



JUNE 12, 2017

Enrollment Cap Amendment Report

Prescott Valley Charter School

AGENDA ITEM: Enrollment Cap Amendment Request—Prescott Valley Charter School

Request and Eligibility

Prescott Valley Charter School (“Charter Holder”) submitted an expansion amendment request on April 12, 2017 to increase its enrollment cap from 300 to 636, beginning in FY 2018. This enrollment cap accounts for 3 years of projected student enrollment.

The Charter Holder operates 1 school, Prescott Valley Charter School, which was not designated for school improvement in FY 2017. As a result, the Charter Holder is eligible to submit an expansion request.

As stated in Board policy, prior to an expansion request being considered by the Board, staff conducts a compliance check. The Charter Holder does not have any compliance issues.

Staff Recommendation

At its August 8, 2016 meeting, the Board approved staff recommendation criteria for all expansion requests. A Charter Holder must meet all criteria for the request to receive a staff recommendation for expansion.

The Enrollment Cap Amendment Request submitted by the Charter Holder **meets 5 of the 6 criteria** required to receive a staff recommendation. Details regarding criteria met are provided in Appendix A. Staff Recommendation Criteria Chart.

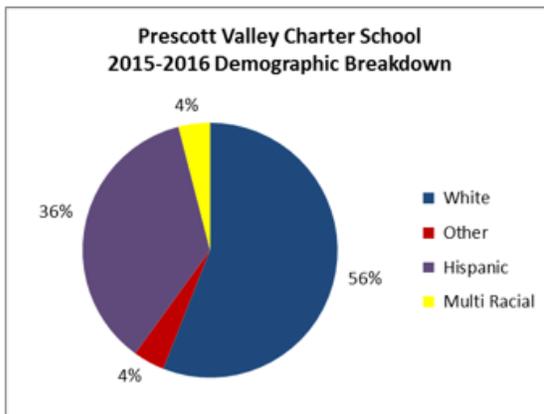
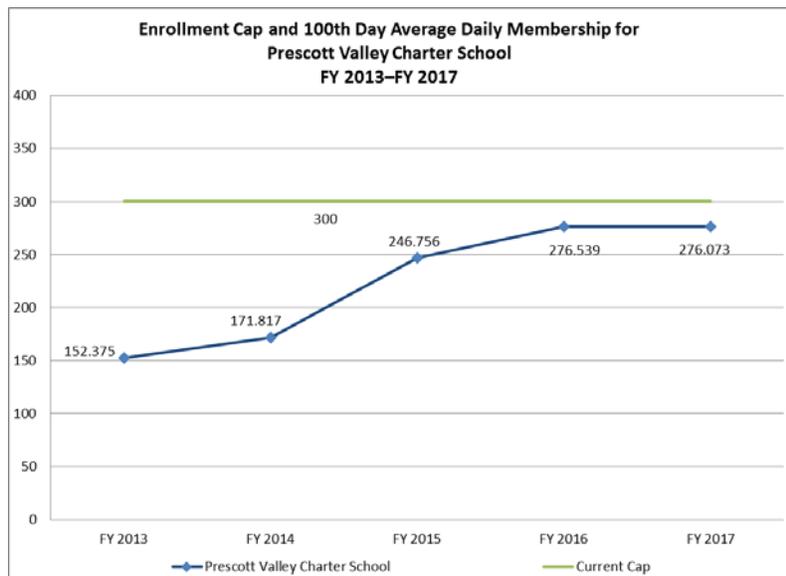
Staff Recommendation Criterion Not Met	Analysis
<p>Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five-mile radius of the school’s location.</p> <p>OR</p> <p>Each school offers a unique program of instruction within a five-mile radius from the school’s location</p>	<p>The Charter Holder does not meet the criteria because 11 of the 15 schools (73%) within a five-mile radius had a greater percentage of students receiving passing scores in ELA and Math. The school does not offer a unique program of instruction within a five-mile radius from the school’s location.</p>



Profile

The Charter Holder was granted a charter in 2006. The Charter Holder currently serves students in Prescott Valley in grades K–12 with a current enrollment cap of 300.

Enrollment and Demographic Data



2015-2016 Subgroup Data	
Category	Prescott Valley Charter School
Free and Reduced Lunch	81%
English Language Learners	8%
Special Education	14%

**If the percentage of students is 0% or 100% or the group includes less than 10 students, the percentage for that group is redacted*

Governance

The Charter Holder is governed by a corporate board. The corporate principals identified in the charter contract are aligned with the Arizona Corporation Commission.

