these criteria have been met. • Each school operated under the charter for which expansion is being requested is eligible to receive an overall rating and has an overall rating of "Meets" or" Exceeds" Standard in the most recent fiscal year that State assessment data is available, or • The school operated under the charter for which expansion is specifically being requested has an overall rating of "Meets" or "Exceeds" Standards in the most recent fiscal year that State assessment data is available, and • The Charter Holder requesting expansion is currently in compliance with all areas listed in the Consideration of Operational Compliance instructions.

Signature (Replace the *[brackets]* with the requested information before printing.)

I, *Carolyn Brennan,* acting on behalf of *CITY Center for Collaborative Learning*, believe *CITY Center for Collaborative Learning* meets the eligibility requirements for reduced submission requirements outlined above, and understand that Board staff will review the academic performance and operational compliance of the Charter Holder to confirm eligibility.

Signed:_____ Date: 2/12/16

Charter Mission Amendment Request

Charterholder Info

Charter Holder

Name:
CITY Center for Collaborative Learning

CTDS:
10-87-20-000

Mailing Address:
47 East Pennington Street
Tucson, AZ 85701

› View detailed info

Representative

Name:
Carrie Brennan

Phone Number:
520-623-7223

Fax Number:
520-547-0680

Downloads

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Mission

Change From
City High School strives to be a community of learners in which all members use their minds well and care about one another. Through a challenging academic curriculum that promotes critical and creative thinking and interdisciplinary learning, students engage with the unique resources of their city and region in order to become active citizens and responsible stewards of the world in which they live.

Change To
CITY Center for Collaborative Learning designs, implements, and advances exemplary practices in teaching and learning that transform the lives of young people and their educators.

Attachments

Board Minutes — **Download File**

Additional Information*
No documents were uploaded.

Signatures

Charter Representative Signature
Carrie Brennan 02/12/2016

CITY Center for Collaborative Learning
Minutes for Monthly Board of Directors' Meeting

October 1, 2015 @ Connect Coworking, 33 S. Fifth Ave., Tucson, AZ 85701

Present: Mary Jo Ghory, Jonathan Martin, Liane Wong, Mark Hotchkiss, Jonathan Martin, Theresa Mary Fischer, Rudy McCormick, Jeff Burrows, Carrie Brennan (ex officio)
Absent: Tom Groh
Staff: Daniel Fleury

Meeting started at 3:36pm with quorum present.

Board Chair Report

- Progress is being made with the new governance and organization of CCCL. Carrie and Dan are more focused on their respective assignments, now at the Connect space. Brett is handling the Principal responsibilities well. The new City High school board has met.
- Lumies Awards. We were nominated in the Arts Education category. Good representation at the event in September, with 11 CCCL board/staff present. Stories that Soar won but they mentioned City High in their acceptance speech.
- Jeff Burrows is moving to Seattle and will be resigning. This is his last meeting.

Executive Director Report

- Ed Camp 2015 report: The camp had approximately 50 people. One third came from CHS or PFFS staff, two thirds from other organizations. A team of students produced a video to document the work of the camp; Carrie shared excerpt from video.
- There is ongoing development work for the Professional Development/Outreach program. On Sept 22 a group convened for an important planning meeting. Participants included Santo Nicotera, JoAnn Groh, Bob Pearlman, Jonathan Martin, Carrie Brennan, Brett Goble. The group discussed ways to kickstart the program, how to generate revenue, what areas/services to focus on, etc.
- Carrie, JoAnn and Josh Schachter will follow up with 6 days of intensive work between Oct-Dec as part of LeadLocal's DOTank. They will be developing a business model for the CITY Center PD/outreach and deciding best way to incorporate CommunityShare.

Old Business:

- Minutes from Sept 3, 2015
    - Mark Hotchkiss made motion to accept the Sept 3, 2015 minutes, Theresa Mary Fischer 2nd, all approved.

- Carrie presented an updated draft of the Mission/Vision/Values/Practices. Since the September meeting, she made changes to the vision and values statements; the mission and practices were identical to the September draft. (See attached.)
    - Mark Hotchkiss motioned to adopt the statements as presented, Rudy McCormick 2nd, all approved.

New Business:

- Business Director Daniel Fleury presented the FY2015 Annual Financial Report and shared highlights. Also shared that the 2015 audit is on track. The AFR document is outlines the financial activity of the school/charterholder for the past school year.
    - Jeff Burrows motioned to accept the FY2015 Annual Financial Report as presented, Mark Hotchkiss 2nd, all approved. Document was signed.
- The governance committee shared the proposed revisions to the Tucson Small School Project (TSSP) bylaws. Mary Jo and Jonathan reviewed section by section with the group. List of revisions includes:
    1. Corporate name: CITY Center for Collaborative Learning (from TSSP)
    2. Address: 47 E. Pennington St. (from 48 – to reflect modern street address)
    3. Purpose was changed to reflect the new vision/mission of CITY Center for Collaborative Learning.
    4. Size of board: Board Members maximum has been increased to 21 members.
    5. Officer term limit: set at 3 years, with one time renewable; effective 2016.
    6. Other changes were considered minor editing / clean up.
    - Mark Hotchkiss motioned to amend the bylaws as presented by the governance committee, Rudy McCormick 2nd, all approved.
- Question arose regarding the Articles of Incorporation and whether or not we need to amend to reflect new address and the character of affairs.

Executive Director's Annual Report 2015

- Carrie presented the academic sections of the annual report and will continue to share data and review highlights at future meetings. The annual report is in Dropbox for all to access. A few highlights:
    - AZ Merit scores have not been issued yet.
    - Very low dropout rate @ 0.5% (by comparison State of AZ = 3.5%)
    - 5 Year and 4 year graduation rates are strong; room for improvement in 4-year
    - College Readiness data – the focus is on the senior class

Committee Reports:

Executive Committee: Mary Jo reviewed the summary of the Executive Director annual evaluation. Full copy is available for review in Dropbox. The committee will review the Executive Director's goals for 2015-2016 at upcoming meetings.

Marketing Committee:

The board photo shoot will take place Nov 11, approximately 2:30-5:30pm. Still finalizing the board bio questionnaire. Committee is working on layout and content for new website.

Development Committee:

Mapped out development timeline for the year. Dates for tax credit calls are Dec 3, 10.

Next School Board meeting for City High School will be Oct 29th.

5:06pm Adjournment

Next Board meeting: November 5, 2015.

CITY Center for Collaborative Learning – Mission/Vision/Values/Practices
version presented to board on October 1, 2015 for approval

Mission

CITY Center for Collaborative Learning designs, implements, and advances exemplary practices in teaching and learning that transform the lives of young people and their educators.

Vision

We envision a world in which every school is a collaborative environment where the learner and teacher experiences are engaging and joyful, and all children are empowered to achieve their full potential.

Values

1. Innovation & Creativity
2. Collaboration
3. Passion for Learning
4. Equity & Diversity
5. Care & Compassion
6. Stewardship & Sustainability
7. Ambition
8. Joy

Educational Practices & Priorities

1. Project-Based Learning
2. Real World Connections and Context
3. Deeper Learning
4. STEM
5. Arts Integration
6. Public Demonstrations of Student Learning
7. Habits of Heart and Mind
8. Adult Learning and Teacher Leadership
9. Small Learning Communities
10. Schools as Demonstration Sites and Lab Classrooms