

# Adding Grade Levels to Charter Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS School, Inc.

**CTDS:**  
07-82-12-000

**Mailing Address:**  
11485 North 136th Street  
Suite 110  
Scottsdale, AZ 85259  
> [View detailed info](#)

### Representative

**Name:**  
Kristen Jordison

**Phone Number:**  
480-767-7900

**Fax Number:**  
4802892088

## Downloads

 [Download all files](#)

## Current Grade Levels

Current Grade Levels Served

- 5th Grade
- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade

## New Grade Levels

For each grade level being added, provide the following as a representation of a program of instruction aligned to the State's approved academic standards and to methods of instruction described in the charter. Please note that a separate upload must be prepared for each grade level and content area and be named as such. Additionally, applicants must restate the name of the file in the Brief Description box (e.g., First Grade Reading, HS Algebra II).

### For K-8

Language Arts & Math: A completed curriculum sample for reading, writing, and math for each grade level being added including all attachments as outlined on the [required template and instructions](#).


### For 9-12

Language Arts & Math: A completed curriculum sample for reading, writing, and math coursework for each grade level being added including all attachments as outlined on the [required template and instructions](#). Each course must align with the State's graduation requirements.

### Add Grade Levels

4th

### Curriculum Samples

 [Download File](#) — BASIS Ahwatukee exclusion form

### Effective Date

07/01/2014

## Attachments

Board Minutes —  [Download File](#)

Narrative —  [Download File](#)

Timeline for implementation —  [Download File](#)

Additional Information\*

No documents were uploaded.

## Signature

**Charter Representative Signature**  
Kristen Jordison 10/17/2013

MINUTES of the meeting  
of the BASIS Ahwatukee School Board  
and BASIS Mesa School Board

October 2, 2013

Locations  
BASIS Ahwatukee  
Conference Room  
10210 S. 50th Place Phoenix, Arizona 85044

BASIS Mesa  
Conference Room  
5010 South Eastmark Parkway Mesa, Arizona 85212

Members:

Present at Location: David Hubalik (BASIS Mesa)

Present - Telephonic: Mittida Raksanaves, Phil Carhuff, Anthony Pitucco and Carolyn McGarvey

Not Present: None

Also Present: Rebecca Krause and Kristen Jordison (telephonic), Kathryn Attwood (BASIS Mesa)

Minutes taken by: Rebecca Krause

1. Call to Order of the BASIS Ahwatukee School Board
  - a) Carolyn McGarvey at 10:09 AM
  - b) Phil Carhuff joined the meeting via conference call at 10:11AM
2. Agenda Adopted
  - a. Agenda was adopted as posted.
    - i. Motion to adopt agenda: David Hubalik
    - ii. Second: Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASIS Ahwatukee and BASIS Mesa School Board Members present
3. Ratified Minutes from the July 9, 2013 Meeting of the BASIS Ahwatukee School Board.
  - a) Ratification of the July 9, 2013 Minutes
    - i. Motion to ratify: David Hubalik
    - ii. Second: Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
4. Ratified Minutes of the July 9, 2013 Meeting of the BASIS Mesa School Board.
  - a) Ratification of the July 9, 2013 Minutes:
    - i. Motion to ratify: Mittida Raksanaves
    - ii. Second: David Hubalik
    - iii. Motion passes by unanimous approval of the BASIS Mesa School Board Members present

5. Discussion and approval of Resolution A13-R10 adopting the BASS Ahwatukee SY 2013-14 Parent / Student Handbook and the policies provided therein, which includes policies for: Accreditation, Academics, Curriculum, Grading, Academic Recognition, High School Diploma Requirements, Student Services, School Rules, and Student Records.
  - a) Approval of Resolution A13-R10:
    - i. Motion to approve: Mittida Raksanaves
    - ii. Second: Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASS Ahwatukee School Board Members present.
  
6. Discussion and approval of Resolution M13-R10 adopting the BASS Mesa SY 2013-14 Parent / Student Handbook and the policies provided therein, which includes policies for: Accreditation, Academics, Curriculum, Grading, Academic Recognition, High School Diploma Requirements, Student Services, School Rules, and Student Records.
  - a) Approval of Resolution M13-R-10:
    - i. Motion to approve: Anthony Pitucco
    - ii. Second: Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASS Mesa School Board Members present.
  