Corporate Board Member	Position
John Atkinson	President/CEO/Director
Monika Fuller	Secretary/Director

The school has a separate governing body responsible for the policy decisions of the school.

School Governing Board Member	Type
John Atkinson	Charter Organization
Monika Fuller	School Staff
Gary Webb	Community
Anita Atkinson	Community
Francis E. Matteson	Community

Request Summary

Summaries of the documentation and narrative provided by the Charter Holder are provided below. Amendment request materials submitted by the Charter Holder are provided in Appendix B.

Rationale

The narrative provided states that the Charter Holder is requesting the increase “due to expansion of our campus, community demand, and population growth in the Town of Prescott Valley.” The Charter Holder is renovating its existing site this summer to accommodate up to 411 students starting in Fall 2017 and “working on financing for further campus renovations to accommodate up to 636 students by 2020.” The Charter Holder has stated that the expansion will be within its current facility and include “revamping of existing floor plans to create a better flow to accommodate more usable classroom space.” Additionally, the Charter Holder has stated that there is “an immediate need to add 5 additional classrooms for the fall of 2017 for incoming Kindergarten enrollments, 3rd grade to retain our current 2nd grade students, and expansion of our middle school program.”

Board Minutes

The submitted minutes indicate that on December 12, 2016, the school’s Governing Board unanimously approved an increase to the Enrollment Cap from 300 to 840. Occupancy documentation provided by the Charter Holder indicates a facility occupancy load of 842. However, because a charter holder can only request up to three years of projected enrollment, the Charter Holder is requesting an increase to 636 students.

Occupancy Documentation

The most recent Certificates of Occupancy were submitted with the request. The occupancy load identified is 842, which is sufficient to support the requested increase to 636 students. The Charter Holder stated that although it can accommodate up to 842 students at its existing site, it does not intend to exceed the enrollment cap of 636 students because its instructional model includes small class sizes.

Staffing Plan

The staffing plan provided by the Charter Holder indicates a plan to recruit, hire, and train new staff members. The staffing plan in the narrative states the Charter Holder will add three teachers in FY 2018, seven teachers in FY 2019, and two teachers in FY 2020. Additionally, the leadership team will add one lead teacher for grades 9–12 in FY 2018, one instructional coach in FY 2019, and five full time administrative staff and three lead teachers starting in FY 2019. The completed Staffing Chart submitted with the request can be found in Appendix B. Amendment Request Materials.

Enrollment Targets

The enrollment targets, as described in the narrative, are consistent with the enrollment tables provided below. The Charter Holder has demonstrated a plan for meeting these targets. The narrative stated that, “Adding to kindergarten classrooms is key to our growth. Our projections are based on retaining current students, and acceptance of new kindergarten enrollments along with their siblings.” Further, the Charter Holder stated that it would be adding a second bus route for the 2017–18 school year and how it had been successful in the past. “When we added a bus in 2015, this was instrumental in our enrollment growth of 69% over the prior year.” Additionally, the Charter Holder noted that it would be “marketing new enrollment via the local radio, newspapers, social media, billboards, and have several community events planned for the coming months to secure additional enrollment.”

Current and Target Student Enrollment by Year for Prescott Valley Charter School				
Grade Level	Number of Students			
	FY17—as of date of request	Target—FY18	Target—FY19	Target—FY20
K	24	72	72	72
1 st	34	28	72	72
2 nd	37	40	40	72
3 rd	25	48	48	48
4 th	26	28	48	48
5 th	26	28	40	48
6 th	23	28	40	48
7 th	21	28	40	48
8 th	18	28	40	48



9 th	18	24	35	48
10 th	14	24	24	28
11 th	8	20	24	28
12 th	12	15	20	28
Total Enrollment	286	411	543	636

Concrete Resources

The narrative demonstrates that the Charter Holder has considered the resource needs for implementing the request. Identified resources are consistent with information contained in all applicable narrative prompts and accompanying attachments. The narrative states that curriculum, assessment, and instruction are accounted for with the increase. Additionally, the Charter Holder has also considered technology needs for the increase: 120 student Chromebooks, faculty computers, new server hardware, expansion of its existing campus-wide Wi-Fi system, additional cabling, and replacement of uninterrupted power supplies.

Additional School Choices

Prescott Valley Charter School received a letter grade of “C” and an Overall Rating of “Does Not Meet” the Board’s academic performance standards for FY 2014. The school is located in Prescott Valley on E. Lorna Ln. near N. Mendecino Dr. The following information identifies additional schools within a five-mile radius of the school and the academic performance of those schools.

