

Enrollment Cap Notification Request

Charterholder Info

Charter Holder

Name:
Cicero Preparatory Academy

CTDS:
07-82-49-000

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

Representative

Name:
Erik Twist

Phone Number:

Downloads

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Enrollment Cap

From:
488

To:
750


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](#) – This attachment is the Certificates of Occupancy for the Cicero Prep buildings.

 [Download File](#) – This attachment is the site drawing for building 3 of Cicero Prep.

 [Download File](#) – This attachment is the site drawing for building 4 of Cicero Prep.

Signature

Charter Representative Signature
Erik Twist 09/19/2016

CICERO PREPARATORY ACADEMY
Board of Directors Minutes

Date: 19 September 2016

Time: 12 Noon

Location: Telephone Conference Call

A meeting of the Great Hearts Academies-Cicero Preparatory Academy Board of Directors was held by telephone conference call, with public invited to join and participate in the entire call by calling 1-866-298-2144 and entering conference code #8999181, pursuant to A.R.S. 38-431.02, notice having been duly given. Staff was present at the offices of Great Hearts Academies, 3102 N. 56th Street, Suite 300, Phoenix, AZ 85018 for any public wishing to attend in person.

I. Call to Order

Mr. Noel called the meeting to order at 12:07 p.m. The following directors/administrators were present/absent:

Directors	Office	Present	Absent	Notes
Katie Cobb			x	
David Dean		x		
Andrew Ellison		x		
Todd Noel		x		
Administration				
Diane Bishop	Director of Academy Governance, GH	x		

II. Call to the Public

Mr. Noel made a call to the public at 12:07 p.m. There was no public present.		
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III. Approval to Add Grade 10 in FY18, Add Grade 11 in FY19, and Add Grade 12 in FY20

	<p>Mr. Ellison made a motion that the board approves adding Grade 10 in FY18, grade 11 in FY19, and grade 12 in FY20. Mr. Dean seconded, all in favor, none opposed, the motion carried at 12:08 p.m.</p>
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IV. Approval to Increase the Enrollment Cap from 488 to 750 to be Implemented Over Three Years: 575 in FY18, 675 in FY19, and 750 in FY20

	<p>Mr. Ellison made a motion that the board approves an increase in the enrollment cap from 488 to 750 implemented over three years: 575 in SY18, 675 in SY19, and 750 in SY20. Mr. Dean seconded, all in favor, none opposed, the motion carried at 12:09 p.m.</p>
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IV. Adjournment

<p>Mr. Noel adjourned the meeting at 12:09 p.m.</p>	
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Board Member Signature

-Allison Harmon, Scribe-

NARRATIVE FOR FACILITIES DOCUMENTATION

Cicero Preparatory Academy is seeking to increase its enrollment cap to 750. The classrooms that the students will occupy are located in buildings 3 and 4, which are shown in the submitted site drawings along with their E occupancy loads.

Cicero Prep has 20,419 sq. ft. of E occupancy classroom space on its campus (790 sq. ft. in Building 3 and 19,629 sq. ft. in Building 4). The total student capacity of the classroom space is 848 (40 in Building 3 and 808 in Building 4).

The site drawings of the Cicero Prep campus documenting the E occupancy loads and the Certificates of Occupancy for buildings 3 and 4 have been uploaded in the Additional Information section.

NARRATIVE

Cicero Preparatory Academy is seeking to increase its Charter Enrollment Cap from 488 to 750.

Timeline

The timeline for implementing the increase in Enrollment Cap is FY18 through FY20. The following chart shows the projected number of students per grade for the three fiscal years during which the increased enrollment cap will be implemented:

Grade	FY18	FY19	FY20
6	125	120	115
7	130	125	115
8	130	130	115
9	100	120	120
10	90	95	115
11		85	85
12			85
Total:	575	675	750

Cicero Preparatory Academy has 20,419 sq. ft. of E occupancy classroom space on its campus (790 sq. ft. in Building 3 and 19, 629 sq. ft. in Building 4). The total student capacity of the classroom space is 848 (40 in Building 3 and 808 in Building 4).

This notification request is being submitted in conjunction with a Site Specific Change Grades Served notification to add grades 10, 11, and 12 in FY18, FY19, and FY20, respectively, which requires concurrent consideration.

