

APPENDIX A

AMENDMENT REQUEST AND SUPPORT

MATERIALS

1. GRADE LEVEL CHANGE and ENROLLMENT CAP
AMENDMENT REQUEST FORM
2. AMENDMENT REQUEST DOCUMENTS

Grade Level Change to Charter Amendment Request

Charterholder Info

Charter Holder

Name:

Flagstaff Arts and Leadership Academy, Inc.

CTDS:

03-87-50-000

Mailing Address:

3401 North Fort Valley Road
Flagstaff, AZ 86001

> [View detailed info](#)

Representative

Name:

Larry Wallen

Phone Number:

Downloads

 [Download all files](#)

Current Grade Levels

Current Grade Levels Served

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




New Grade Levels

Identify the total grades to be served which include the current grades served and the new grades that are requested.

New Grade Levels Served

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

Curriculum Samples

-  [Download File](#) — Writing Curriculum Sample Revised.
-  [Download File](#) — Math Curriculum Sample Revised
-  [Download File](#) — English/Language Arts Curriculum Sample Revised

Effective Date
08/01/2018

Attachments

Board Minutes

 [Download File](#) — 2017-10-18 _ FALA Board of Directors Minutes

Narrative —  [Download File](#)

Additional Information

 [Download File](#) — Enrollment Matrix


 [Download File](#) — Staffing Chart

Enrollment Cap

Is an Enrollment Cap Increase being added to this request?
Yes, an Enrollment Cap Increase is also being requested.

From:
340

To:
350

Occupancy Documentation —  [Download File](#)

Feedback

Feedback

Signature

Charter Representative Signature
Larry Wallen 01/21/2018



FALA FLAGSTAFF ARTS & LEADERSHIP ACADEMY

❑ Describe the rationale for this request

Beginning in 1996-97, FALA started as a high school in partnership with the Museum of Northern Arizona (MNA). This partnership with the MNA after 13 years was dissolved in 2009-10 and at that time we needed to find a new space for our campus. In order to obtain a bond to secure a new campus we needed more students. Therefore, consistent with the Flagstaff Unified School District of having 7 and 8th grade in middle school, our Dean of Academy proposed adding 7th & 8th grade for our expansion. Initially, this was a success story for FALA. However, in 2010-11 the Flagstaff Unified School District (FUSD) consolidated their schools and created a new middle school model to include 6th-7th-8th grades. Gradually that revised FUSD middle school model within the district began to negatively affect our enrollment. With this new configuration, Flagstaff students would have to attend 5th grade in elementary school, a new middle school for 6th grade and then would need to transfer to FALA in 7th grade. This would result in a student enrolling in 3 different schools for 3 consecutive years. To remedy this problem, adding a 6th grade to FALA would fill a huge need within our community and would be a true asset to our growth and enrollment. The goal is to add 6th grade and increase our enrollment capacity to 350.

❑ Staffing Plan

We may add .5 clerical staff to serve the 6th grade. No additional staff needed at this time.

Teachers - current staffing is 23 FTE's. Staff to student ratio (350) is 1:15.217. No additional staff given a cap of 350 students.

Teachers - special education is 3 FTE's; 2 FTE teachers and 1 FTE SPED Director listed in the staffing chart. Staff to SPED student(43) ratio is 1:14.33. No additional staff given current enrollment of 43 identified SPED students. Two (2) paraprofessionals assisting SPED students.

Counselor - current staffing is 2 FTE's. Staff to student ratio (350) is 1:175. No additional staff needed.

Administrators - current staffing 2 FTE's. Administrator to student ratio (350) is 1:175. No additional staff needed.

Support Staff - current staffing 2 FTE's. One Business Manager, one administrative assistant ratio (350) students is 1:175. We are considering a .5 clerical position or upgrading the student information system for efficiency using an electronic data system.

❑ Enrollment target - 350 students

Currently, the enrollment cap for FALA is 340 students in grades 7 - 12. Using six grades this is equal to 56 students per grade. The difference created capacity to float among the grade levels. FALA has maintained an enrollment of 50 students per grade level. The enrollment targets are as follows:

Grade	Cap	Comment
6	50	Requested increase in grade level. ¹
7	50	Under enrollment FY2017 by 29 students.
8	50	Currently 50 students.
9	50	Currently 52 students.
10	50	Currently 50 students.
11	50	Currently 44 students.
12	50	Currently 62 students.
Total	350	Increase enrollment cap by 10 students.

FALA is repositioning itself as the alternative to traditional public schooling by promoting a learning environment that focuses on providing transformative and experiential experiences for students. The 2010-2011 middle school model created by Flagstaff Unified has negatively impacted the enrollment possibilities more than anticipated. A student must enroll in 6th grade in a public or charter school making the change to FALA more daunting. With students enrolling in 6th grade, a natural transition point in the local educational market, FALA will recapture lost enrollment. Students will no longer be forced to transfer from 6th grade to FALA in 7th grade.

