



JANUARY 10, 2017

Expansion Amendments Recommendation Report

New School and Enrollment Cap Amendment Requests for:
Canyon Rose Academy, Inc.

Agenda Item Request

Canyon Rose Academy, Inc. (“CRA”) submitted two expansion amendment requests on October 12, 2016 to add a new school, Canyon Rose Academy East, to its charter to begin serving grades 9–12 on August 3, 2017 and to increase the charter’s enrollment cap from 549 to 800 in FY 2018 to accommodate the addition of a new school.

I. Staff Recommendation

The New School Amendment request meets the criteria required to receive a staff recommendation under the guidelines set forth in the request instructions. Details are provided in Appendix A. Staff Recommendation Criteria Charts: New School Amendment Request.

Board staff recommends that the Board approve the New School Amendment request for Canyon Rose Academy, Inc. to add Canyon Rose Academy East to its charter.

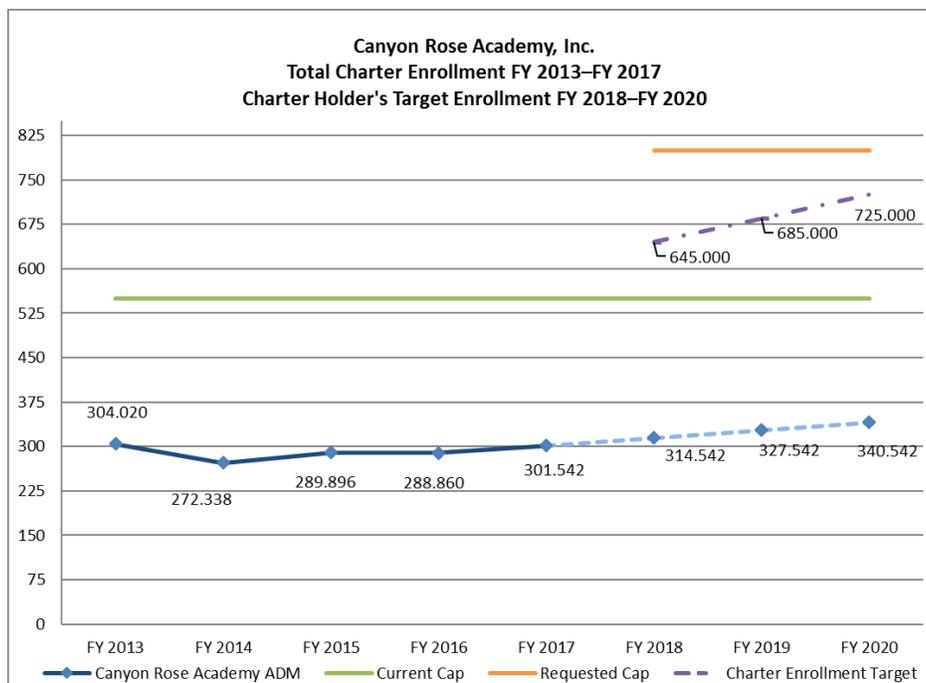
The Enrollment Cap Amendment request does not meet the criteria to receive a staff recommendation under the guidelines set forth in the request instructions. Details regarding items that met are provided in Appendix A. Staff Recommendation Criteria Charts: Enrollment Cap Amendment Request.

CRA did not meet two criteria for a staff recommendation:

- Past enrollment trends do not indicate a need for an increase within three years; and
- ADM is not within 85% of the current enrollment cap.

The following information provides context for the historical data staff reviewed to determine the staff recommendation for the Enrollment Cap Amendment request.

The current enrollment cap for Canyon Rose Academy, Inc. is 549. The graph below shows average daily membership (“ADM”) for the charter based on 100th day ADM for fiscal years 2013–2016, and 40th Day ADM for FY 2017. Additionally, the graph projects the approximate increase in ADM for FY 2018–FY 2020 based on CRA’s current enrollment trend, which was based on the increase of 13 students between FY 2016 and FY 2017. This rate was extended through FY 2020. The requested enrollment cap and target enrollment for the charter, as indicated by CRA’s narrative are also included to demonstrate CRA’s anticipated enrollment if the expansion requests are approved.



Board staff's analysis of CRA's data leading to a staff recommendation is as follows:

- If the New School is not approved CRA does not meet the staff recommendation criteria for the enrollment cap increase. The current enrollment trend does not indicate that CRA would need to increase its enrollment cap for several years. If the New School is approved, the target enrollment of the new school is above the current enrollment cap. If CRA were able to meet its enrollment targets, the current enrollment cap would not be sufficient.
- CRA is currently at 55% of its enrollment cap, which is below the threshold of 85% for a staff recommendation.

II. Request Summary and Analysis

Summaries of the documentation and narrative provided by the Charter Holder are accompanied by Board staff's analysis to demonstrate how the Charter Holder has met the substantive requirements for this request.

Rationale

CRA indicates that it seeks to provide "flexible access to a high school education with non-traditional hours of operation and the opportunity for credit recovery" leading to a high school diploma. This will be done by offering an alternative high school option to students in the Tucson zip code 85749, where such a program is not currently available. The request for an increase to the enrollment cap comes "in conjunction with the request for a new school" to accommodate the new students brought in by the new location.

Board Minutes

CRA board minutes from October 10, 2016 indicate that the Board of Directors unanimously approved to open a new school site at 8981 E. Tanque Verde Rd., #281, Tucson AZ, 85749 and increase the enrollment cap from 549 to 800.

Facility Documentation

The Charter Holder provided a letter of intent to lease a facility at the proposed location outlining the terms of the lease for the proposed facility. CRA has signed and submitted an agreement that it will submit occupancy and fire marshal documentation prior to occupancy of the proposed location. CRA also provided proof of current Liability Insurance Coverage. Additionally, a proposed layout of the facility for the new school that demonstrates building capacity for 185 students in each session. CRA states that three sessions are held per day, so the proposed facility holds 555 per day under the school's instructional model.

Staffing Plan

The Staffing Plan provided by CRA indicates a plan to leverage current leadership when opening the new school. The Charter Holder proposes to have the current superintendent provide oversight for the existing school and the proposed school. Each school will have its own principal. A Fingerprint Clearance Card was provided for the principal named in the Staffing Chart. Each school will also have its own lead teacher, but they will share an assistant principal in FY18. In subsequent fiscal years, each of the schools will have an assistant principal. The completed Staffing Chart submitted with the request can be found in Appendix D. Amendment Request Materials.

CRA's Staffing Plan demonstrates an intentional process for recruiting, hiring, and training new staff in a manner that addresses the needs of the target population. The Charter Holder states that the recruitment and hiring process includes sourcing from local colleges and Indeed.com using selection criteria that includes experience, Common Core Content, STEM backgrounds, and service to an at-risk

population. Candidates are evaluated through pre-interview activities, an interview rubric, and observation of a 30-minute lesson presented by the prospective candidate.

Training for new staff includes pre-service activities in the school's strategies, the Odysseyware curriculum and system, behavioral management, credit recovery, the Rose Operating System for Education, and other areas. Additionally, the school provides ongoing job-embedded development and a Professional Learning Community.

Target Population

The narrative states that the proposed school will serve an alternative population similar to that currently served at the school operated by CRA. Canyon Rose Academy East will serve students ages 14 to 22 "who are at-risk of not completing high school or who need to be re-engaged after dropping out". The target population will include students who are better served by a nontraditional approach and/or qualify as eligible for alternative schooling.

CRA has determined that there is need for an alternative school based on their analysis of the demographics of the area surrounding the proposed location. The school intends to serve mostly students from the neighborhoods including the 85750 and 85749 zip codes, but does anticipate some commuter students. The demographic profile provided by the Charter Holder indicates that the proposed location includes 153,500 people within a five-mile radius, and that it has a high to very high distribution of high school age and 19-20 year olds.

Current levels of academic performance at the area high schools, as reported by the Charter Holder, include performance on AzMERIT at Sabino, Tanque Verde, and Catalina Foothills High Schools. On the 2016 AzMERIT test, Sabino High School had 36% passing in ELA, and 39% in Math. Tanque Verde High School had 43% passing in ELA and 52% in Math, and Catalina Foothills had 67% in ELA and 74% in Math. The Charter Holder indicates that there are many students who are minimally proficient at each school, ranging from 11% in Math at Catalina Foothills to 42% in ELA at Sabino. Staff reviewed the academic performance data provided to verify CRA's conclusion that there is a demonstrated need in the proposed location to serve students scoring as minimally proficient.

Unique Program of Instruction

According to the narrative, the proposed school will provide "added value" to the targeted students through academic accountability that includes individualized diagnostic remediation, data-driven decision-making, student ownership of progress, and a mastery approach for course completion. Additionally, CRA states that its academic structures and operations provide the flexibility of block scheduling to accommodate personal, family, and work commitments. The requests indicate that the self-paced program in a small school setting will allow students to "gain a purchase on educational needs".

Board staff, through a search of the ADE and ASBCS websites, has verified that there are no alternative schools currently in operation within a five-mile radius of the proposed school location.

Enrollment Targets

The enrollment targets, as described in the narrative, are consistent with the provided enrollment tables below. CRA has demonstrated a plan for meeting these targets. The Charter Holder states that it will begin communicating enrollment to the public in January of 2017 through billboards, social media, its website, and word of mouth. The requests indicate that the enrollment targets are based on the lack of other alternative options in the area and that CRA's experience is that the "opening of a new school results in a big student draw".

As described in the Unique Program of Instruction section above, CRA has demonstrated a need for the school because there are no alternative school options within a five-mile radius. The Charter Holder



believes that a new alternative school in an area draws a large enrollment. As an example, when Canyon Rose Academy opened its enrollment was 247, and increased by 100 students in the second year. The Charter Holder plans to meet enrollment targets through personalized introductions and aggressive advertising and promotion.