Based on 2016 AzMERIT data, Prescott Valley Charter School received the following passing scores:

- 30% passing for ELA
- 24% passing for Math

Schools serving grades K-12 that received an A–F letter grade in FY 2014						
2014 Letter Grade	Within 5 miles of the school	Schools Above State Average ELA (35%)	Schools Above State Average Math (35%)	Schools with Higher ELA	Schools with Higher Math	Charter Schools
A	2	2	2	2	2	1
B	7	6	6	6	6	2
C	4	2	0	2	2	2
D	2	1	1	1	1	1

Board Options

Option 1: The Board may approve the Enrollment Cap Amendment 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 the enrollment cap from 300 to 636 for the charter contract of Prescott Valley Charter School, beginning in FY 2018.

Option 2: The Board may deny the Enrollment Cap Amendment 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 the enrollment cap from 300 to 636 for the charter contract of Prescott Valley Charter School for the following reason(s): (Board member must specify reasons the Board found during its consideration).

APPENDIX A
STAFF RECOMMENDATION
CRITERIA CHART

Staff Recommendation Criteria Chart Enrollment Cap Amendment Request

Staff Recommendation Criteria	Satisfies Criteria	Justification/Summary
Charter Holder has been in operation for three years	<input checked="" type="checkbox"/>	The Charter Holder has been in operation for 11 years.
Rating of “Meets Operational Standard” in the most recent Fiscal 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 Financial Performance Standard” in the most recent Fiscal 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 checked="" type="checkbox"/>	According to the Arizona Department of Education (“ADE”) ADM 46-1 School Finance Report, the Charter Holder’s enrollment increased steadily from 152.375 in FY 13 to 276.539 in FY 16. The Charter Holder’s enrollment plateaued at 276.073 in FY 17. The Charter Holder is at 92% of its current enrollment cap.
ADM is within 85% of current enrollment cap	<input checked="" type="checkbox"/>	The Charter Holder currently serves 276 students, according to the ADE ADM 46-1 School Finance Report. The current enrollment cap is 300. The Charter Holder is within 92% of its current enrollment cap. The projected enrollment provided by the Charter Holder in the Enrollment Matrix indicates an enrollment increase that will meet the enrollment cap in FY 2018.
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; or the proposed school offers a unique program of instruction within a five-mile radius of the target area.	<input type="checkbox"/>	The Charter Holder does not meet the criteria because 11 of the 15 schools (73%) within a five-mile radius had a greater percentage of students receiving passing scores in ELA and Math. The school does not offer a unique program of instruction within a five-mile radius from the school’s location.

APPENDIX B

AMENDMENT REQUEST MATERIALS

Enrollment Cap Notification Request

Charterholder Info

Charter Holder

Name:
Prescott Valley Charter School

CTDS:
07-85-16-000

Mailing Address:
PO Box 27348
Prescott Valley, AZ 86312
> [View detailed info](#)

Representative

Name:
Monika Fuller

Phone Number:
928-772-8744

Fax Number:
928-775-4457

Downloads

 [Download all files](#)

Enrollment Cap

From:
300

To:
636

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 – Staffing Chart](#)

 [Download File – Enrollment Matrix](#)

Signature

Charter Representative Signature
Monika Fuller 05/30/2017

Prescott Valley Charter School
Minutes of Governing Board Meeting

Date: December 12, 2016

Location: Prescott Valley Charter School
9500 Lorna Lane
Prescott Valley, AZ 86314

Present: Monika Fuller
John Atkinson
Anita Atkinson
Ed Matteson

Absent: Gary Webb

Public: None

Call to Order: The meeting was called to order at 3:00pm

Public Comment: None

Executive Session: None

Action Items:

1. **Approval of Prior Board Meeting Minutes from October 6, 2016:** John Atkinson moved to approve the minutes as submitted. Ed Matteson seconded. Motion carried unanimously.
2. **Discussion and possible action pertaining to teacher resignation:** Ed Matteson moved to approve the release of Lisa Tatro from her employment agreement effective 12/31/16 due to her spouse being relocated due to military obligations. Anita Atkinson seconded. Motion carried unanimously.
3. **Approval of enrollment Cap Notification Request to be submitted to Charter Board to increase enrollment cap to 840:** John Atkinson moved to approve the Enrollment Cap Notification Request to be submitted to Az State Board for Charter Schools to increase enrollment cap from 300 to 840 as submitted. Ed Matteson seconded. Motion carried unanimously.
4. **Review and approval of the annual form 990 for FY2016:** Ed Matteson moved to approve the form 990 as submitted. Anita Atkinson seconded. Motion carried unanimously.