Capacity to Support Quality, Long-Term Academic & Operational Success and Financial Viability

Cicero Preparatory Academy's capacity to support the quality and long-term academic and operational success and financial viability of its charter through the proposed enrollment growth comes both from its enhanced internal systems (data, curriculum, assessment, monitoring instruction, and professional development), which are designed to continually improve the academic performance of its students, and from the support it receives from its charter management organization, Great Hearts Academies (GHA). Specifically, Cicero Preparatory Academy recruits and hires its faculty/staff through the GHA central hiring portal, which received more than 2,370 new applications for faculty/staff positions for 2016-2017. This is an application-to-hire ratio of 8:1, which has remained steady for the past several years and which demonstrates an ample pool of highly qualified applicants to fill the faculty/staff positions created by the growth of the academy's student population. Historical data also show that the number of new applications received each year increases by at least 150 over those received in the prior year, which indicates the expected applicant pool will continue to be more than ample to meet the staffing needs of Cicero Preparatory Academy's increased

enrollment in each of the years FY18, FY19, and FY20. Each of the applicants in the central hiring portal is screened by the GHA personnel team to validate his/her credentials, and those whom Cicero Preparatory Academy selects as potential hires also undergo a series of interviews by the academy's leadership team and complete a teaching demo to discern the quality of their teaching ability, classroom management, and interactions with students and peers. Additionally, with the paused opening of new academies in 2016-2017 but maintained level of recruiting, the recruiting pool will prove to be even more favorable and robust to meet the faculty/staff hiring needs of Cicero Preparatory Academy resulting from its growth in enrollment. Once hired, Cicero Preparatory Academy regularly monitors the instruction of its faculty to ensure their lessons are of high quality and aligned with state standards. Cicero Preparatory Academy also collaborates with GHA to provide an extensive program of professional development to its faculty and staff to continually develop their knowledge and instructional and performance skills, and tracks the academic development of its students through data from its internal assessment system. Through its consistent and careful attention to recruitment, screening, development of its faculty/staff, and monitoring of students' performance through its data and assessment systems, Cicero Preparatory Academy will maintain the high quality and long-term success of its academic program and meet the Board's academic expectations as reflected in its academic framework. GHA also provides financial and operational support to Cicero Preparatory Academy in such areas as human resources, accounting, development, technology, and legal services, to ensure the high quality and long-term operational success and financial viability of its charter. In addition to ensuring the academy remains in compliance with the Board's operational and financial frameworks throughout the period of growth and beyond, these operational and financial supports allow the academy to focus intently on continually improving its academic program and meeting the instructional needs of each of its students. As a result, Cicero Preparatory Academy has more than sufficient capacity to succeed academically, operationally, and financially while undergoing growth and thereafter.



Arizona State Board for Charter Schools

Eligibility Form

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

Charter Holder Information	
Name of Charter Holder	Cicero Preparatory Academy
Schools operated under charter requesting amendment/notification	Great Hearts Academies – Cicero Prep
Charter Representative name	Erik Twist
Target date of implementation	July 1, 2017
Amendment/Notification Request type(s)	Change of Enrollment Cap Request (Increase)


Check box below to indicate completion of eligibility review by charter holder

I understand that to be eligible to apply for reduced submission requirements for the purposes of an amendment or notification request, the following criteria must be met by each school operated by the Charter Holder, as specified in the Academic Performance Eligibility and Consideration of Operational Compliance instructions. I have reviewed all relevant Academic Dashboards, and operational compliance, and found that these criteria have been met.

- Each school operated under the charter for which expansion is being requested is eligible to receive an overall rating and has an overall rating of “Meets” or “Exceeds” Standard in the most recent fiscal year that State assessment data is available, or
- The school operated under the charter for which expansion is specifically being requested has an overall rating of “Meets” or “Exceeds” Standards in the most recent fiscal year that State assessment data is available, and
- The Charter Holder requesting expansion is currently in compliance with all areas listed in the Consideration of Operational Compliance instructions.

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

I, Erik Twist, acting on behalf of Cicero Preparatory Academy, believe Cicero Preparatory Academy meets the eligibility requirements for reduced submission requirements outlined above, and understand that Board staff will review the academic performance and operational compliance of the Charter Holder to confirm eligibility.

Signed:  Date: 8.11.16