Table 1: Current and Target Student Enrollment by Year for Canyon Rose Academy

School Name: Canyon Rose Academy				
	Number of Students			
Grade Level	Current—FY17	Target—FY18	Target—FY19	Target—FY20
9	13	15	15	17
10	44	45	48	50
11	93	102	105	110
12	178	188	192	198
Total Enrollment	328	350	360	375

Table 2: Target Student Enrollment by Year for Canyon Rose Academy East

School Name: Canyon Rose Academy East				
	Number of Students			
Grade Level		Target—FY18	Target—FY19	Target—FY20
9		10	12	14
10		40	42	45
11		85	91	100
12		160	180	191
Total Enrollment		295	325	350

Concrete Resources

The narrative demonstrates that CRA has considered the resource needs for implementing the request. The Charter Holder indicates a need for 100 additional computers and curriculum licenses in the first year in order to allow students use of the electronic curriculum. An additional 33 computers and licenses will be purchased in FY 2019 to accommodate continued enrollment. CRA states that it operates three sessions per day, so the purchase of 100 computers and licenses will accommodate up to 300 students. The described resources align with CRA’s contracted Program of Instruction, which states that it will provide “individualized, self-paced high school coursework that is consistently delivered within a state-of-the-art computerized system”.

Management of Expenses

CRA indicates that it will manage expenses through a contract with an education service provider, Rose Management Group, Inc. (“RMG”). RMG will provide funding, educational, and business services to the new school. Financial support will be provided through short term loans, equipment purchases and equipment and furniture leases. The request states that RMG will recover initial rent and startup costs through monthly billing to the new school.

III. Background

Canyon Rose Academy, Inc. was granted a charter in 2001, which is currently approved for grades 9–12. Canyon Rose Academy, Inc. operates one school: Canyon Rose Academy. See table below.



School Name	Month/Year Open	Location	Grade Levels Served	Current Status	FY2017 40 th Day ADM
Canyon Rose Academy	August 2003	Tucson	9–12	Open	301.542

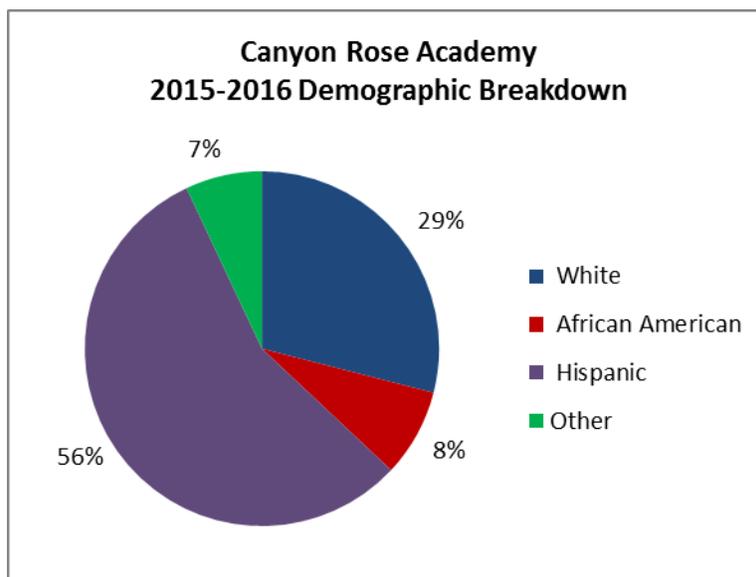
The academic performance of Canyon Rose Academy for the 2012–2014 fiscal years, based on the Board’s academic framework, is represented in the table below.

School Name	2012 Overall Rating	2013 Overall Rating	2014 Overall Rating
Canyon Rose Academy	61.88 / C-ALT	65.62 / C-ALT	61.46 / C-ALT

The academic framework uses two measures to calculate overall academic ratings, letter grades and state designations for school improvement. There has been a moratorium on letter grades until FY 2018, therefore the Board has not calculated overall ratings for FY 2015 and 2016. As it relates to school improvement, Canyon Rose Academy has not been designated for school improvement in FY 2017 and is therefore eligible to submit a request for expansion.

The enrollment cap for Canyon Rose Academy, Inc. is 549. The graph on page one shows ADM for the charter based on 100th day ADM for fiscal years 2013–2016, and 40th Day ADM for FY 2017.

The demographic data for Canyon Rose Academy from the 2015–2016 fiscal year is represented in the chart below.¹



The percentage of students served by Canyon Rose Academy in the 2015–2016 fiscal year who are classified as students eligible for Free or Reduced Price Lunch (“FRL”), English Language Learners (“ELL”), or are classified as students with disabilities is represented in the table on the next page.²

¹ Information provided by the Research and Evaluation division of the ADE.

² Information provided by the Research and Evaluation division of the ADE. If the percentage of students in a non-ethnicity-based demographic group is 0% or 100%, the percentage for that demographic group was redacted.



School Name	FRL	ELL	Students with Disabilities
Canyon Rose Academy	67%	*	13%

As stated in Board policy, prior to an expansion amendment request being considered by the Board, staff conducts a compliance check. CRA was found to be in compliance. Additionally, CRA meets the Board’s Operational Performance Expectations.

IV. Additional School Choices

There are no alternative schools serving grades 9–12 within a five-mile radius of the proposed location (in Tucson near East Catalina Highway and East Tanque Verde Road).

V. Board Options

Option 1: The Board may approve the New School Amendment Request and the Enrollment Cap Notification Request. The following language is provided for consideration:

I move, based on the information contained in the Board materials and presented today, to approve the request to add a new school to the charter contract of Canyon Rose Academy, Inc. to establish Canyon Rose Academy East to serve grades 9-12 in FY 2018.

As a separate motion in conjunction with the motion above, I move to approve the Enrollment Cap of Canyon Rose Academy, Inc. from 549 to 800 for implementation in FY 2018.

Option 2: The Board may approve the New School Amendment Request and approve the Enrollment Cap Notification Request with conditions. The following language is provided for consideration:

I move, based on the information contained in the Board materials and presented today, to approve the request to add a new school to the charter contract of Canyon Rose Academy, Inc. to establish Canyon Rose Academy East to serve grades 9-12 in FY 2018.

As a separate motion in conjunction with the motion above, I move to approve the Enrollment Cap of Canyon Rose Academy, Inc. from 549 to 800 effective upon the opening of Canyon Rose Academy East.

Option 3: The Board may approve the New School Amendment Request and deny the Enrollment Cap Notification Request. The following language is provided for consideration:

I move, based on the information contained in the Board materials and presented today, to approve the request to add a new school to the charter contract of Canyon Rose Academy, Inc. to establish Canyon Rose Academy East to serve grades 9-12 in FY 2018.

As a separate motion in conjunction with the motion above, I move to deny the request to increase the enrollment cap of Canyon Rose Academy, Inc., for the reasons that: (Board member must specify reasons the Board found during its consideration.)

Option 4: The Board may deny the New School Amendment Request and deny the Enrollment Cap Notification Request. The following language is provided for consideration:

I move, based on the information contained in the Board materials and presented today, to deny the request to add a new school to the charter contract of Canyon Rose Academy, Inc. to establish Canyon Rose Academy East to serve grades 9-12 in FY 2018 and deny the request to increase the enrollment cap of Canyon Rose Academy, Inc., for the reasons that: (Board member must specify reasons the Board found during its consideration.)



APPENDIX A
STAFF RECOMMENDATION
CRITERIA CHARTS

Staff Recommendation Criteria Chart

New School Amendment Request

Staff Recommendation Criteria	Satisfies Criteria	Justification/Summary
In operation for three years	<input checked="" type="checkbox"/>	The Charter Holder has been in operation for 14 years.
Rating of “Meets” on the Operational Performance Dashboard in the most recent year	<input checked="" type="checkbox"/>	The Charter Holder received an Overall Rating of “Meets” on the Operational Performance Dashboard in FY 2016.
Rating of “Meets” on the Financial Performance Dashboard in the most recent year	<input checked="" type="checkbox"/>	The Charter Holder received an Overall Rating of “Meets” on the Financial Performance Dashboard in FY 2016.
Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five-mile radius of the school’s location; <u>or</u> the proposed school offers a unique program of instruction within a five-mile radius of the target area.	<input checked="" type="checkbox"/>	The proposed school offers a unique program of instruction within a five-mile radius of the target area. According to searches on the Arizona Department of Education website and ASBCS Online, there are no alternative schools within a five-mile radius of the proposed location.

Staff Recommendation Criteria Chart

Enrollment Cap Amendment Request

Staff Recommendation Criteria	Satisfies Criteria	Justification/Summary
In operation for three years	<input checked="" type="checkbox"/>	The Charter Holder has been in operation for 14 years.
Rating of "Meets" on the Operational Performance Dashboard in the most recent year	<input checked="" type="checkbox"/>	The Charter Holder received an Overall Rating of "Meets" on the Operational Performance Dashboard in FY 2016.
Rating of "Meets" on the Financial Performance Dashboard in the most recent year	<input checked="" type="checkbox"/>	The Charter Holder received an Overall Rating of "Meets" on the Financial Performance Dashboard in FY 2016.
Past enrollment trends indicate need for increase within three years	<input type="checkbox"/>	Enrollment has remained steady. CRA had a total enrollment increase of 29 students from FY 2014 to FY 2017, as indicated by the Charter Holder's ADM. The pace of this trend does not indicate a need for an increase.
ADM is within 85% of current enrollment cap	<input type="checkbox"/>	The Charter Holder currently serves 301 students, according to ADE school finance. The current enrollment cap is 549. The Charter Holder is within 55% of its current enrollment cap.
Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five-mile radius of the school's location; <u>or</u> the proposed school offers a unique program of instruction within a five-mile radius of the target area.	<input checked="" type="checkbox"/>	The proposed school (for which the enrollment cap is requested) offers a unique program of instruction within a five-mile radius of the target area. According to searches on the Arizona Department of Education website and ASBCS Online, there are no alternative schools within a five-mile radius of the proposed location.

APPENDIX B
NEW SCHOOL AMENDMENT
REQUEST FORM

New School Site Notification Request

Charterholder Info

Charter Holder

Representative

Name:
Canyon Rose Academy, Inc.