Adjournment:

John Atkinson moved to adjourn the meeting at 3:07pm. Monika Fuller seconded. Motion carried unanimously.

Submitted by:

mgdell
Secretary

CERTIFICATE OF OCCUPANCY

Town of Prescott Valley Division of Building Inspection

This certificate, issued pursuant to the requirements of Section 7-01-190(c) of the Town of Prescott Valley Administrative Code, certifies that at the time of issuance, this structure was in compliance with the various ordinances of the Town of Prescott Valley regulating building construction or use related to the following:

BUSINESS ADDRESS: 9451 E LORNA LN PVAZ

PERMIT NUMBER: B14-0275

OWNER AT ISSUANCE: JOHNSON & TANG PARTNERSHIP INC
5209 W CORRINE DR
GLENDALE, AZ
85304

BUILDING CODE EDITION: 2006 International Building Code

OCCUPANCY CLASSIFICATION: E

DESIGN OCCUPANT LOAD: 158

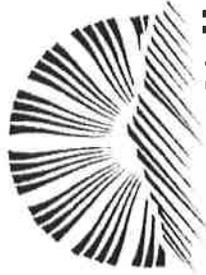
CONSTRUCTION TYPE: VB

AUTOMATIC SPRINKLER SYSTEM PROVIDED: Y
AUTOMATIC SPRINKLER SYSTEM REQUIRED: Y

DESCRIPTION: -AS BUILT - WELDING EXTENSIONS ON STAIRCASE RAILING W/
METAL SCREEN (UPPER LEVEL)

ISSUED DATE: 03/31/2014

SPECIAL CONDITIONS: MONITORED ALARM



PRESCOTT VALLEY

Woody Lewis 4-8-2014
Building Official

POSTED IN A CONSPICUOUS PLACE

CERTIFICATE OF OCCUPANCY

Town of Prescott Valley

Division of Building Inspection

This certificate, issued pursuant to the requirements of Section 7-01-190(c) of the Town of Prescott Valley Administrative Code, certifies that at the time of issuance, this structure was in compliance with the various ordinances of the Town of Prescott Valley regulating building construction or use related to the following:

BUSINESS ADDRESS: 9451 E LORNA LN PVAZ

PERMIT NUMBER: B14-0275

OWNER AT ISSUANCE: JOHNSON & TANG PARTNERSHIP INC
5209 W CORRINE DR
GLENDALE, AZ
85304

BUILDING CODE EDITION: 2006 International Building Code

OCCUPANCY CLASSIFICATION: E

DESIGN OCCUPANT LOAD: 208

CONSTRUCTION TYPE: VB

AUTOMATIC SPRINKLER SYSTEM PROVIDED: Y
AUTOMATIC SPRINKLER SYSTEM REQUIRED: Y

DESCRIPTION: -AS BUILT - WELDING EXTENSIONS ON STAIRCASE RAILING W/
METAL SCREEN (LOWER LEVEL)

ISSUED DATE: 03/31/2014

SPECIAL CONDITIONS: MONITORED ALARM



Woody Lewis 4-8-2014
Building Official

POSTED IN A CONSPICUOUS PLACE

CERTIFICATE OF OCCUPANCY

Town of Prescott Valley Division of Building Inspection

This certificate, issued pursuant to the requirements of Section 7-01-190(c) of the Town of Prescott Valley Administrative Code, certifies that at the time of issuance, this structure was in compliance with the various ordinances of the Town of Prescott Valley regulating building construction or use related to the following:

BUSINESS ADDRESS: 9500 E LORNA LN PVAZ

PERMIT NUMBER: B10-0261

OWNER AT ISSUANCE: MOUNTAIN VIEW CHRISTIAN CENTER
PO BOX 292
LINCOLN CITY, OR
93733

BUILDING CODE EDITION: 2006 International Building Code

OCCUPANCY CLASSIFICATION: E

DESIGN OCCUPANT LOAD: 476

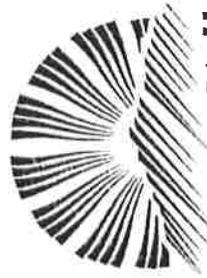
CONSTRUCTION TYPE: VB

AUTOMATIC SPRINKLER SYSTEM PROVIDED: Y
AUTOMATIC SPRINKLER SYSTEM REQUIRED: Y

DESCRIPTION: MINOR INTERIOR REMODEL

ISSUED DATE: 07/26/2010

SPECIAL CONDITIONS:



PRESCOTT VALLEY

Woody Lewis

Building Official

POSTED IN A CONSPICUOUS PLACE

Enrollment Cap Amendment Request

Prescott Valley Charter School

NARRATIVE for CAP INCREASE

RATIONALE for the request to increase enrollment cap

Prescott Valley Charter School is seeking a capacity increase from 300 to 636 students due to the expansion of our campus, community demand, and population growth in the Town of Prescott Valley.

