Enrollment Cap Notification Request

Charterholder Info

Charter Holder

Name:
Arizona Autism Charter Schools, Inc.

CTDS:
07-82-26-000

Mailing Address:
4433 North 7th Street
Phoenix, AZ 85014

› View detailed info

Representative

Name:
Diana Diaz

Phone Number:
602-487-0434

Downloads

Download all files

Enrollment Cap

From:
90

To:
108

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 — DSP-Updated

Signature

Charter Representative Signature
Diana Diaz 03/26/2015

Meeting of the Founding Board of Directors of ARIZONA AUTISM CHARTER SCHOOLS, INC.

Wednesday, October 31, 2014 9:30 AM

4433 N. 7th Street Phoenix, AZ 85014

MINUTES

Board Members Present:

Gregory E. Torrez

Mary McEvilly-Hernandez

Leo Valdez- Telephonically

Genaro Delgadillo- Telephonically

Board Members Absent:

Harry Kressler

Ron Harrison

Others Present:

Diana Diaz-Harrison, Executive Director

Rosetta Hicks, Director of Special Education and Human Resources

1) **Welcome and Attendance**
The pledge of allegiance was omitted due to no flag present in the meeting room. The meeting was called to order. It was determined that a quorum was present and the meeting could conduct business. Mary McEvilly-Hernandez determined that the meeting would start with the Executive Director/Superintendent Report.

2) **Executive Director/Superintendent Report**
Diana Diaz-Harrison reported that the school's enrollment was almost full with 88 and that the school had opened successfully with students and staff adapting to routines and school program. Most families seem to be very committed and grateful for the opportunity to be a part of AZACS. Diana reported the school had passed the State Charter Board's First Year Sight Visit and the AZ-CSP sight visit audit. She also reported the school had received a grant in the amount of approximately $14,500 from Mercy

Maricopa Integrated Health's Employee Giving Program, a $5,000 grant from Autism Speaks and a $2,500 from the Arizona Education Foundation. Diana suggested the meeting proceed with review of the financial reports as Michele Diamond had limited time and needed to be first on the agenda.

3) **Financial Report**

The Board reviewed the Statement of Income. Michele reported the Statement was for a three month period ending on September 30 and that the statement indicated the school had a net income of $40,000. She then moved on to the Budget to Actual statement and pointed out the school had spent 28% of the funding available during the first 25% of the year. Leo asked about the $460,567.64 State revenue figure and how we had arrived at that figure. Michele indicated that it reflected state per pupil funding for 88 students and that the school received about $24,000 per student for students with a school autism diagnosis. She said that about 77% of the student population had a school autism diagnosis. Michele moved on to review the Balance Sheet. She indicated that the school had a Total Stockholder Equity of $150,534.50 as of September 30th and that it was a good figure for a start-up charter school. Gregory asked if Michele could create a list of vendors for potential fundraising opportunities. Michele said she would put a list together for the board. Gregory moved to approve the financial reports as presented by Michele Diamond, Leo seconded the motion. The motion passed unanimously.

Michele moved on to explain that it was in the school's best interest to change the fixed assets limits to align with USFRCS standards. She recommended that the limits be $5,000 for building and improvements and $1,000 for fixed assets such as furnishings and equipment. Leo motioned to change the limits to $5,000 for building improvements and $1,000 for fixed assets as recommended by Michele Diamond, Mary seconded the motion. The motion passed unanimously.

4) **Approval of minutes from board meeting on 7/10/2014**

A movement was made by Gregory Torrez to approve the minutes from the last meeting on July 10, 2014. Genaro seconded the motion. The motion was passed unanimously.

5) **Academic Monitoring**

Diana explained to the Board that school leadership staff were preparing data to present at future board meetings regarding student progress on IEP goals. She explained this oversight was required by the state board and start-up grants. She indicated the staff would be preparing and aggregating data for review.

6) **School Growth**

Diana explained that the school would need to apply for approval from the State Charter Board to add grades 6, 7 and 8. She recommended the school only increase by one grade level in the 2015-16 school year, offering 6th grade to the school's current 5th graders, but it would make sense to apply for approval of all middle school grades at once. Gregory asked if the current building had the capacity to hold up to 6th grade. Diana indicated there was enough space in the school building to grow by one grade level. Mary moved to approve applying to the State Board for Charter Schools for grades 6, 7 and 8. Genaro seconded the motion. The motion passed unanimously.