Name:
Eugene Kinghorn

CTDS:
10-87-15-000

Phone Number:
520-797-4884

Mailing Address:
3686 West Orange Grove Road
Suite 192
Tucson, AZ 85741
> [View detailed info](#)

Downloads

 [Download all files](#)

Form Fields

Name of school
Canyon Rose Academy - East

Grade levels to be served

9th
10th
11th
12th

First day of Operation
08/03/2017

Physical Address
8981 E. Tanque Verde Road, #281
Tucson, AZ 85749

Physical Phone Number
5209812326

Physical Fax Number
(No response)

Mailing Address
3686 W. Orange Grove Road, #192
Tucson, AZ 85741

Mailing Phone Number
520-797-4884

Mailing Fax Number
520-797-8868

Attachments

Board Minutes –  [Download File](#)

Occupancy Documentation

 [Download File](#) – Occupancy Compliance Assurance and Understanding for Canyon Rose Academy, Inc.

Lease agreement or proof of purchase for facility –  [Download File](#)

Copy of Fingerprint Clearance Card for school site administrator –  [Download File](#)

Copy of liability insurance coverage –  [Download File](#)

Narrative –  [Download File](#)

Additional Information

-  [Download File](#) — Enrollment Matrix for Canyon Rose Academy, Inc.
-  [Download File](#) — Canyon Rose signed Agricultural Land Regulation Assurance and Understanding
-  [Download File](#) — Staffing chart for Canyon Rose, revised

Signature

Charter Representative Signature
Eugene Kinghorn 12/13/2016

APPENDIX C
ENROLLMENT CAP AMENDMENT
REQUEST FORM

Enrollment Cap Notification Request

Charterholder Info

Charter Holder

Name:
Canyon Rose Academy, Inc.

CTDS:
10-87-15-000

Mailing Address:
3686 West Orange Grove Road
Suite 192
Tucson, AZ 85741
> [View detailed info](#)

Representative

Name:
Eugene Kinghorn

Phone Number:
520-797-4884

Downloads

 [Download all files](#)

Enrollment Cap

From:
549

To:
800

Attachments

Board Minutes –  [Download File](#)

Increase to Enrollment Cap Attachments

The following 2 attachments are only required if the enrollment cap is increasing.

[Documentation that current facilities can accommodate requested capacity](#) –  [Download File](#)

[Narrative describing the staffing changes and recruiting efforts that will be made to reach capacity](#) –  [Download File](#)

Additional Information

-  [Download File](#) – Enrollment Matrix for Canyon Rose Academy, Inc.
-  [Download File](#) – Canyon Rose East Occupancy Compliance Assurance and Understanding
-  [Download File](#) – Canyon Rose Staffing Chart, revised

Signature

Charter Representative Signature
Eugene Kinghorn 12/13/2016

APPENDIX D

AMENDMENT REQUEST MATERIALS



**NARRATIVE for CANYON ROSE ACADEMY EXPANSION REQUESTS:
NEW SCHOOL and ENROLLMENT CAP INCREASE**

Rationale: New Site & Enrollment Cap Increase

Families and youth on the northeast side of Tucson are requesting flexible access to high school education at a school with non-traditional hours of operation and the opportunity for credit recovery. Canyon Rose Academy, Inc., chartered as an alternative high school, offers extended hours of school operation, the opportunity for credit recovery, and access to a quality education leading to a high school diploma.

There are no schools on the AZ Department of Education's alternative school list in this area. A school search using ASBCS online returned no alternative high schools were found within 5 miles of Tucson zip codes 85750 and 85749. Although the zip code for the new school site is 85749, it is on the border of two zip codes. As our market analysis shows, the target area is a highly trafficked corridor. The closest credit recovery high schools cluster in zip codes 85710 and 85730, which is further to the south in northeast/east Tucson.

A request for an increase of enrollment cap for Canyon Rose Academy Inc. comes in conjunction with a request for a new school site.

The second campus, Canyon Rose Academy East, will start the 2017-2018 School Year on August 3, 2017. This calendar at the new site will mirror Canyon Rose Academy's schedule - students will attend one of three block sessions per day from Monday thru Thursday each week.

Staffing Plan: New Site & Enrollment Cap Increase

Our Staffing Chart, for Canyon Rose and Canyon Rose East includes:

Administrative staff – Canyon Rose's system uses a superintendent, who like a county superintendent of schools oversees multiple schools and school sites; two on-site administrators, one principal and one assistant principal; and lead teacher(s). The person currently serving as AP at Canyon Rose will be able to fulfill AP responsibilities in FY 18 at both schools. In FY 19 & 20, we plan to have that school leader full time at Canyon East and will assign a different AP at Canyon.

Lead teachers are assigned among experienced staff during spring of the previous year. Canyon Rose will determine its lead teachers in spring 2017. One of the experienced lead teachers from Canyon Rose, Dahlstrom or Rutherford, will open Canyon East. The lead teacher(s) assignments will be made during Spring of the year preceding the next school year – when contracts are issued.

Instructional Staff – Instructional staff are added to Canyon Rose as enrollment at that school increases. Instructional staff cover the new site and projections as enrollment at that school increases.

Non-instructional staff – Our system uses two front desk clerks. That is constant for the existing school and reflected on the chart for Canyon East.

- **Recruitment and Hiring**

Selection of unique instructional skills for our targeted student population begins during the screening process and continues through the interview.

Sourcing:

Indeed.com, Pima County Community College, Grand Canyon University, University of Arizona, ASU

- Advertising enlists a global positioning of our instructional positions, allowing for the most inclusive process for:
 - Instructional candidates from alternate backgrounds
 - Non-certified instructional candidates

Selection Criteria:

R.O.S.E.'s selection criteria for resumes/CVs/applications is underpinned and prioritized by:

- Common Core Content degree
- Tutoring or coaching experience
- Teaching experience
- Service to At-risk population
- STEM backgrounds

Selection Tools:

R.O.S.E.'s selection tools for the interview process are:

- Pre-Interview Activities to garner additional insight into candidate's knowledge/skills/abilities and likelihood to be successful and retained within the R.O.S.E.® pedagogy
- Interview rubric is designed to target
 - Content area knowledge
 - Alternate teaching strategies
 - Ability to engage students
 - Ability to inspire critical thinking and independent learning
 - Data analysis of student's progress utilizing
 - Assessments
 - Diagnosis
 - Prescription

- Explaining what the student learned to the student
 - Application of what student learned to additional areas of study
 - Individual's technology skill assessment
- Applicant Observation is used when a 2nd interview is warranted. Candidates prepare a 30-minute lesson and present as if presenting to students. It is the same assessment tool we use for teacher development who work for us.
- Both the Interview Rubric and Applicant Observation have a ratings scale
 - Interview Rubric – Highly Effective=80-100, Effective=65-79 (80th percentile), Inconsistent Effectiveness=55-64 (70th percentile), Ineffective=below 55
 - Applicant Observation –
 - 1 = Teacher is ineffective in use of elements
 - 2 = Teacher is developing in use of elements
 - 3 = Teacher is effective in use of elements
 - 4 = Teacher is highly effective in use of elements

- **Hired**

Canyon Rose Academy is currently fully staffed. Canyon Rose's salary scale and benefits package make it very attractive for qualified teachers who are interested in working in Tucson. Staff from the current school may be placed in the new school site to continue the quality alternative education that Canyon Rose offers in Tucson.

- **Trained**

Canyon Rose Academy Inc. has a stellar Professional Development program. Professional Development for all staff members including administrators, clerks, and instructional staff begins at the time of hire, in July for new instructional staff, pre-service before schools starts for all staff, and in-service throughout the school year. In addition, there is ongoing, job-embedded development of instructional staff each week throughout the school year. Our strong Professional Learning Community (PLC) is a distinguishing characteristic of Canyon Rose's approach to education.

Since Canyon Rose Academy's student population is predominantly at-risk students who are over aged and do not have the amount of credits of a student on a traditional pace, we see a deficit of foundational skills and appropriate knowledge base needed to complete course work. The lack of foundational skills also affects student performance on state mandated tests. Our system is designed to teach our specific population of students how to learn, through our system of University of Kansas (KU) and Strategic Tutoring (ST) courses and strategy development. Our instructional schedule combined with our Student Behavior Management System creates an effective system to ensure a safe learning environment for our specific population of at-risk students.

Here is an example of our New Teacher Orientation for SY 16-17. Specific dates will be altered to coincide with future calendars. Items may be added as part of our continuous improvement process.

<ul style="list-style-type: none"> • Teacher will participate in new teacher orientation July 30th & 31st. • Teacher will participate in the district pre-service August 1st & 2nd • Teacher will shadow & participate in school site pre-service August 3rd through the 7th 						
Task/Objective (familiarize self with these skills & concepts)	Person Responsible	Intro	Guided Practice	Mastery	Self-Assessment (how do you rate your understanding & skill level?)	New Teacher Notes/Comments/Questions
Curriculum <ul style="list-style-type: none"> • Curriculum in OW • Locating content area materials in Student Reference folder, teacher reference folder, & operation share • Understanding the Content Team’s Efforts/Collaboration/Planning • Using OW to track student progress & provide instruction • Hard Copy Courses (literature packets) • Small Group Classes (KU strategies, course overviews, targeted instruction) • KU strategies (University of Kansas Center for Research and Learning: strategic tutoring, Error Monitoring, Sentence Writing Strategies, First Letter Mnemonic, Paired Associates, & Word Identification) • Pacing & Goal Setting • Grading Procedures for Content Area • Data collection • Using ADPEA to meet student needs • Book check-out/check-in process • Saving student Artifacts • Data collection 	<ul style="list-style-type: none"> • Content Team • Lead teacher • Assistant Principal • Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
OW <ul style="list-style-type: none"> • Teacher view vs. student view • Logging into student OW accounts • Running student OW reports from teacher login • Understanding & using OW for monitoring academic progress • Using OW reports for completing progress reports (ELL, SPED, bi-weekly) • Unlocking • Online Access to OW 	<ul style="list-style-type: none"> • Lead teacher • Content Team • Assistant Principal • Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
Credit Attainment & RP3 <ul style="list-style-type: none"> • Completing & submitting credit award slips • Credit Recovery Process & Procedures 	<ul style="list-style-type: none"> • Assistant Principal • Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice	