PVS has maintained an enrollment within 95% of our current enrollment cap (300) for the last 2 years and not been able to accept additional students to meet the needs of the growing community. As a result, students/families have been turned away due to enrollment cap limitations. Enclosed please find our enrollment targets for the next three years through 2020.

PVS is actively planning for renovations to our existing site this summer to accommodate up to 411 students starting in the fall of 2017. We are also working on financing for further campus renovations to accommodate up to 636 students by 2020. This expansion will be within our current facility and include revamping of existing floor plans to create a better flow to accommodate more usable classroom space. We have an immediate need to add 5 additional classrooms for the fall of 2017 for incoming Kindergarten enrollments, 3rd grade to retain our current 2nd grade students, and expansion of our middle school program.

Furthermore, our occupancy documentation uploaded to ASBCS Online shows we have a capacity with the Town of Prescott Valley of up to 842 students, it is not our intent to exceed the requested 636 students in our existing site. Our instructional model includes small class sizes and we do not plan to accommodate more than 636 students in our existing site despite what the Town has approved us for.

STAFFING PLAN

Our current leadership team consists of 4 full time staff (principal/superintendent, dean of students, instructional coach, and special education director) and 2 lead teachers in grades K-8.

- In FY2018, PVS will add one additional lead teacher for grades 9-12.
- In FY2019, PVS will add one additional full time position for a second instructional coach.
- Starting in FY2019, PVS will have 5 full time administrative staff and 3 lead teachers on the leadership team through FY2020.

The school's current direct instructional staff in K-12 consists of 15 full time teachers serving 286 students, at a maximum ratio of about 28:1 or less in each classroom. As we add students in FY2018, in kindergarten, 3rd grade and middle school, we will have a need for 3 additional teachers (total 18). The largest growth in faculty will come in FY2019, when we will add 7 new direct instruction teachers to accommodate about 160 new students planned for enrollment in grades K-8 (total 23). Two additional teachers will be added in FY2020 for K-9 to sustain classrooms moving forward a grade (total 25).

PVS also will maintain 1 FTE for an SEI Teacher as long as the ELL population is sustained, and will apply for funds through ADE for additional SEI teachers if the need arises to accommodate the ELL population growth as the school increases in size.

Our specials department for Art, PE and Music has 3 full time FTEs and will maintain this FTE through FY2020.

The special education department currently has 4 paraprofessionals and 1.5 FTEs for AZ certified special education teachers. PVS will be adding a .50 FTE AZ certified special education teacher in FY2019 and 1 additional paraprofessional for a total of 5. By FY2019 our special education department will have 7 FTEs supporting about 65 special needs students, some that have severe needs and require a 1:1 aide during the entire school day. Any unanticipated costs for the special education department staffing will be met through Charter School Expansion, Emergency Child, and High Cost Child Grants through ADE as needed to ensure all special needs students receive the support they need.

Non-instructional support staff currently consist of 1.5 FTE bus/van drivers, 3 front office/health office staff, an attendance/data clerk, a Business Manager, 1.5 FTE for cafeteria staff, and an IT Director. In FY2018 we will need to add .50 FTE for a bus/van driver. In FY2019 we will need to add 1 FTE for an IT support staff member and .50 for cafeteria support, and in FY2020 we will add one additional FTE for bus/van driver.

Describe how administrative, instructional, and non-instructional staff will be:

Recruited

Instructional and non-instructional positions are posted on multiple sites (Indeed, ASU, NAU, ADE, and GCU) in addition we are scheduled to attend career fairs at in state universities to further recruit qualified instructional staff. We offer referral bonuses for existing staff that refer a qualified colleague, and also signing/relocation bonuses are offered, as well as extra bonuses for high need areas (math, science, etc).

Our current administrative team will be sufficient to support growth through FY2018. We are currently mentoring and developing a master teacher to step into an additional administrative role FY2019 and beyond.