¹ Currently we have an interest list of 50+ 6th grade students.



Recruitment Plan
 2018-2019

Date	Action	Person	Notes
<u>Oct 20 - Nov 30, 2017</u>	<u>Revise FALA Website - application packets, enrollment packets.</u>	<u>Dean</u>	<u>Update to 18-19.</u>
<u>Oct 20 - Nov 21, 2017</u>	<u>Recruitment materials</u>	<u>ED Henes Students</u>	<u>Develop materials for recruiting new students.</u>
<u>Nov 29, 2017</u>	<u>Announcement of 6th Grade Recruitment</u>	<u>Pierce, H</u>	<u>Press Release - adding 6th grade.</u>
<u>December 9, 2017</u>	<u>Winter Festival and Art Market</u>	<u>Volunteers</u>	<u>FALA Info Table staffed by teachers parents and students</u>
<u>December 14,15, 2017</u>	<u>Winter Escapades</u>	<u>Volunteers</u>	<u>FALA Info Table staffed by teachers parents and students</u>
<u>December-March</u>	<u>KNAU - Message</u>	<u>Dean</u>	<u>Current Message - Funding for KNAU comes from the Flagstaff Arts and Leadership Academy, a public charter school for the arts, sciences and humanities. Now enrolling students for seventh grade for spring semester in January, and all grades for the 2018-2019 school year. Flag Arts dot com. 5 spots per week AM Drive PM Drive 1 premium Program spot 2 Weekend Spots</u>
<u>January 8-7</u>	<u>Prepare Info Session Agenda - Send reminders to Potential</u>	<u>Dean</u>	<u>Invite teachers and student presenters. Counselor and PowerPoint updated</u>

	<u>Enrollees - Update Website</u>		<u>and ready for presentation.</u>
<u>January 21st</u>	<u>Radio Sunnyside Interview w/Dean Crawley about School Choice and FALA</u>	<u>Dean</u>	<u>9AM</u>
<u>Jan 21-27, 2018</u>	<u>National School Choice Week Launch Recruitment Drive</u>	<u>Dean FALA</u>	<u>Launching enrollment drive for 18-19 school year.</u>
<u>Arizona Daily Sun Calendar for Info Sessions</u>	<u>Marketing</u>	<u>Dean</u>	<u>Calendar</u>
<u>Jan 30, 2018</u>	<u>Information Session</u>	<u>FALA</u>	<u>Create one for MS and one for HS Caleb Eckert (13) https://www.youtube.com/watch?v=yik3ikvvBsg</u>
<u>Feb 1, 2018</u>	<u>Information Session</u>	<u>FALA</u>	<u>https://www.youtube.com/watch?v=79UUIOE00-c Exceptional Students Graduate from FALA (2014)</u>
<u>Feb 7, 2018</u>	<u>Information Session</u>	<u>FALA</u>	<u>Janeece can present at this one.</u>
<u>Feb 1 - Mar 9, 2018</u>	<u>Open Application</u>	<u>Parents</u>	
<u>Mar 14, 2018</u>	<u>Lottery</u>	<u>Parents</u>	
<u>Mar 15, 2018</u>	<u>Waiting List</u>	<u>Dean</u>	<u>Established for those not chosen in the lottery</u>
<u>April 2, 2018</u>	<u>Continuing students letter of intent</u>	<u>Dean</u>	<u>Paid fees for current year</u>
<u>Mar 26 - Apr 23, 2018</u>	<u>Enrollment Window</u>	<u>Parents</u>	<u>Parents contribute \$200 supply fee to secure seat</u>
<u>May 7 - 11, 2018</u>	<u>Orientation New Students</u>	<u>Dean</u>	

Over the past five years, FALA has gained strong recognition in the local educational market as a school focused on a transformative educational experience. With a mission of “providing a transformative educational experience by developing leadership and cultivating academic excellence in the arts, sciences, and humanities” FALA has maintained consistent enrollment and successes such as receiving a “gold medal and top ten status in U.S. News and World Report’s 2017 U.S. News best high schools ranking.

☐ Resources needed for implementation:

FALA will adjust the alignment for 7th and 8th grade to enroll the 6th grade. FALA has offered a course entitled Liberal Studies to balance the curricular offerings in the elective area. FALA will drop the Liberal Studies program at 7th and 8th grade to meet the core academics of 6th grade. 6th Grade will continue with a Liberal Studies class as the gateway to the FALA culture. 7th and 8th grade will increase their program in the arts by one additional course. A 6th grade schedule will be built around a core program of English/Language Arts, Math, Science, Social Studies, and Liberal Studies. Students will have three choices in the arts to begin their transformative experience at FALA.