<ul style="list-style-type: none"> • Teacher will participate in new teacher orientation July 30th & 31st. • Teacher will participate in the district pre-service August 1st & 2nd • Teacher will shadow & participate in school site pre-service August 3rd through the 7th 						
Task/Objective (familiarize self with these skills & concepts)	Person Responsible	Intro	Guided Practice	Mastery	Self-Assessment (how do you rate your understanding & skill level?)	New Teacher Notes/Comments/Questions
<ul style="list-style-type: none"> • Pacing • Reporting students who are off pace & not making progress • Using ADPEA to improve academic progress • Setting & adjusting goals with students • Identifying ELL/SPED students and their needs • Exploring curricular choices & options with students • Individualizing instruction & goals • Data Collection 	<ul style="list-style-type: none"> • Lead teacher • Content Team 				<input type="checkbox"/> Mastery	
Progress Reports <ul style="list-style-type: none"> • Location of ELL/SPED files • Completing progress reports (bi-weekly, ELL, SPED/504) – including goals • Communicating with SPED teacher 	<ul style="list-style-type: none"> • Assistant Principal • Principal • Lead teacher • English Team 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
OW Online Access <ul style="list-style-type: none"> • Showing students how to use OW Online • Encouraging students to use OW Online 	<ul style="list-style-type: none"> • Lead teacher • English Team 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
New Student Orientation (identifying student needs) <ul style="list-style-type: none"> • Using the New Student Orientation checklist • Course overview procedure • ADPEA Orientation Assessments • ADPEA Interventions • AzMERIT needs & how to get student to Pass AzMERIT • Identifying behavioral issues • Identifying SPED/504 issues • Utilizing the SPED consult model • Pacing & Goal Setting (establishing routine) 	<ul style="list-style-type: none"> • Assistant Principal • Lead Teacher • SPED teacher 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
Behavioral Management <ul style="list-style-type: none"> • Discipline Matrix • Adlerian Theory • Writing referrals in SM & submitting referrals • Student Handbook • Adjusting discipline • Using Redirection methods • Identifying behavioral issues 	<ul style="list-style-type: none"> • Principal • Assistant Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
Classroom & School Management <ul style="list-style-type: none"> • Assigned seating • Stretch & staff duties 	<ul style="list-style-type: none"> • Lead Teachers • Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice	

<ul style="list-style-type: none"> • Teacher will participate in new teacher orientation July 30th & 31st. • Teacher will participate in the district pre-service August 1st & 2nd • Teacher will shadow & participate in school site pre-service August 3rd through the 7th 						
Task/Objective (familiarize self with these skills & concepts)	Person Responsible	Intro	Guided Practice	Mastery	Self-Assessment (how do you rate your understanding & skill level?)	New Teacher Notes/Comments/Questions
<ul style="list-style-type: none"> • Session changes & staff duties • Front desk passes • Principal passes & appointment sign-up • Cleanliness (staff cleaning duties) • Ensuring a positive, safe, & secure learning environment • Maximizing instructional time • Customer Service Perspectives • Reporting concerns 	<ul style="list-style-type: none"> • Assistant Principal 				<input type="checkbox"/> Mastery	
Rose Operating System for Education <ul style="list-style-type: none"> • PEG <ul style="list-style-type: none"> • Pass AzMERIT • Earn Credit • Graduate • Emergency Response Binder (read & initial) • ELL/SPED Binder (read & initial) • Canyon Rose Mission & Vision • AdvancED Accreditation • KU Strategies • R.O.S.E. Tools • Response to Intervention (RTI) • Website • Special education consult model 	<ul style="list-style-type: none"> • Principal • Assistant Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
Course Proposals & Modifications <ul style="list-style-type: none"> • Backward Design • Locating templates in operation share • Writing course modifications (when & how) 	<ul style="list-style-type: none"> • Principal • Assistant Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
Professional Development <ul style="list-style-type: none"> • MIA • APATs • Daily PLC's • Employee Handbook 	<ul style="list-style-type: none"> • Principal • Assistant Principal • Curriculum Team 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	
Role of Different Staff <ul style="list-style-type: none"> • Clerks • Principal & Assistant Principal • Retention Specialist • Instructional Aide 	<ul style="list-style-type: none"> • Assistant Principal 				<input type="checkbox"/> Basic <input type="checkbox"/> Guided Practice <input type="checkbox"/> Mastery	

ASBCS' enrollment matrix reflects the configuration found in a traditional school. It is formatted to classify teachers by grade level. As an alternative school, we categorize our

teachers and instructional staff by subject (content) area. Even though we anticipate the vast majority of our students to be, according to age or cohort status, 11th or 12th “graders” including Super Seniors, those students need to recover freshman and sophomore level high school skills and credits. As a credit recovery high school, more students than 9th or 10th graders need Algebra 1 and Geometry. English teachers teach ELA 9 and 10, as well as upper level English courses.

Target Population: New Site

- **The students the proposed school intends to serve;**

As an alternative high school, Canyon Rose Academy serves students from age 14 up to their 22nd birthday, who are at-risk of not completing high school or need to be re-engaged after dropping out. We specialize in serving over-aged and under-credited students.

- **How the population is similar to, or different from, the population currently served by the school(s) operating under the charter;**

The target population for Canyon Rose Academy East is similar to the student population currently being successfully served by the other school operating under this charter. Canyon Rose’s nontraditional approach to education attracts overaged and under-credited students, dropouts, and special education students.

Research and evidence based publications on alternative education show that any community, regardless of economic status, has

- students that are better served by an educational program that has a nontraditional approach.
- young people who qualify as eligible for alternative schooling by
 - having a documented history of disruptive behavior issues.
 - dropping out of school and are now returning.
 - Being in poor academic standing as demonstrated by being at least one year behind on grade level performance or academic credits.
 - being primary caregivers or are financially responsible for dependents and, therefore, may require a flexible school schedule.
 - being adjudicated.
 - being wards of the state and are in need of an alternative school setting

Our interviews with prospective families show that we would attract students looking for/needing a nontraditional approach to education, students with certain kinds of special needs, and students served by alternative schooling.

Families in the area are hungry for a nontraditional approach to education. They have expressed that their students are looking for an educational approach that is self-paced, but not self-taught.

Further, there are students in this far northeast area of Tucson that fit into most of the alternative school student categories. For example, there are students with a documented history of disruptive behavior including Emotional Disabilities or ADHD transcend economics. Canyon Rose's small school environment is often exactly what such students need. There are dropouts from every socio-economic status. The students who do not stay enrolled in such a college prep or district school enroll in another school. Further, Tucson's newspaper has reported investigative journalism that students are social promoted by district schools. AzMERIT scores at the district high schools show a high percentage of "Minimally Proficient" students. In contrast to schools where students are able to earn course credit by "keeping a seat warm", Canyon sets a bar of 70% mastery learning, in a nationally recognized and Arizona standards aligned curriculum, in order for students to earn course credit. We've talked with probation officers. They have shared that there is a need in this area. There are pregnant or parenting youth in this area, as well as youth that are the primary caregiver for another family member.

- **Whether the students will be primarily neighborhood or commuter;**

We expect many students to be in the neighborhood of the 85750 and 85749 zip codes. The new school site will also draw commuters from 85718, which also has no schools identified as "alternative."

- **A demographic profile of the population;**

There are about 40,000 people in the Tanque Verde valley and 153,500 within a five-mile radius.

City-data.com shows:

- a high to very high distribution of high school age and 19-20 year olds in the zip codes, 85718, 85749, and 85750.
- 85718 median household income is above the state average. The median house value is significantly above the state average, yet 34% of the residents are renters. Despite that, a bar chart of household income shows a spike of households in the \$20-24,999 and \$40 – 44,999 ranges. These households have difficulty paying private school tuition.
- 85749 median household income is above the state average. The median house value is above the state average, and 17% of the residents are renters. Despite that, a bar chart of household income shows a cluster of households with annual incomes between \$20,000 to 29,999. Paying private school tuition is a hardship for these families.

- 85750 median household income is above the state average. The median house value is above the state average, yet 27% of the residents are renters. A bar chart of household income shows a high percentage of households with annual incomes less than \$39,999, over 1700 <\$19,999. Again, these households have difficulty paying private school tuition.
- Unemployment rates range from 4.6% in 85718, 6.5% in 85750, and 9.1% in 85749.
- Ethnicity in all zips is predominately, over 80%, White.

- **Current levels of academic performance; and**

Although the levels of academic performance at traditional schools in the area are decent to very good - considering statewide performance on AzMERIT, there are still many students who are minimally proficient at each school. As a school that specializes in serving overaged and under-credited students in poor academic standing, Canyon Rose Academy educates precisely the students who have not succeeded in a traditional school. Further, other categories of students in need of an alternative school setting, e.g. those with documented history of disruptive behavior, primary caregivers, exist in any socio-economic level or setting.

Traditional district high schools in the area were A rated in 2014; however, those ratings are almost three years old. Arizona’s State Board of Education is currently revising its A-F School Accountability system. During this time of lack of current letter grades, here is a report of AzMERIT performance.

AzMERIT Performance Area District HS & Year	Percent Passing	Percent Minimally Proficient	Percent Partially Proficient	Percent Proficient	Percent Highly Proficient
Sabino HS					
ELA – 2015, 2016	32, 36	39, 42	29, 22	24, 26	8, 10
Math - 2015, 2016	37, 39	36, 39	27, 22	30, 33	6, 6
Tanque Verde HS					
ELA – 2015, 2016	37, 43	30, 30	33, 26	32, 34	5, 10
Math - 2015, 2016	41, 52	26, 24	33, 24	34, 40	8, 11
Catalina Foothills HS					
ELA – 2015, 2016	65, 67	14, 17	20, 16	38, 39	27, 29
Math - 2015, 2016	65, 74	15, 11	20, 15	39, 46	26, 28

- **Needs not currently met for the target population.**

The district schools in the targeted area, Sabino High, Tanque Verde High, and Catalina Foothills are not alternative, credit recovery high schools and do not have alternative education programs. There is a BASIS school in 85750, but that charter school does not serve the same target population. The need is high in this area of Tucson.