Hiring Process

All Resumes/Applications are reviewed by Principal

- Look for candidates that are highly qualified (24 credit hours, AEPA, certification, etc.) have a solid background and resume is error free.
 - Look for red flags and be cautious of the following:
 - i. Short work history – a lot of jobs in a short period of time (past predicts the future)
 - ii. Candidates who have been fired and/or had a conflict with their boss
 - iii. Candidates who have no solid public educational background
 - iv. Candidates with non-education degrees (especially for elementary), certification preferred
2. Schedule Training with Teacher Interview Team if needed – Principal trains team on discrimination and interview protocol.
 - a. All teachers involved in the interview process must go through training prior to participating
 3. Perform a Phone Interview and/or site visit – Principal
 - a. Perform a short 5-10 minute phone interview to determine if the candidate should be brought in for an interview.
 - i. Begin by introducing yourself, state that you have received their resume and have a few questions and ask if this is a good time to talk
 - ii. Have them tell about themselves, ask “tell me a little about yourself and what you are looking for”
 - iii. Ask questions regarding work experience (if they have a job that was short lived, ask why, etc.)
 - iv. Ask what they are looking for in an organization/school and their ideal job
 - v. Confirm that they hold a valid fingerprint card and are highly qualified.
 - vi. Let them know a little about PVCS (our mission/passion/expectations) and ask if that is what they are looking for.
 - b. If candidate is a possibility, tell them about our school – sell the school!!!! Refer them to the website. You can also schedule an Admin interview during the call.
 - c. If they are not qualified, let them know they are not eligible for this position but you will keep their resume on file.
 - d. Thank them for their time and state that we are doing some prescreening and you will pass their resume on to the admin team and if they are interested you will be called at a later date.
 4. Schedule an initial interview with Admin Team - Principal

- a. Schedule interview with Admin Team and interview questions for all participants and send out meeting request to all participants and cc the front office.
 - b. Principal will determine recommended questions for critical competency (Driving for Results, Achievement, Impact, Influence, etc.)
 - c. Make sure the front office has them complete an application if we don't have one already.
 - d. Collect all rubrics (Candidate Evaluation Form) from Admin team.
 - e. Review rubrics with Admin Team
 - f. If a possibility schedule a 2nd interview.
 - g. If not a possibility, give resume to office to send out follow up letter.
5. Schedule a Second Interview with Teachers (confirm they have signed the "How to Avoid Discrimination in an Interview") - Principal
- a. Schedule interview with interview team and bring interview questions for all participants, send out meeting request to all participants and cc the front office
 - b. Collect all rubrics (Candidate Evaluation Form) from interview team.
 - c. Review rubrics with Admin Team
6. Schedule to teach a lesson - Principal
7. Schedule Admin Team Meeting – Principal
- a. Determine final candidate/candidates to offer a position
 - b. Determine HQ Status and course of action (make offer prior to reference checks or wait, etc)
 - c. Depending on outcome, will skip to item 10 with the understanding that the offer is pending items 8 and 9.
8. Review Highly Qualified Status on ADE website (within 2 days)– Amy
9. If HQ, perform Reference Checks (within 2 days) – Amy
- a. Must have 2-3 completed reference checks preferably from previous supervisor.
 - b. If reference checks yield no surprises then move to next step
 - c. If reference checks have new information/concerns schedule Admin Team Meeting
10. Make Offer – Principal calls and emails contract
- a. Call applicant let them know we are excited to make an offer
 - b. Go over salary
 - c. Review their schedule, work hours, work assignment (grade/subjects being taught)
 - d. Go over benefits
 - i. For Full-time employees
 1. ASRS, health, dental, and life, etc
 - ii. For Part-time employees
 1. No benefits (health and dental) are provided

2. PTO based on state requirement
 3. ASRS – if an employee is required to be at the school 19 or more hours a week then they are required to have ASRS. (for high school – teachers who teach 3 or less periods are not eligible)
- e. ***If reference checks have been completed***, Email Monika to do contract.
 - f. Send in PDF to applicant (protected view) and provide 5 calendar days to respond
 - g. ***If reference checks have not been completed, send the following email to the applicant:***

Dear NAME

We would like to offer you a position for POSITION NAME for the upcoming 20xx-xx school year. This offer is contingent upon the successful completion of your reference checks. The salary offer is \$xx,000 and includes health, and state retirement.

I will put together a contract for your review, pending receipt of the following information to our employment requirements:

1. Reference checks
2. Transcripts (and any other document's that we do not have a copy of)

Please let me know if you have any questions, we are truly looking forward to you being part of our team!