Diana also indicated that the school needed to increase its enrollment cap if it were to offer 18 kindergarten spaces in the 2015-16 school year. The current cap for the 2015-16 school year is 99, so we would be short by 9 spots. Diana recommended that the school apply for an enrollment cap of 108, to accommodate 18 new kindergarteners in the 2015-16 school year. Genaro moved to approve applying to increase the enrollment cap to 108 in the 2015-16 school year. Mary seconded the motion. The motion passed unanimously.

7) **Consent Agenda Items**

Drug Free Policy-Diana Diaz-Harrison indicated that the school board had to adopt with a Drug Free policy to comply with insurance requirements and a Medication Policy because the staff had to dispense medication at school.

Address Change-Diana indicated the school needed to change the school address of record to the school facility at 4433 N. 7th St. Phoenix, AZ 85014 instead of her home address 16174 W. Glenrosa Ave. Goodyear, AZ 85395. The address of recorded needed to be changed in the records of the Arizona State Board for Charter Schools, Arizona Department of Education and the Arizona Corporation Commission.

School Lunch Program- Diana indicated she was applying for the National Free and Reduced Lunch program and that the board was required to authorize execution of an agreement between the AZACS and the State Board of Education for the purpose of participating in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program, for the period beginning July 1 2014. The board must also designate Diana Diaz to sign this agreement.

Gregory moved to pass the three items on the consent agenda, Leo seconded the motion. The motions passed unanimously.

8) **Items for Discussion**

Diana discussed plans for enrollment for the 2015-16 school year included offering Open Enrollment for kindergarten from November 2014 to the end of January 1015. The plans also included filling spots for any other grades levels/programs as they became available if any students left the school or didn't return in the 2015-16 school year. The spots would be filled by applicants on the waiting list chosen by lottery. Mary moved to approve the open enrollment period. Genaro seconded the motion. The motion passed unanimously.

9) **Adjournment**

Mary asked again is there was any new business. Mary moved to adjourn the meeting, Gregory seconded the motion. All agreed to adjourn the meeting.

Enrollment Cap Notification Request Narrative

Timeline for Increasing Enrollment Cap from 99 to 108

Arizona Autism Charter School (AZACS) opened successfully in fall of 2014. As the first approved charter school focused on the learning needs of students with autism, the school quickly filled with 90 students, which was the enrollment cap for the 2014-15 school year. AZACS intends to advance its current K-5 students onto the next grade level in the fall of 2015, as well as enroll 18 new kindergarten students for a half day kindergarten program. Our currently approved enrollment cap for the 2015-16 school year is 99, but with the addition of 18 new kindergarten students, we would need an enrollment cap of 108. Along with this Enrollment Cap Increase request, AZACS is also submitting an Adding Grade Levels Amendment Request. The following is a projected number of students served per grade:

School Year	# of Students	Grade Level
2015-16	18	Half Day Kindergarteners
	18	1st
	23	2nd
	14	3rd
	17	4th
	10	5th
	8	6th (if approved)
	TOTAL 108	

Capacity to support the quality and long-term academic and operational success

In its first year, Arizona Autism Charter School (AZACS), has built a team of strong administrative staff. This team includes an Executive Director, Director of Curriculum and ABA Programs and Special Education Director. AZACS has also hired nine Highly Qualified, Special Education Certified Teachers who have experience and a track record of success working with students with autism. In addition, AZACS has hired 34 Highly Qualified Paraprofessionals to assist with individualizing instruction and moving students forward in their academic and functional goals. The teachers and paraprofessionals attended an intensive summer training in July of 2014 and have participated in regular professional development throughout the current school year, specifically designed to learn best instructional practices for students with autism. In addition, AZACS has excellent contracted staff in the areas of Speech Language Pathology, Occupational and Physical Therapy and Applied Behavior Analysis. This team has come together to launch the school successfully, both in terms of academics and operations. The same team will remain in place as we begin the 2015-16 school year. The team worked successfully to help students make significant progress on their academic and functional goals,

as demonstrated in our Demonstration of Sufficient Progress report submitted with this application.

In order to accommodate 18 new kindergarten students, AZACS will need to hire two first grade teachers to accommodate its current kindergarten students going into 1st grade in the 2015-16 school year. School leaders have already received excellent resumes and are beginning the interview process. In addition, in the 2015-16 school year, 2nd through 6th grade students will, for the most part, remain with the same teacher they had in 2014-15. AZACS will employ this "looping" strategy to reduce the learning curve when starting a new school year with a new teacher and to help students hit the ground running. Overall, the administrative and instructional team that was built for the 2014-15 school year will remain in place in 2015-16, while adding two new teachers to accommodate the incoming 18 students.