Quality Academic Option through Unique Program of Instruction: New Site

Canyon Rose Academy's mission, which is an expression of our educational philosophy, is to:

Canyon Rose Academy, as an alternative high school providing credit recovery for students with poor academic standing, will "Honor the Promise of Education" By:

- Training students in the fundamental skills needed to graduate high school, transition into continuing education or college, and explore career choices.
- Expanding how students learn how to think.
- Creating life options/opportunities for each graduate.

Concepts Fundamental to the Instructional Methods

The pervasive element of "added value" is fundamental to the school's program of instruction. The following provide general categories in which we will describe the specific "added values" our instructional program brings to our targeted students.

Academic Accountability

Canyon Rose's perspective on accountability carries with it the belief that evaluation should be a learning opportunity in which the person/student/learner understands the measures and grows through the experience. This is accomplished through the following methodologies:

- Individualized Test-Teach-Test diagnostic remediation
- Data-driven decision-making
- Student ownership of progress
- Mastery approach for course completion
- Reading and Writing program in all subject areas

Academic Structures and Operations

Canyon Rose's perspective carries with it the belief that a teacher's role is complex. How instruction is delivered, structured and systematized within the school is a CRA benefit for its students as shown by the following:

- A blended approach for the delivery of instruction;
- Flexibility of block scheduling to accommodate personal, family, and work commitments;
- Flexibility for dual enrollment in college;
- On demand use of state of the art computer technology and software that directly relates to college and career readiness;
- A small school setting; and
- A self-paced, individualized, electronic curriculum allows former dropouts, now drop-ins, to gain a purchase on educational needs.

Canyon Rose Academy’s East campus provides a special emphasis on standards aligned instruction to make a quality high school education accessible to overaged and under-credited students and students who need flexible access to a quality high school education.

Canyon Rose Academy has maintained a C-Alt rating as an alternative school. Staffing and administration at the second campus (Canyon Rose Academy East) will mirror that of the original Canyon Rose Academy campus to ensure student outcomes. In addition to state accountability, Canyon Rose Academy has successfully tracked student success through its own unique Model for Instructional Accountability.

Number of Instructional Days: New Site

As an alternative school, Canon Rose Academy East will use the block scheduling associated with an alternative calendar. As per statute, there are 144 school days. A student is required to attend 40 hours of school per week. The school is open from 7 a.m. to 10 p.m. Monday – Thursday and hours are available for additional tutoring and schoolwork on most Fridays.

Meeting Enrollment Targets: New Site & Enrollment Cap Increase

- **Market analysis:**

Larsen and Baker, a property management company, have provided a market analysis of the area within a one, three, and five-mile radius. The analysis includes Population, Race & Ethnicity, Number of Households, Median Household Income. The Market Analysis shows population to support a new school site.

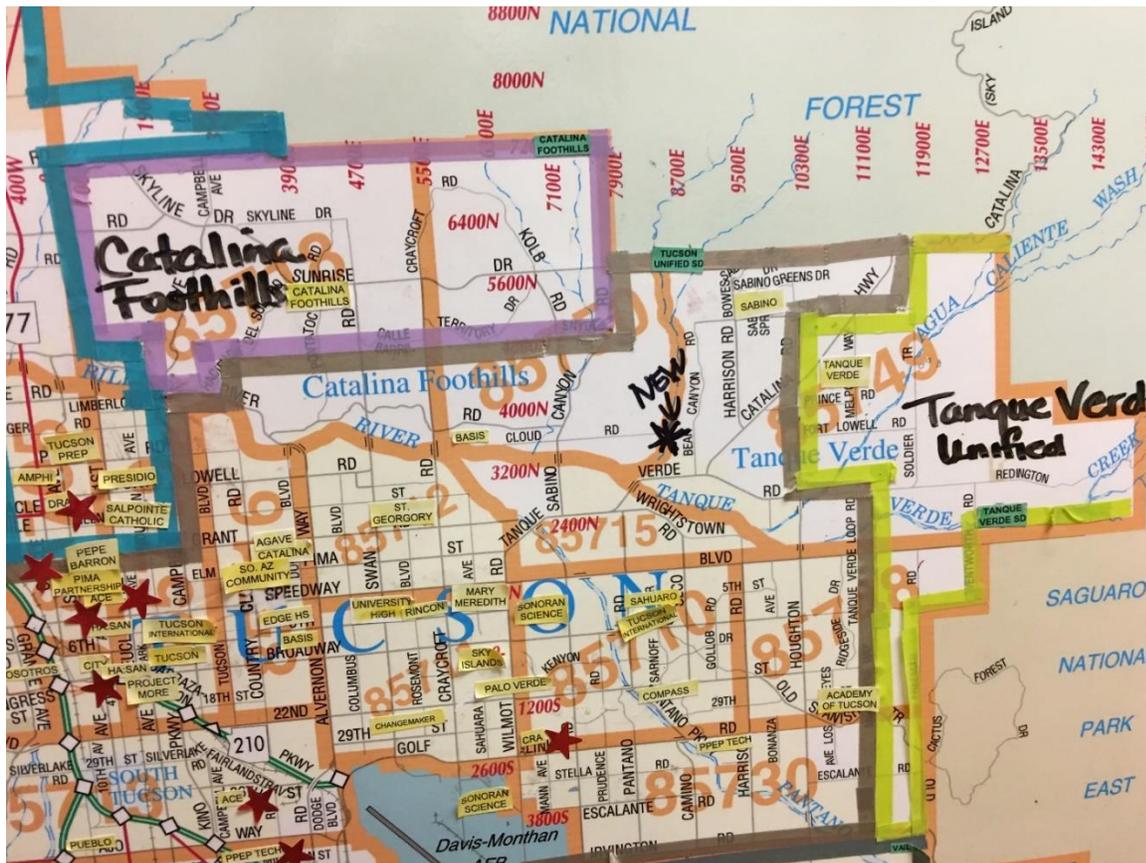
Selected data from the Market Analysis is presented in the table below:

Radii Categories	One mile	3 miles	5 miles
2015 population	4268	60390	153500
2020 population	4220	61222	155376
2015-2020 Annual Rate	-.23%	.27%	.24%
Ethnicity - White	87%	84%	82%
2015 Households	1943	28132	69523
2020 Households	1928	28567	70583
2015-2020 Annual Rate	-.15%	.31%	.30%

In addition, features of the location are:

- ✓ Access from three major arterials
- ✓ High income Trade Area
- ✓ Adjacent to a Public Library that generates ~24,000 visits a month

If a picture is worth a thousand words, this photo provides an illustration. In addition to the zip codes, the geographic boundaries for school districts are marked.



Educational Options and Need for School:

The educational options in the target area do not include any alternative schools within the zip codes. The need for an alternative school and a school open extended hours is high. Factual data - Traditional school websites confirm traditional daily school hours. ADE's list of alternative schools confirms there are not any alternative schools, accommodation, charter, or district, in that area. A school search of zip codes 85749 and 85750 using ASBCS Online returned no schools within 5 miles with the characteristic of Alternative/At Risk.

- **Timeline & communication to public**

Communication with the public will start in January 2017. Canyon Rose utilizes:

- Clear Channel for billboards,
- Social media
- Canyon Rose's website
- Word of mouth from students and families in the area who have had to commute to the existing Canyon Rose campus

Traffic during morning rush hour through this corridor is 36,000 vehicles daily.

- **Justification for targets**

This area of Tucson is an untapped resource for students in need of an alternative school setting. Canyon Rose's flexible schedule is not found elsewhere in this area of Tucson. Students and their families need that flexibility. We are placing the Canyon East campus 7 miles, 5 as the crow flies, from the existing campus. We considered several locations. We chose an area where there is not an alternative school or alternative education program within three contiguous zip codes, 85749, 85750, 85718.

Further, the Bear Canyon Shopping Center on East Tanque Verde Road is a major corridor with 36,000 vehicles driving during morning rush hour.

Canyon Rose's experience is that the opening of a new school results in a big student draw. Our enrollment targets are realistic considering that enrollment numbers exceed the numbers reflected in ADM. The ADM number is often reduced after ADE calculates its limited enrollment figure. Per our mission, we serve alternative students who are "at-risk" and would rather not turn away youth who are in need of access to a quality nontraditional approach to earning a high school diploma.

Canyon Rose’s enrollment has increased over the past three years – 286 in FY 14, 337 in FY 15, 330 in FY 16, and currently 333 projected for FY17. We used 328 on the Enrollment Matrix to stay conservative, yet the usual trend for Canyon is enrollment increases throughout the school year. We anticipate that the media blasts for the new school site, Canyon East, will also bring extra enrollment to the existing Canyon Rose Academy. Plus, we are considering property improvement to the existing Campus within the next couple years.

Historic data shows a new alternative charter school in an area without an alternative school draws a large number of enrollment. During its opening years, Canyon’s enrollment was 247 in the first year and 347 the second year.

When a new alternative charter high school, using the Rose Operating System for Education®, opened in another unserved area in Tucson, enrollment during the first three years was 395, 413, and 468. That charter attracted almost double the number budgeted for the first year, and 163 and 168 more students than budgeted in the 2nd and 3rd year. We are still, however, estimating conservatively.

Plan for Meeting Targets at Canyon Rose Academy:

The enrollment targets for each year FY 17 through FY 20 are realistic – anticipating incremental growth while conservative. As stated in the Enrollment Matrix, we anticipate an enrollment increase in each of the next few years, ranging from 22 enrollees from FY 17 to 18 to 10 from FY 18 to 19, then 15 in between FY 19 and 20.

We accomplish increased enrollment with personalized introductions to inquiring families, as well as aggressive advertising and promotion that utilizes digital and analog media.

We track the number of returning students in our Student Information System as E1s. Our returning student enrollment ranges from 56 to 61%.

We adjusted our staffing chart upward to anticipate new student enrollment.

Plan for Meeting Targets at Canyon Rose Academy East:

As stated in this narrative, experience shows that enrollment at a new campus, one that offers flexible school hours to a quality education, is robust.