11. Schedule meeting with human resources (Amy) to go over all forms, etc. (within 2 days) – Amy
 - a. Principal gives all paperwork to Amy and emails her the contract
 - b. New employee provides all documentation needed
 - c. Enter highly qualified status

Training Process

PVS believes in building quality instructional leaders. As a result, a mentor program was developed and adopted in FY2015. This program requires teachers new to the field of education with less than 3 years of experience and teachers new to PVS to participate. Every summer, new teachers are required to attend additional training before school starts and meet with their mentor to begin the program. Our mentor program requires observations both of the mentor and mentee classrooms and outlines weekly/monthly/quarterly/annual goals and tasks that have to be completed for compliance. Mentors receive a stipend for their leadership to new teachers which is contingent upon their completion of all mentoring steps outlined in our mentor handbook. A mentor agreement is signed by both the mentor and mentee outlining

requirements/guidelines of the relationship and support to be provided. There is also a feedback form completed at year-end to improve our program based on successful completion by members of the PVS faculty to continuously improve and strengthen the program to ensure maximum teacher retention.

We are currently training and mentoring our K-2 lead teacher to move into an administrative role as K-5 instructional coach beginning in FY2019. Due to our rural location within Yavapai County, teacher promotion from within to fill leadership vacancies has proven to be a successful strategy both for staff retention and to support the growth and success of our school.

Enrollment Targets Justification

Provide a justification for the enrollment targets identified in each Enrollment Matrix submitted.

PVCS increased its historical enrollment in 2015 by 69% from about 175 students to our current enrollment which has been just under 300 students over the last 2 years. We are confident that we can continue to grow our school by pushing students up through the grade levels, by adding 2 additional kindergarten classrooms, by expanding lower grade levels to accept incoming siblings, and based on the needs demonstrated by the community. Adding to kindergarten classrooms is key to our growth. Our projections are based on retaining current students, and acceptance of new kindergarten enrollments along with their siblings.

From 2015 to current our middle school enrollment has increased by 55% and we anticipate this will continue as the local school options offer classrooms with over 35 kids in a class, while PVCS focuses on smaller class sizes. Our K-5 enrollment has experienced limited growth because we have been restricted by our current enrollment cap of 300. Based on this cap, we have had to turn students away.

In order to keep up with our growth trends to date, PVS will also be adding a second bus route for the 2017-18 school year. When we added a bus in 2015, this was instrumental in our enrollment growth of 69% over the prior year. We are also marketing new enrollment via the local radio, newspapers, social media, billboards, and have several community events planned for the coming months to secure additional enrollment. A cap increase is essential to accommodate these ongoing recruitment efforts.

Number of Students Returning and Anticipated New Enrollment

FY2017 – PVCS will end this year with about 286 students, of these students 266 are confirmed as returning for the fall semester

FY2018 – 266 students will be returning from the prior year. With the addition of 5 new classrooms, and by filling vacant seats in existing classrooms, we anticipate 145 new enrollments to reach a total population of 411.

FY2019 – We anticipate that 383 students will return from the prior year. With the addition of 5 new classrooms, and by filling vacant seats in existing classrooms, we anticipate 160 new enrollments to reach a total population of 543.

FY2020 - We anticipate that 505 students will return from the prior year. With the addition of 4 new classrooms, and by increasing seats in existing classrooms, we anticipate 131 new enrollments to reach a total population of 636.

RESOURCES

A set curriculum is already in place for the grades we serve. All instruction at PVS is aligned to state standards.

- Kindergarten through 2nd Grade Engage NY Core Knowledge Foundation for Reading/English Language Arts and Social Studies/Geography, Eureka Math, and FOSS for Science.
- 3rd Grade – 12th Grade Engage NY for English Language Arts
- 3rd Grade – 8th Grade Engage NY for Mathematics
- 9th-12th Grade McGraw Hill – Pearson Mathematics
- Grades 3-12 utilize a multitude of curricula for Science and Social Studies from Harcourt, Houghton Mifflin, Glencoe, FOSS for Science, A+ Anywhere, Scott Foresman (Pearson), and Triumph Learning.
- Grades K-12 also have access to music, art, and physical education programs weekly.

No changes would be necessary to our curriculum, however we are ready to implement and adjust our program as needed based on the changing instructional standards recently adopted by Arizona in order to meet the 2018-19 implementation timeline. Further curriculum adjustments would follow our curriculum adoption cycle which extends out through 2019.