Sample Schedule

Core

Arts (Sample)

English/Language Arts (6)	Introduction to Theatre
Math	Choir
Science	Basic Art
Social Studies	Language (French, Spanish)
Liberal Studies	

Core academic classes will be aligned to the Arizona Common Core Standards. Classes will require 6th grade textbooks as follows:

English/Language Arts (6) - 50 students - 50 textbooks @ \$50 =	\$2,500
Math (6) - 50 students - 50 textbooks @ \$50 =	\$2,500
Science (6) - 50 students - 50 textbooks @ \$50 =	\$2,500
Social Studies (6) - 50 textbooks @ \$50 =	\$2,500
Curriculum Mapping by 6th grade teachers (4) @ \$1,500	\$6,000
<hr/>	
Sub - Total	\$10,000
Instructional Aides (6) - 50 students @ \$25.00	\$1,250
Classroom supplies 50 students @ \$25	\$1,250
Chromebook carts (6) - 30 Chromebooks @ \$250 x 2	\$15,000
Total	\$33,500

This is the first year students will have different teachers for each core subject as they transition from elementary. Students will be expected to apply previously learned skills to more complex and independent learning in deeper and more rigorous ways. With collaboration and group work an important part of the curriculum, students are required to produce more extensive independent work, specifically in writing, as they will write formal essays for both Social Studies and English class. This calls for greater independence and organizational skills.

Assessments - No additional costs for assessment. FALA provides AzMERIT assessments to 6th grade in English/Language Arts and Math. These assessments are used to evaluate the FALA students, instructional program and provide targeted interventions for students. Additionally, each student will have a portfolio documenting student growth. AzMERIT assessments, teacher designed assessments and student self-assessments with an evaluation rubric are included to easily assess the growth of students over the year. The portfolio will contain a key piece of work from each quarter. The purpose of the work samples is to show change over time, demonstrate skill development, identify strengths and weaknesses, assist students to develop self-evaluation and goal-setting skills and develop metacognitive skills. The portfolio becomes a living record of work, accomplishments and challenges throughout the student's education at FALA that can be shared with teachers, parents, families, and community.

❑ Criteria for promotion

Middle School Academic Requirements for Promotion into 9th Grade

Content Area	Minimum Credits
English	3 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Elective (Language, Art, Dance, Theatre, Music, Other)	16 credits
Total Minimum	22 credits

Middle school students must be enrolled in 4 courses each day (for a total of 8 courses each semester). Students must earn a “C” or better in each required academic class (Math, English, Science, Social Studies and Liberal Studies) to advance to the next level. Students must earn at least a “D” or better in at least 2 electives each year. Students attending FALA for high school may take advanced elective classes if they earn a “B” or better in the middle school elective (in the same area) and have the recommendation of the current/previous elective teacher.

At any time throughout the school year, any student that receives a failing grade in one of their core academic required courses may be subjected to Academic Intervention.



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: Flagstaff Arts and Leadership Academy				
Grade Level	Number of Students			
	Current—FY18__	Target—FY19__	Target—FY_20_	Target—FY21__
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th		50	50	50
7 th	31	50	50	50
8 th	50	50	50	50
9 th	52	50	50	50
10 th	50	50	50	50
11 th	44	50	50	50
12 th	62	44	50	50
Total Enrollment	289	344	350	350

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



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: Flagstaff Arts and Leadership Academy				
Position	Number of Staff Members			
	Current - FY18	Anticipated - FY19	Anticipated - FY20	Anticipated - FY 21
Administration	4	4	4	4
Teachers/Instructional Staff				
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th		1	1	1
7 th	2	1	1	1
8 th	2	2	2	2
9 th	2	2	2	2
10 th	2	2	2	2
11 th	2	2	2	2
12 th	2	2	2	2
Specialty Staff (Music, Art, PE, etc.)	11	11	11	11
Special Education	2	2	2	2
Paraprofessional	2	2	2	2
Additional Staff				
List title: Office/Clerical	1	1.5	1.5	1.5
List title: Business Manager	1	1	1	1
List title: Counselor's	2	2	2	2
List title:				
Total Number of Staff Members	35	35.5	35.5	35.5

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

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: Flagstaff Arts and Leadership Academy				
Title	Leadership Team			
	Current—FY_18_	Anticipated—FY19	Anticipated—FY20	Anticipated—FY21
Executive Director	Larry Wallen	Larry Wallen	Larry Wallen	New Hire
Dean of Academy	Deidre Crawley	Deidre Crawley	Deidre Crawley	Deidre Crawley
SPED Director	Stephanie Birdwell	Stephanie Birdwell	Stephanie Birdwell	Stephanie Birdwell
Business Manager	Tanya Buckley	Tanya Buckley	Tanya Buckley	Tanya Buckley