As stated in the Enrollment Matrix, we anticipate a first year FY 18 enrollment of 295. Enrollment should increase 30 students from FY 18 to 19, and then 25 students from FY 19 to 20.

We plan an aggressive advertising and promotion as detailed under the “Timeline and Communication to the Public” bullet point in this narrative.

We anticipate a similar returning student percentage to that found at Canyon Rose Academy. The staffing chart for Canyon Rose Academy East anticipates new student enrollment in additional of instructional staff as student enrollment increases.

Additional Concrete Resources: New Site & Enrollment Cap Increase

Additional resources in Curriculum and Assessment will accompany the addition of a school site. Canyon Rose's contract with our electronic curriculum vendor, who provides both curriculum and assessment, is per computer; therefore, Canyon will add an additional 100 computers the first year and eventually 133. Because Canyon Rose operates three sessions per day, only students in a particular session, maximum 100, use the electronic curriculum at any given time. 100 licenses for three sessions gives access to 300 students per day in the first year. 33 more licenses will be added in FY 19 and FY 20, which accommodates 399 students. 300 and 399 cover the numbers projected in the enrollment matrix, as well as giving leeway if more students enroll than our conservative estimates. That happened historically when Canyon Rose opened. Student enrollment was higher than our estimates.

Rose Management Group will lend Canyon Rose Academy East \$60,000, the cost of purchasing computers, to deliver the electronic curriculum. Network and IT staff are provided in Canyon Rose's agreement with Rose Management Group, the education service provider.

Because Canyon Rose Academy Inc., an independent charter, contracts with a management company that serves several other charters, no additional concrete resources in Assessment or Instruction (beyond the additional instructional staff already mentioned in the staffing chart) will be needed.

Managing Expenses: New Site

Canyon Rose Academy Inc., an independent charter, currently contracts with a management company who agrees to provide initial startup costs for the expansion.

Canyon Rose Academy is contracted with an education service provider, Rose Management Group, Inc., (RMG). RMG, an education management organization, provides funding, comprehensive educational and business services to Canyon Rose Academy charter high school in Tucson, Arizona.

RMG provides ongoing financial support, which includes short term loans for working capital through an active line of credit and arranging equipment leasing agreements. RMG is able to provide a significant cost savings through bulk purchases of equipment, software, supplies, and professional services.

Education Service Provider Relationship

RMG provides consolidated management and financial resources to Canyon Rose Academy. The primary managerial functions include the CEO, Superintendent, COO, Financial Officer, and Research, Innovation and Outreach. Fiscal services include short-term cash loans, equipment purchases, and equipment & furniture leases.

RMG has an operating agreement with Canyon Rose Academy to provide the following services.

R.O.S.E.®	Curriculum unique to Canyon Rose Academy
Management fee	Includes Executive Admin Services, Fiscal Services, Purchasing Services, Human Resource Services, Legal and tax services, Payroll, Computing support, Maintenance, printing and publications
Capital leases	RMG provides computers, furniture and fixtures (student & admin desks, chairs)
Operating lease	Building rent
Administrative fee	Includes the following administrative costs; advertising, general supplies, insurance, repairs & maintenance, postage, telephone, utilities and vehicle expense.

Canyon Rose Academy is an independent charter high school that is able to expand their agreement with RMG to include the new site. RMG will provide the initial rent and startup costs associated with the new site. RMG will recover the rent and startup costs through their process of monthly billing.



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.

School Name: Canyon Rose Academy				
Position	Number of Staff Members			
	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Administration	2	2	2	2
Teachers/Instructional Staff				
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th	3	3	3	3
10 th	3	3	3	3
11 th	3	3	3	3
12 th	3	3	3	4
Specialty Staff (Music, Art, PE, etc.)				
Special Education	1	1	1	1
Paraprofessional	1	2	2	2
Additional Staff				
List title: <u>Front Desk Clerk</u>	2	2	2	2
Total Number of Staff Members	18	19	19	20

*To view an example of a completed staffing chart, review page 14 of The Guide to Amending a Charter.

Staffing Chart

School Name: Canyon Rose Academy - East				
Position	Number of Staff Members			
	Current—FY__	Anticipated— FY18	Anticipated— FY19	Anticipated— FY20
Administration		2	2	2
Teachers/Instructional Staff				
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th		2	2	2
10 th		2	2	3
11 th		2	2	2
12 th		2	3	3
Specialty Staff (Music, Art, PE, etc.)				
Special Education		1	1	1
Paraprofessional		2	2	2
Additional Staff				
List title: <u>Front Desk Clerk</u>		2	2	2
Total Number of Staff Members		15	16	17

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: Canyon Rose Academy				
	Leadership Team			
Title	Current—FY 17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Superintendent	Dr. Kelly Hurtado	Dr. Kelly Hurtado	Dr. Kelly Hurtado	Dr. Kelly Hurtado
Principal	Chris Golston	Chris Golston	Chris Golston	Chris Golston
Assistant Principal	Lisa Corkill	Lisa Corkill	TBD	TBD
Lead Teacher	Barbara Dahlstrom	TBD	TBD	TBD
Lead Teacher	Jacob Rutherford	TBD	TBD	TBD

School Name: Canyon Rose Academy - East				
	Leadership Team			
Title	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Superintendent		Dr. Kelly Hurtado	Dr. Kelly Hurtado	Dr. Kelly Hurtado
Principal		Catherine Kinghorn	Catherine Kinghorn	Catherine Kinghorn
Assistant Principal		Lisa Corkill	Lisa Corkill	Lisa Corkill
Lead Teacher		Dahlstrom or Rutherford	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: Canyon Rose Academy				
Grade Level	Number of Students			
	Current—FY 17	Target—FY 18	Target—FY 19	Target—FY 20
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th	13	15	15	17
10 th	44	45	48	50
11 th	93	102	105	110
12 th	178	188	192	198
Total Enrollment	328	350	360	375

Enrollment Matrix

School Name: Canyon Rose Academy East				
	Number of Students			
Grade Level	Current—FY__	Target—FY 18	Target—FY 19	Target—FY 20
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th		10	12	14
10 th		40	42	45
11 th		85	91	100
12 th		160	180	191
Total Enrollment		295	325	350

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

**MINUTES OF ANNUAL MEETING OF
THE BOARD OF DIRECTORS OF
CANYON ROSE ACADEMY, INC.**

The annual meeting of the Board of Directors of CANYON ROSE ACADEMY, INC. was held on October 10, 2016, at 3686 West Orange Grove Road, Suite 192, Tucson, Arizona 85741, at the hour of 8:30 AM.

The following directors were present and constituted a quorum of the Board:

Dr. Eugene J. Kinghorn
12832 N. Sabino Canyon Pkwy.
Mt. Lemmon, AZ 85619

Catherine M. Kinghorn
12832 N. Sabino Canyon Pkwy.
Mt. Lemmon, AZ 85619

Ian Shalek
8271 N Wanda Rd
Tucson, Az 85704

The following individuals were also present at the meeting:

Cathleen Capen, Kelly Hurtado and Amy Schlessman,

The meeting was called to order by Dr. Eugene J. Kinghorn. Upon motion duly made, seconded and unanimously carried, Dr. Eugene J. Kinghorn was duly elected as Chairman of the meeting and Catherine M. Kinghorn was duly elected as secretary of the meeting.

The meeting was called to order by Dr. Eugene J. Kinghorn, the Chairman, and announced that the meeting was held pursuant to a written waiver of notice and consent to the holding of the meeting. The waiver and consent was presented to this meeting and, on a motion duly made, seconded and unanimously carried, was made a part of the records and ordered inserted in the minute book immediately preceding the records of this meeting.

The minutes of the previous Board of Directors meeting were approved.

The Chairman then announced that the election of officers was in order. Upon motion duly made and seconded, the following were unanimously elected as the officers of the Corporation to serve until the next annual meeting of the Board of Directors and until their successors are elected and qualified:

President:	Dr. Eugene J. Kinghorn
Vice-President:	Catherine M. Kinghorn
Secretary:	Ian Shalek

Furthermore, the Chairman then reviewed new school site under Canyon Rose Academy with the details as follows:

Name: Canyon Rose Academy East
Location: 8981 E. Tanque Verde Rd., #281, Tucson, AZ 85749.

Upon motion duly made and seconded, and after a complete discussion of the matter, the following resolution was unanimously adopted:

RESOLVED, that the Corporation approved the new school site under the Corporation with the following details:

Name: Canyon Rose Academy East
Location: 8981 E. Tanque Verde Rd., #281, Tucson, AZ 85749.

Furthermore, the Chairman then reviewed moving the enrollment cap in students for the Corporation be increased from 549 to 800. Upon motion duly made and seconded, and after a complete discussion of the matter, the following resolution was unanimously adopted:

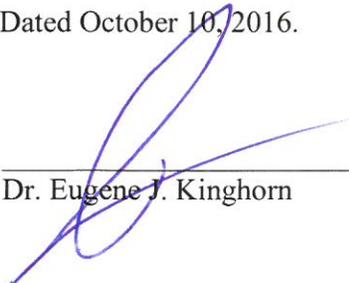
RESOLVED, that the Corporation shall increase the enrollment cap from 549 to 800.

Furthermore, the Chairman then reviewed the actions of the officers of the Corporation since its last annual meeting, and recommended that such actions be ratified, affirmed and adopted as the acts of the Corporation. Upon motion duly made and seconded, and after a complete discussion of the matter, the following resolution was unanimously adopted:

RESOLVED, that the actions of the officers of the Corporation on behalf of the Corporation, since its last annual meeting, be, and the same are hereby, ratified, affirmed, and adopted as the acts of the Corporation.

There being no further business to come before the meeting, upon motion made, seconded, and unanimously carried, the same was thereupon adjourned.

Dated October 10, 2016.



Dr. Eugene J. Kinghorn



Catherine M. Kinghorn

Arizona State Board for Charter Schools

Occupancy Compliance Assurance and Understanding

The Arizona State Board for Charter Schools (“ASBCS”), at a meeting held on June 8, 2009, 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 inspection report for each location where educational services will be provided prior to the initiation of state equalization payments.