Significant needs for student/faculty technology in the classrooms are being filled during the current fiscal year (16-17) by adding 120 student Chromebook. PVS will not have any needs for new student technology for the next 3 years as we have considered enrollment growth, meeting the needs of incoming students, and additional classroom space through 2020. At the end of FY2017 we will have over 250 devices available to students on a daily basis and for computer based assessments and learning. Each new faculty member will however need either a laptop, desktop, or tablet for daily use as they are added in subsequent years and this has been allocated in our 5 year budget plan based on the staffing matrix. We also have a need for new server hardware, which has been allocated for replacement in FY2018 in our budget plan, and we have submitted requests to USAC for expansion of our existing campus-wide Wi-Fi system, additional cabling, and replacement of uninterrupted power supplies (all eligible items discounted at 90% under USAC) that are within our allowable USAC allocation of \$150 per student over a 5 year rolling period. The 10% not covered by USAC has been budgeted in our 5 year plan.

PVS uses a computer-based assessment tool called Galileo, along with other computer based assessments to monitor student growth and proficiency very closely. The costs associated with these assessments have been budgeted for in our 5 year plan based on increased enrollment.

Instruction will continue to be monitored by our current instructional coach and principal/superintendent team. An additional member of the teaching staff is currently being trained on observation/feedback and coaching to support the growing staff in FY2019 and beyond. We also partner with an A rated charter (Arizona Charter Academy) for professional development and have an agreement in place through FY2018 for instructional and administrative coaching to further facilitate the successful growth of our school, development of our teachers, and effective data driven decision making for student success. The cost associated with adding additional classrooms, curriculum, teacher salary/benefits, professional development, technology, and furniture has been calculated and accounted for in our 5 year budget plan and will be sufficient to meet the growing needs of our school.



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: PRESCOTT VALLEY CHARTER SCHOOL – PRESCOTT VALLEY SCHOOL				
Grade Level	Number of Students			
	Current—FY17	Target—FY18	Target—FY19	Target—FY20
Kindergarten	24	72	72	72
1 st	34	28	72	72
2 nd	37	40	40	72
3 rd	25	48	48	48
4 th	26	28	48	48
5 th	26	28	40	48
6 th	23	28	40	48
7 th	21	28	40	48
8 th	18	28	40	48
9 th	18	24	35	48
10 th	14	24	24	28
11 th	8	20	24	28
12 th	12	15	20	28
Total Enrollment	286	411	543	636

*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: PRESCOTT VALLEY CHARTER SCHOOL – PRESCOTT VALLEY SCHOOL				
Position	Number of Staff Members			
	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Administration	4	4	5	5
Teachers/Instructional Staff				
Kindergarten	1	3	3	3
1 st	1	1	3	3
2 nd	2	2	2	3
3 rd	1	2	2	2
4 th	1	1	2	2
5 th	1	1	2	2
6 th	1	1	2	2
7 th	1	1	2	2
8 th	.50	.50	1.5	1.5
9 th	1	1	1	2
10 th	1	1	1	1
11 th	1	1	1	1
12 th	.50	.50	.50	.50
Specialty Staff (Music, Art, PE, etc.)	3	3	3	3
SEI Teacher	1	1	1	1
Special Education	1.5	1.5	2	2
Paraprofessional	4	4	5	5
Additional Staff				
Front Office/Health Office	3	3	3	3
Attendance/Data Clerk	1	1	1	1
Bus Driver	1.5	2	2	3
Café Staff	1.5	1.5	2	2
Business Manager	1	1	1	1
IT Director and IT Support Staff	1	1	2	2
Total Number of Staff Members	35.5	39	50	53

*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: PRESCOTT VALLEY CHARTER SCHOOL – PRESCOTT VALLEY SCHOOL				
	Leadership Team			
Title	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Principal	Monika Fuller	Monika Fuller	Monika Fuller	Monika Fuller
Dean of Students	Heather Phares	Heather Phares	Heather Phares	Heather Phares
Instructional Coach K-12	Stephani Carter	Stephani Carter	Stephani Carter	Stephani Carter
K-2 Lead	Deanna Haight	Deanna Haight	Rachael Leuschner	Rachael Leuschner
3-8 Lead	Tracie Skoug	Tracie Skoug	Tracie Skoug	Tracie Skoug
9-12 Lead		Terri McComb	Terri McComb	Terri McComb
Instructional Coach K-5			Deanna Haight	Deanna Haight
Sped Director	Jennifer Starkey	Jennifer Starkey	Jennifer Starkey	Jennifer Starkey