7. Discussion and approval of Resolution A13-R11 to amend the BASS Schools, Inc. – BASS Ahwatukee charter to add grade 4 beginning SY 2014-15.
  - a) Approval of Resolution A13-R11:
    - i. Motion to approve: Mittida Raksanaves
    - ii. Second: Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASS Ahwatukee School Board Members present.
  
8. Discussion, and approval of Resolution M13-R11 to amend the BASS Schools, Inc. - BASS Mesa charter to add grade 4 beginning SY 2014-15.
  - a) Approval of Resolution M13-R11:
    - i. Motion to approve: Mittida Raksanaves
    - ii. Second: Anthony Pitucco
    - iii. Motion passes by unanimous approval of the BASS Mesa School Board Members present.
  
9. Call to the Public
  - a) BASS Mesa parent, Kathryn Attwood, attended the meeting at BASS Mesa, but had no comments for the Board.
  
10. Meeting Adjourned
  - a) Meeting adjourned by Carolyn McGarvey at 10:14 am.

## BASIS Ahwatukee

1. Describe the rationale for the increase in grade levels served:

We desire to teach our students to develop a love for learning and high-level thinking and organizational skills. By offering students this opportunity in the early grades, a BASIS Ahwatukee 4<sup>th</sup> grade curriculum can result in far fewer students on academic support in the 5<sup>th</sup> grade, and a seamless transition to the more rigorous academic approach in the BASIS upper grades. Just as the BASIS middle school curriculum is the reason why we enjoy so much success with our high school students, we anticipate greater overall academic success with the implementation in earlier grades. We believe that children who move from our 4<sup>th</sup> grade program to our middle school program will enjoy more success, thereby increasing the likelihood that more students will continue through to the rigorous high school program.

Many of our incoming 5<sup>th</sup> graders lack basic literacy skills in reading, writing and math facts. Although BASIS is an open-enrollment school, we believe many parents may not choose BASIS because they feel their child is already behind other incoming 5<sup>th</sup> graders. Those same parents may otherwise be inclined to enroll their child at BASIS in earlier grade levels. This expansion to the younger years could enable BASIS to reach a broader spectrum of children with even more impact on the community.

The key is to develop positive relationships with students and families that will last throughout their time on campus and beyond. An added benefit for families with more than one child will be to be able to have their children on one campus.

2. How do the additional grades support the mission, educational philosophy, and methods of instruction? How does the implementation of the existing program of instruction meet the needs of students at the grade levels being added?

The BASIS' mission is to provide accelerated liberal arts education at internationally competitive levels for all students. The rigorous college preparatory education at BASIS readies students for competitive admissions process, helps them become eligible for scholarships, prepares them to prosper at top colleges, and enriches their lives.

The BASIS middle school curriculum is, in many respects, the "magic bullet" behind this amazing rise to prominence. To prepare students for the demanding BASIS upper school curriculum, we employ an accelerated middle school

curriculum consistent with worldwide academic standards and especially designed to help students develop the academic and organizational skills they will need to be successful in high school and college.

By adding 4th grade to this already successful middle and high school program, we aim to foster even higher levels of achievement and mastery among our students.

Our goal is to provide an academic foundation for lifelong learning. Grade level increase will provide preparatory academic environment for children starting at an early age. From early on, students will have an opportunity to develop necessary organizational skills, build work ethic and teach personal responsibility and good study habits.

The curriculum will be aligned with the common core standards and the Arizona state standards and will prepare students for our advanced middle school and AP-based high school program. We currently use the Saxon Math program and will use that program in the early years.

3. Describe the level of proficiency that students must obtain to demonstrate mastery of academic core content and clear criteria for promotion from one level to the next.

The proficiency of the coursework for the grade 4 is consistent with the proficiency for the coursework for our 5-12 students. The proficiency level of each student will be based on the student's performance on multiple sources of assessment aligned with the Arizona Common Core Standards. Assessment will be aligned with success in the middle school BASIS program. Just like the Upper School, we set the end goal and bring the course work to the students, meeting them where they are and providing them with the tools for maximum growth to ensure they meet their educational goals.

We anticipate having five grading periods for grade 4 as we do for 5-12. We will give percentage grades per grading period with year-end traditional letter grades (A, B, C, D, F) based on the periodic percentage grades.

We currently use standardized testing to allow us to judge teaching effectiveness and to see how our students are doing compared with nationally and internationally normed examinations. We currently administer TestWiz for formative assessments and will continue this practice for the 4<sup>th</sup> grade.