The ASBCS 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 school sites under existing charter contracts, and 3) school sites under existing charter contract moving from one location to another until the school has submitted valid copies of the required certificate of occupancy and current fire marshal inspection report for the new educational facility.

Once the ASBCS office has verified that the appropriate documents for each location have been received, the ASBCS office will notify the school 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 20th of any month will generate a payment for the next month’s payment cycle. Schools marked eligible after the 20th of any month will not generate a payment in next month’s payment cycle. No off-system payments will be made.

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 inspection report to the ASBCS office for each of our school facilities. These documents must be verified by the ASBCS office prior to occupancy of the building and prior to receipt of equalization payments for students enrolled at this site.

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.

Canyon Rose Academy, Inc.
Charter Holder Name

Charter Representative Signature

9/29/16
Date



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	Canyon Rose Academy, Inc.
Name of Charter School	Canyon Rose Academy East

Check box below to indicate which statement applies	
<input checked="" type="checkbox"/>	The charter school is not located less than one-fourth mile from agricultural land.
<input type="checkbox"/>	The charter school is located less than one-fourth mile from agricultural land and attached is the written agreement with the owner agreeing to comply with the buffer zone requirements and evidence that the agreement has been filed in the office of the county recorder as a restrictive covenant running with the title to the land.
<input type="checkbox"/>	The charter school is located less than one-fourth mile from agricultural land and the entity is currently working with the owner to create a written agreement to comply with the buffer zone requirements and will record the agreement in the office of the county recorder as a restrictive covenant running with the title to the land. 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.

Signature
<p>BY SIGNING BELOW, I UNDERSTAND AND AFFIRM THAT THE FOREGOING 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.</p> <p>Charter Representative Signature: _____</p> <p>Date: 10/7/16</p>



**LARSEN
BAKER**

Development • Brokerage
Management

6298 E. Grant Rd., Ste: 100 • Tucson, AZ 85712

P: (520) 296-0200 • F: (520) 296-1571

www.larsenbaker.com

September 9, 2016

Dr. Kelly Hurtado, Superintendent
Canyon Rose Academy
3686 W. Orange Grove, Suite
Marana, AZ 85741

Re: Letter of Intent to Lease- Canyon Rose Academy Location
8981 E. Tanque Verde, Suite 281
Tucson, AZ 85749

Dear Dr. Hurtado,

Thank you for considering Bear Canyon Shopping Center for a new Rose Academy northeast campus. We know that your group puts a lot of thought and analysis into where Rose Academy's education philosophy is most needed, and where it will thrive. Bear Canyon is an excellent opportunity to locate into the northeast Tucson trade area, an area underserved by quality charter high schools.

There are about 40,000 people in the Tanque Verde valley, and all of their commercial options are concentrated at the Catalina Hwy/Tanque Verde Rd. intersection.

We acquired the ±70,000 sq.ft. Bear Canyon Shopping Center as a bank REO in 2010. It was in poor condition at that time. We invested in a major exterior remodel of the buildings and have since attracted many great new tenants. Our shopping center has excellent visibility, signage, access and parking. We have a ±8,537 sq.ft. space next to Rocks and Ropes for your education group that can be built out to accommodate Pima Rose's classrooms. Here is how we can set up a lease:

Landlord: Bear Canyon Associates, LLC
c/o Larsen Baker LLC
6298 E. Grant Rd., Ste. 100
Tucson, AZ 85712
Ph: (520) 296-0200/Fax: (520) 296-1571
melissa@larsenbaker.com

Tenant: Canyon Rose Academy
Attn: Dr. Kelly Hurtado, Superintendent
3686 W. Orange Grove
Marana, AZ 85741

The full performance of the lease will be personally guaranteed by the principals of the Tenant.

Shopping Center: Bear Canyon Shopping Center
8963-8995 E. Tanque Verde Rd
Tucson, AZ 85749

Premises: Approximately 8,537 square feet located at 8981 E. Tanque Verde, Suite #281 of Bear Canyon Shopping Center. A Preliminary Site Plan is attached as Exhibit A.

Use: As a Canyon Rose Academy charter high school. No other use will be allowed without Landlord's prior consent.

Term: Ten (10) years from the Rent Commencement Date.

Renewal Option: Tenant will have one (1) option to renew the lease at the conclusion of its initial term for an additional ten (10) years.

Base Rent: The Base Rent will be as follows:

<u>Lease Months</u>	<u>Rent/Sq.Ft.</u>	<u>Base Monthly Rent</u>
01-12	\$12.50	\$8,931.25 + CAM Expenses and Rental Tax
13-120		Starting on month 13 and each year thereafter, Base Monthly Rent will increase by 2.5% per annum.

OPTION TERM (if exercised by Tenant)

121-240		Base Rent for the option term will increase by 2.5% per annum.
---------	--	--

Delivery Date: Upon substantial completion of Landlord's Work. See Exhibit B for a description of Landlord's Work. Estimated Delivery Date is February 1, 2017.

Rent Commencement: Rent will commence the earlier of: Tenant's opening for business in the Premises or two (2) months after the Delivery Date.

CAM Expenses: Tenant will be responsible for its prorata share (12.29%) of the Shopping Center's operating expenses (CAM Expenses). CAM Expenses mean Landlord's costs for real estate taxes, property and liability insurance, and common area operating costs of the Shopping Center. Tenant's prorata share is a fraction equal to the size of the Premises divided by the size of the Shopping Center.

For the first year of the lease term, the CAM Expense will be fixed at \$3.10/sq.ft. (\$2,214.95/month). Thereafter, CAM Expenses will be reconciled and adjusted annually to conform to Landlord's actual annual operating expenses. Rental tax is in addition.

Landlord's Maintenance: Landlord at its sole cost will maintain, repair and replace the structural elements of the Shopping Center, including the roof and wall structure, foundation, slab, underground sewer and the utility lines into the Premises.

Tenant's
Maintenance: Tenant will maintain all non structural components of the inside of the Premises and the Premises storefront and glass.

Security Deposit: Waived. The first month's rent/CAM Expense and rental tax (\$8,931.25 + \$2,214.95 + \$278.66 = \$11,424.86) will be due at lease execution.

Tenant
Improvements: Landlord will deliver the Premises to Tenant in the "turn key" condition as generally outlined in Exhibit B as Landlord's Work.

Façade Signs: Tenant will be permitted its preferred signage on the Premises façade, pursuant to municipality approvals and subject to Landlord's sign criteria. Tenant will be responsible for all costs associated with Tenant's signs and installation.

Monument Signs: Tenant will be permitted to install sign bands on Landlord's existing monument signs. Landlord will provided a two (2) sided sign panel on each of Landlord's three existing monument signs. Tenant will pay for its own sign fabrication cost.

HVAC: Landlord will deliver the Premises with the HVAC system in good working order upon the Delivery Date. Thereafter, Landlord will provide a warranty for the first year of the Lease Term for any Major Repair (any repair over \$350.00 per unit per service call), provided Tenant maintains a service contract with a licensed HVAC company with a minimum of quarterly filter changes.

Utilities: Tenant will be responsible for paying directly those utilities that are separately metered to Tenant's Premises. Tenant will pay its prorata share of utilities in common with other tenants (typically water), and its prorata share of utilities for the common area.

Brokers: CBRE Commercial Real Estate Services (Pete Villaescusa) and Larsen Baker LLC (Melissa Lal & Andy Seleznov) collectively represent exclusively the Landlord. Tenant is self represented. Both Landlord and Tenant agree that each will seek out and obtain their own separate business and legal counsel with respect to the terms of the lease. Landlord will pay a commission to its exclusive brokers pursuant to a separate agreement. Tenant acknowledges that some principals of Landlord are licensed real estate brokers in Arizona.

On behalf of all of us at Bear Canyon Associates LLC, thank you both for working with us on this potential business expansion for Rose Academies. This letter of intent and any related correspondence is not binding on any party. Only a fully executed and delivered lease will constitute a contract and be binding.

However, if this letter of intent is generally acceptable to you, it will form the basis of a lease document that we will prepare and then submit to you for your review and approval. We hope that Canyon Rose Academy will join us once again at Bear Canyon Shopping Center. Please call me if you have any questions on this or need further information.