Financial Viability

Arizona Autism Charter School is in a good financial position in its first year and has remained within budget. The school's mid-year budget to actual report shows that school has not spent beyond 50% of its budget in any line item including payroll or facility.

In the planning stages, it was anticipated that 85% of students enrolled at AZACS would receive a 5.8 weight. This has come to fruition and AZACS is able to support its staffing, facility and other overhead costs with the school's per pupil funding. In addition, the school has secured Title 1 and Title 11 funding and is in process of securing IDEA and Medicaid funding.

The school recently ended its open enrollment period on January 31, 2015 and received more applications than available spaces. The 18 kindergarten students enrolling will be selected via lottery and all other students will be put on a waiting list. All of the applications received were special education students with Individual Education Plans (IEPs). Most would qualify for the 5.8 weight associated with an autism diagnosis. This information tells us it will be financially viable for AZACS to hire the two teachers and four to six paraprofessionals needed to accommodate the 18 incoming students in the 2015-16 school year.

City of Phoenix

CERTIFICATE OF OCCUPANCY

MAIL TO:

DIAZ JOSE G TR
8409 LUBEC ST
DOWNEY, CA 60240

Issuance of this Certificate of Occupancy indicates the following described building, or portion of a building, has been inspected and been found to be in substantial compliance with applicable city codes and ordinances for the hereby authorized use and occupancy. No change in use, occupancy, or of use is allowed without obtaining a new Certificate of Occupancy. This building shall be maintained in a safe and sanitary condition. All devices, safeguards and exit facilities shall be maintained in good working order. This Certificate of Occupancy shall be void if any requirement, condition or stipulation of Certificate of Occupancy or of the authorizing permits is violated. This Certificate of Occupancy is to be kept on the subject property, and is required to be posted for public information if so ordered by the building official.

SUBJECT ADDRESS: 4433 N 7TH ST

OWNER: R & K PROPERTIES
1720 N RANDALL RD
AURORA, IL 60506

CERTIFICATE #: 1400231

BUILDING PERMIT: INSP 13015390

ISSUED: 16-JAN-2014

PROJECT: 03-1414 - 155-19-061

FLOOR AREA: 16,208

AUTHORIZED USE AND OCCUPANCY: I:E/B

phrp0101 rev 1.1 ki

EFFECTIVE BUILDING CODES: 2012 IRC, 2012 IECC, 2012 IBC, 2011 NEC, 2012 IMC, 2012 UPC OR 2012 IPC, 2012 IFC, 2012 IFGC.
TYPE OF BUSINESS: AUTISM CHARTER SCHOOL ZONING: C2-/P1 REVIEWER: MVA/MBAH SPRINKLERS: Y N ALARM: Y N
EMERGENCY LIGHTING: Y N

DESCRIPTION OF WORK: CERTIFICATE OF OCCUPANCY INSPECTIONS TO ALLOW A CONTINUATION OF USE FOR (AZ AUTISM CHARTER SCHOOL) IN AN EXISTING BUILDING CLASSIFIED AS AN E/B
OCCUPANCY WITH VB TYPE OF CONSTRUCTION AND AN AREA OF 16,208 SQ.FT. BUILDINGS IN EXISTENCE AT THE TIME OF THE ADOPTION OF THE CURRENT CODE, AND REQUESTING A COFO, MAY HAVE THEIR EXISTING USE OR OCCUPANCY CONTINUED PROVIDED THAT SUCH CURRENT USE IS NOT DANGEROUS TO LIFE. THE INSPECTORS ARE TO VERIFY THAT NO LIFE SAFETY HAZARDS WERE OBSERVED.

PERMIT HISTORY: PERMIT #BLD 03019028 ISSUED 24-JUL-2003 OCCUPANCY CHANGE B TO E-1; CLASSIFIED AS AN "E-1/B" OCCUPANCY WITH "VN" TYPE OF CONSTRUCTION & 16,208 SQ.FT.

1ST FLOOR 13,197 SQ FT = 325 OCCUPANTS SCHOOL
2ND FLOOR 3,011 SQ FT = 30 OCCUPANTS OFFICE

*** CONSTRUCTION PLANS SHALL SERVE AS REFERENCE DOCUMENTS OF EXISTING CONDITIONS
ADDITIONAL PERMITS AND FEES MAY BE REQUIRED BASED ON THE INITIAL INSPECTION.CUSTOMER SERVICE/TRANSACTION COUNTER(S) SHALL BE ACCESSIBLE.***