Although BASIS has a very high level of achievement and rigorous promotion requirements, we have very few students who do not meet those requirements. Students who are not performing are identified early and given academic

support. Students not achieving a passing level on summative assessments are given the opportunity to study and have a second chance at passing before being passed over for promotion. We feel the two reasons for the high pass rates are because we have the support and uniform application of the passing criteria. These two policies will be consistently applied with high pass rates for the primary grades.

4. Not applicable

5. What changes in staffing will be needed to implement the new grades, and how will they comply with the Highly Qualified federal guidelines?

BASIS takes a unique approach to teacher recruitment, hiring, and training; we recruit and hire individuals who may not have gone to school to become a teacher, but who have vast knowledge in the discipline they teach as well as a love of the classroom. Hiring teachers who are experts in the subject they teach is especially important at BASIS because teachers play a central and critical role in curriculum development and syllabi design (with the provision that curriculum decisions are audited for consistency with the BASIS academic program and state standards).

As BASIS begins the elementary program it will maintain its focus on recruiting and training the best and brightest in the field. This will require that the teachers not only meet our criteria for excellence but also meet the requirements of Arizona's Highly Qualified. To ensure that the teachers meet the Highly Qualified requirements they will either hold a degree in elementary education or have a bachelors or higher degree and have passed the AEP or applicable reciprocal exam from another state.

## BASIS Ahwatukee

### Timeline for Implementation

Describe the timeline for implementing the grade(s) requested, including the number of students served per grade per year, and, including whether the Adding Grade Levels to Charter Amendment Request will be submitted in conjunction with any other amendment or notification requests which would warrant concurrent consideration.

The intent is to add the 4<sup>th</sup> grade for the 2014-2015 school year. The following table demonstrates our student enrollment predictions for the next three years for these grade levels. The school has a current a student capacity of 2,176 in a 66,742 square foot facility.

	2013-14	2014-15	2015-16	2016-17
4		150	150	150
5	172	150	150	150
6	141	180	150	150
7	90	150	180	150
8	67	90	150	180
9	25	70	90	150
10	15	25	70	90
11		15	25	70
12			15	25
Total	510	830	980	1,115

No additional amendments have been submitted related to this request.



# Procurement Laws Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS School, Inc.

**CTDS:**  
07-82-12-000

**Mailing Address:**  
11485 North 136th Street  
Suite 110  
Scottsdale, AZ 85259  
> [View detailed info](#)

### Representative

**Name:**  
Kristen Jordison

**Phone Number:**  
480-767-7900

**Fax Number:**  
4802892088

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## Procurement Laws Exception

### Please Note

Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

**This exception will not be granted to State Board of Education sponsored charter schools.**

## Attachments

Board Minutes —  [Download File](#)

Complete policy for procuring goods and services —  [Download File](#)

### Additional Information\*

No documents were uploaded.

## Signatures

**Charter Representative Signature**  
Kristen Jordison 10/10/2013

# USFRCS Exception Amendment Request

## Charterholder Info

### Charter Holder

**Name:**  
BASIS School, Inc.

**CTDS:**  
07-82-12-000

**Mailing Address:**  
11485 North 136th Street  
Suite 110  
Scottsdale, AZ 85259  
> [View detailed info](#)

### Representative

**Name:**  
Kristen Jordison

**Phone Number:**  
480-767-7900

**Fax Number:**  
4802892088

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## USFRCS Exception

### All exceptions to the USFRCS will include:

Charter Holder must utilize Generally Accepted Accounting Principles

The Charter Holder is **NOT** exempt from filing the Annual Financial Report, the school report card data, annual auditing requirements, or any financial report request from the Arizona State Board of Charter Schools, the Auditor General, and the Arizona Department of Education

The Charter Holder is responsible for any “cross-walks” necessary to complete reporting requirements.

**This exception will not be granted to State Board of Education sponsored charter schools**

## Attachments

Board Minutes –  [Download File](#)

Complete policy for accounting –  [Download File](#)

### Additional Information\*

No documents were uploaded.

## Signatures

### Charter Representative Signature

Kristen Jordison 10/10/2013

## ACCOUNTING POLICY

BASIS Schools, Inc., BASIS Ahwatukee, will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). This includes using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures. The school will utilize a chart of accounts that has been developed to align with the chart of accounts found in the Uniform System of Financial Records for Charter Schools (USFRCS) for the purposes of complying with budgeting and annual financial reporting. Revisions will be made periodically for changes in laws, regulations and accounting pronouncements that cover charter school accounting, financial reporting and compliance with state and federal laws.