Sincerely,



Melissa Lal, CCIM
Director of Real Estate

AGREED TO IN PRINCIPLE:
Bear Canyon Associates, LLC

By: _____

Its: _____

Date: _____

cc: Pete Villaescusa

AGREED TO IN PRINCIPLE:
Canyon Rose Academy

By: _____

Date: _____

CANYON ROSE ACADEMY
BEAR CANYON SHOPPING CENTER
EXHIBIT A
DESCRIPTION OF PREMISES



Not to Scale
Subject to Change

Landlord's Initials

Tenant's Initials

**CANYON ROSE ACADEMY
BEAR CANYON SHOPPING CENTER
EXHIBIT A-1
ARCHITECTURAL RENDERING OF PREMISES**

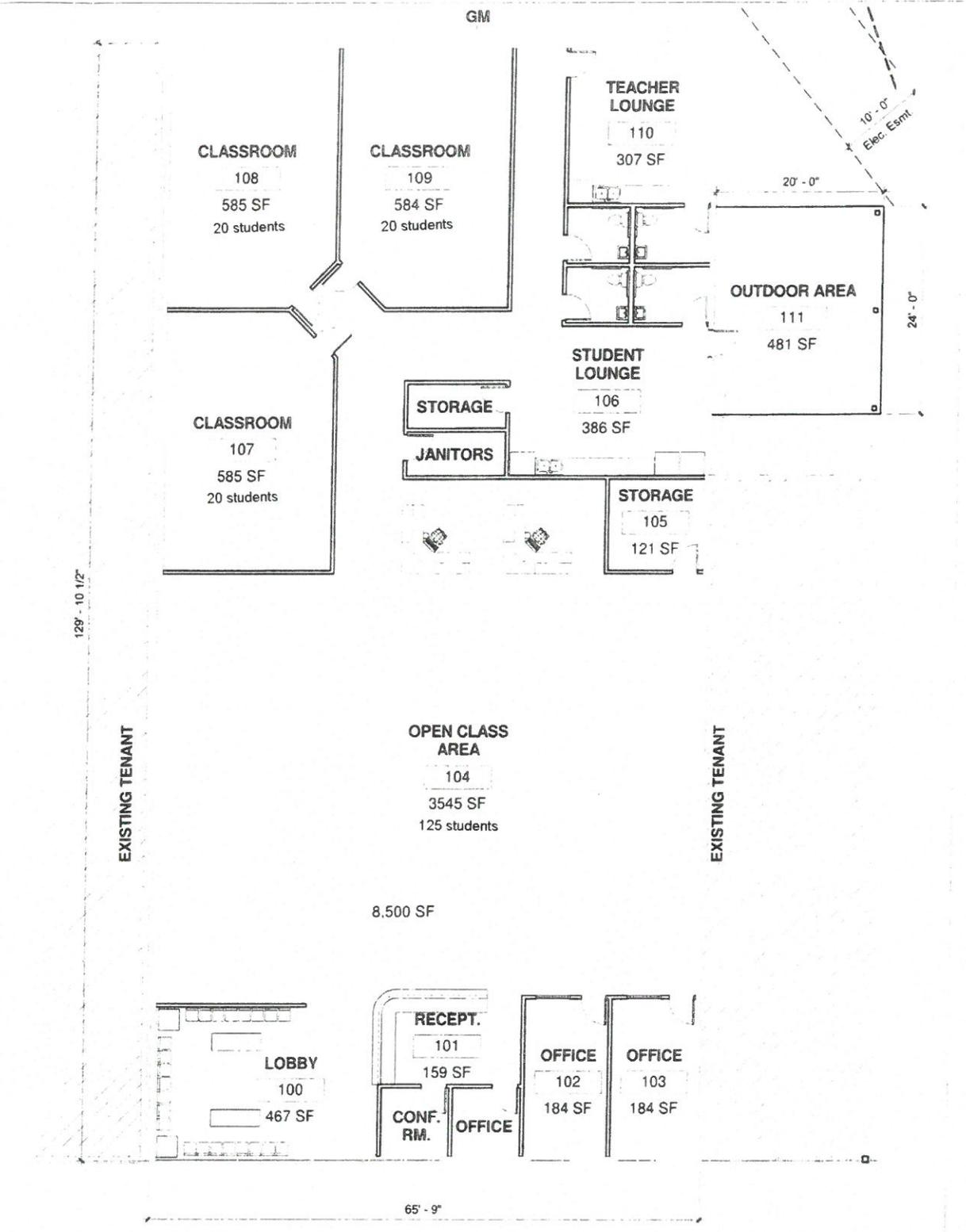


Not to Scale
Subject to Change

Landlord's Initials

Tenant's Initials

**CANYON ROSE ACADEMY
BEAR CANYON SHOPPING CENTER
EXHIBIT A-2
PRELIMINARY FLOORPLAN OF PREMISES**



1 PROPOSED LAYOUT - 8,500 S.F.
3/32" = 1'-0"



architectural design group inc.
20104 Granddunes Drive
Tucson, AZ 85718
ph: 520.323.2227 | fx: 520.323.3337



BEAR CANYON SHOPPING CENTER

8981 E. TANQUE VERDE RD.
TUCSON, ARIZONA 85781
Date: 9/12/16
Drawn by: RGQ
Approved by: DVG

**CANYON ROSE ACADEMY
BEAR CANYON SHOPPING CENTER
EXHIBIT B
LANDLORD'S WORK/TENANT'S WORK**

LANDLORD'S WORK

1. The following description of Landlord's Work and Tenant's Work is part of the letter of intent dated September 9, 2016 by and between Bear Canyon Associates, LLC as Landlord and Canyon Rose Academy as Tenant. It is to be superseded by detailed building specifications and construction documents that will be prepared by Landlord, reviewed and approved by Tenant and made part of the lease.
2. Landlord at its sole cost and expense will demise and improve an **approximately ± 8,537 sq.ft. Premises** in accordance with the following Landlord's Vanilla Shell specifications.
3. Landlord's Work for the Vanilla Shell Premises will include:
 - A. Site Work. All site work, the extension and connection of utilities to the interior of the Premises, asphalt parking lot, entry drives, sidewalks, curbs and gutters, landscaping and parking lot lighting, all as now existing.
 - B. Plans and Permits. All costs of engineering, testing, architect's costs, Premises plans and permits; sewer connection fees, water meter fees and architectural review for the Premises.
 - C. Vanilla Shell Premises. The Premises will include glass storefront and entryway as existing, smooth troweled concrete floor and the following improvements:
 - (1) Complete roofing system; including roof membrane, insulation, roof deck and structure, as existing and in good condition.
 - (2) Demising walls (fire rated if required), columns, beams and rafters, and Tenant's specialized interior office/classroom layout (see Item 13 below). Landlord will drywall, tape and texture the interior perimeter walls, and paint the interior perimeter walls in Tenant's reasonable choice of color.
 - (3) Landlord standard fluorescent lighting package and suspended ceiling package per project architect's specification. Tenant may select open grid ceiling or tile ceiling, or request an in lieu cash amount for the Landlord's estimated acoustic tile ceiling and lay in fluorescent lighting system cost and install its own custom ceiling and lighting system.
 - (4) Primary and secondary access/exit door(s) with frames and all required (non electric) hardware as required by code, per Landlord's plans.
 - (5) Sign circuit with J-Box (20 amp) at the front façade with connection to the Premises electric meter for Tenant signs.
 - (6) The existing concrete floor slab prepped and ready for Tenant's floor coverings.

- (7) **400 amp-3 phase**, 4-wire, main service and sub-breaker panel providing electrical service to the interior of the building, including normal distribution of power within the Premises. Tenant will be responsible for applying to the appropriate utility to have its permanent electrical power turned on.
- (8) Water and sewer service will be provided to the Premises, as existing. The water meter is in common with the other tenant in the building of which the Premises is a part, and Tenant will pay its pro-rata share per sub meter or as part of its CAM Expense.
- (9) Sewer service will be as specified by the project architect. Landlord will pay sewer connection/fixture fees and construct two (2) ADA accessible restrooms in the Premises with the required number of fixtures per Tenant's use as a school.
- (10) Natural gas service, if available, will be a line suitably sized to provide the required BTU/hr heat rating necessary.
- (11) Conduit for phone services will be stubbed to the interior of Premises.
- (12) Roof mounted HVAC equipment (1 ton/300 sq.ft. or as specified by the project architect) will be supplied and installed on the roof to service the retail area of the Premises. Units will be a combination of existing plus new. Landlord will be responsible for the interior distribution/duct system below the roof deck, electrical connection to Tenant's meter and return air for the HVAC systems within the Premises.
- (13) Landlord will design the interior of the Premises to include three (3) classrooms, staff and student lounges, principal office, admin office, and vice principal office, reception/check in area, storage area, and other interior improvements Tenant may require as part of its use. The interior layout and specifics of Landlord's Work in regard to the interior office build-out will be further spelled out in the Lease and the floorplan will be mutually approved by the Parties prior to Lease Execution.
- (14) Landlord's standard commercial grade carpet (Bolyu "Relay") will be installed throughout the Premises in a color chosen by Tenant, except in the restroom areas (with vct). If Tenant prefers stained concrete, ceramic tile or other floor covering option, Tenant may pay the difference between the Landlord Standard carpet and the desired floor covering.
- (15) Fire sprinkler and other life safety systems will be installed in the Premises. Any firewalls or fire rated corridors will be Landlord's responsibility.
- (16) Tenant will reasonably approve Landlord's Premises construction documents ("Landlord's Work") prior to commencement of such work by Landlord.
- (17) Landlord agrees that the Premises will conform to all requirements of authorities having jurisdiction; if the Premises do not conform, Landlord will promptly have them conform unless such conformance is necessitated by changes, alterations or additions made by Tenant.

TENANT'S WORK

Tenant's Work requirements for the interior of the Premises will include all materials and labor for the following:

1. All utility deposits required to be paid as part of Tenant's utility billing arrangements.
2. All window coverings.
3. All signs.
4. All cabinets, shelves, counters, built-ins and Tenant's furniture, wall coverings, fixtures and equipment.
5. Security systems, computer systems, telephone systems and similar equipment.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Arizona Group 3325 E Baseline Rd Gilbert AZ 85234	CONTACT NAME: Debbie Lombardero PHONE (A/C, No, Ext): 480-892-8755 E-MAIL ADDRESS: dlombardero@arizonagroup.com	FAX (A/C, No): 480-892-7625
	INSURER(S) AFFORDING COVERAGE	
INSURED ROSEM-1 Rose Management Group Inc 3686 W Orange Grove Road #192 Tucson AZ 85741	INSURER A: Catlin Indemnity Company	24503
	INSURER B: AmTrust North America Inc	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 974694400 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	CNDAZEPP10647004	7/1/2016	7/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CNDAZCAP10648004	7/1/2016	7/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3567995	8/9/2016	8/9/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder and others when required in a written contract/agreement are additional insured per form CGL2033 0112
Named Insured includes: Canyon Rose Academy

CERTIFICATE HOLDER Verification of Insurance Rose Management Group 3686 W Orange Grove Road #192 Tucson AZ 85741	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

**ADDITIONAL INSURED
AUTOMATIC STATUS WHEN REQUIRED IN WRITTEN CONTRACT OR
WRITTEN AGREEMENT WITH YOU**

CGL 20 33 0112

THIS ENDORSEMENT CHANGES THIS POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in a written contract or a written agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured. Under no circumstances is such person or organization an additional insured with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused solely by their own negligence.

The written agreement or written contract requiring such status must be fully executed prior to the date of loss.

A person’s or organization’s status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. “Bodily injury”, “property damage” or “personal and advertising injury” arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
 - b. Supervisory, inspection, architectural or engineering activities.
2. "Bodily injury" or "property damage" occurring after:
- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
 - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

All other terms and conditions remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: _____ Policy No.: _____ Endorsement No. _____
 Insured: _____ Premium: _____
 Insurance Company: _____

Authorized Signature: _____