## PROCUREMENT POLICY

BASIS Schools, Inc., BASIS Ahwatukee, will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

BASIS Schools, Inc., BASIS Ahwatukee, shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

BASIS Schools, Inc., BASIS Ahwatukee, understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

MINUTES of the meeting  
of the BASIS Ahwatukee School Board  
July 9th, 2013  
9:00 AM  
Location BASISed Office  
Conference Room  
7975 N. Hayden Rd. Suite B 100  
Scottsdale, AZ 85258

Members:

Present at Location: None

Present - Telephonic: David Hubalik, Mittida Raksanaves, Phil Carhuff, and Carolyn McGarvey

Not Present: Anthony Pitucco

Also Present: Rebecca Krause, Gihan Gunasekera, and Kristen Jordison (telephonic)

Minutes taken by: Rebecca Krause

- I. Call to Order of the BASIS Ahwatukee School Board
  - a. Carolyn McGarvey at 9:01 AM
  
- II. Discussion and adoption of the FY 2014 Proposed Budget (Resolution A13-R01)
  - a. Gihan Gunasekera presented the proposed FY 2014 budget to the Board stating that local, state, and federal funding make up the three main sources of revenue for the school. State funding is the largest revenue source as it includes per-pupil state equalization funds. The budget's projected state funding amount is based on a predicted enrollment of 575 students. In addition to these revenue streams, the school will receive Federal Start-up grant and IDEA (special education) funds.
    - i. Motion to adopt: Phil Carhuff
    - ii. Second: Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- III. Discussion and approval of the exemption for USFRCS and Procurement for BASIS Ahwatukee (Resolution A13-R02).
  - a. Kristen Jordison explained that the State Board for Charter Schools will grant an exception from the Uniform System of Financial Records and Procurement for charter schools if the school's accounting and procurement policies comply with the generally accepted accounting practices (GAAP) guidelines. All BASIS schools have applied for and received such exemptions.
    - i. Motion to adopt: David Hubalik
    - ii. Second: Mittida Raksanaves
    - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- IV. Discussion and approval of the BASIS Policies Regarding Enrollment Preferences (Resolution A13-R03).
  - i. Motion to adopt: Mittida Raksanaves
  - ii. Second: Phil Carhuff
  - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present

- V. Discussion and adoption of the BASIS Special Education Policies and Procedures (Resolution A13-R04).
  - i. Motion to adopt: Mittida Raksanaves
  - ii. Second: David Hubalik
  - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- VI. Discussion and adoption of the BASIS policies for the recitation of the Pledge of Allegiance (Resolution A13-R05).
  - i. Motion to adopt: Phil Carhuff
  - ii. Second: Mittida Raksanaves
  - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- VII. Discussion and approval of the Mission Statement for BASIS Ahwatukee (Resolution A13-R06).
  - i. Motion to adopt: Mittida Raksanaves
  - ii. Second: David Hubalik
  - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- VIII. Discussion and adoption of a policy that directs BASIS Educational Group to implement procedures to ensure alignment with the Arizona Academic Standards for BASIS Ahwatukee (Resolution A13-R07).
  - i. Motion to adopt: Phil Carhuff
  - ii. Second: Mittida Raksanaves
  - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- IX. Consideration, discussion and possible action to adopt the BASIS SY 2013-14 Parent Student Handbook (Resolution A13-R08)
  - a. Carolyn McGarvey informed the Board that the Parent Student Handbook is being finalized and we will need to hold a separate meeting to take action on approving it. The agenda item was tabled and the Board did not take action on Resolution A13-R08.
  
- X. Discussion and adoption of the Policies for Provision of Financial Aid to BASIS Students (Resolution A13-R09).
  - i. Motion to adopt: Mittida Raksanaves
  - ii. Second: David Hubalik
  - iii. Motion passes by unanimous approval of the BASIS Ahwatukee School Board Members present
  
- XI. Call to public
  - a. No members of the public were present at the meeting.
  
- XII. Adjourn
  - a. Meeting adjourned at 9:15 AM by Carolyn McGarvey.

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Carolyn McGarvey  
Chairperson