1. Applicant Agreement

Print this sheet, complete and sign the spaces at the bottom, then scan and attach to your application. A Charter Representative of the eligible charter holder must sign the following agreement prior to submitting the application package. Should the agreement be signed by someone other than a Charter Representative, the application package will be deemed Administratively Incomplete.

I certify all information contained in this application is complete and accurate, realizing that any misrepresentation could result in disqualification from the replication application process or revocation after award. I understand that incomplete applications will not be considered.

The Applicant acknowledges that all information presented in the application package, if approved, becomes part of the charter and will be used for accountability purposes throughout the term of the charter, and that the charter may be amended or modified by mutual agreement, in writing, of the parties pursuant to the terms of the charter contract when signed.

The Applicant acknowledges that the Principals have read all Arizona statutes regarding charter schools and that, if approved to operate a charter school, the Applicant is subject to and will ensure compliance with all relevant federal, state and local laws and requirements.

The Applicant acknowledges that the most current academic data will be provided to the Board for its consideration of the application.

The Applicant acknowledges that if approved to operate a charter school, the Applicant must execute a charter contract with the Arizona State Board for Charter Schools within twelve months of the date of approval of the charter by the Arizona State Board for Charter Schools. A charter that is not timely signed expires.

The Applicant acknowledges that if approved to operate a charter school, the Applicant must begin providing educational services within twelve months of execution of the contract or within twenty-four months of approval of the charter, whichever date occurs later.

The Applicant acknowledges that if approved to operate a charter school, the Applicant must provide the number of days of instruction as approved in the application within the State's fiscal year that begins July 1st and ends June 30th.

Espiritu Community Development Corp.	**Marytown Academies**
Name of Current Charter Holder Entity	Name of New Entity (if applicable)
Armando Ruiz	**Armando Ruiz**
Name of Current Entity Charter Representative *(please print)*	Name of New Entity Authorized Representative *(please print)*
Signature of Charter Representative/Date	Signature of Authorized Representative/Date

2. Current Charter Holder Entity

Name of Charter Holder Entity eligible for Replication ('existing entity'): **Espiritu Community Development Corp.**

Name of Replication Model School: **NFL YET College Prep Academy**

In the "Principal Information" section, complete and attach all requested documents for all officers, directors, members, or partners of the existing entity.

3. Replication Charter Holder Entity

In this section you will be providing information regarding the consistency in the corporate structure between the existing entity and the new entity. Answer the following question about the entity that will operate the new school by checking the appropriate box and completing any additional information requested.

Will the replication charter be held by the existing entity?

☐ Yes, the existing entity will hold the replication charter. (Skip Section A and go to Governance Structure.)
☒ No, a new entity will hold the replication charter. (Complete Section A below)

Section A: New Entity and Corporate Principals

☒ *Statement of Consistency:* By checking this box, I understand and agree that the Replication Application process requires the organizational structure of the new entity to be consistent with the organizational structure of the existing entity.

Name of New Entity: **Marytown Academies**

Name of Proposed Charter School: **AIM Higher College Prep Academy**

Authorized Representative(s) for New Entity: **Armando Ruiz**

Authorized Representative Mailing Address: **50 East Cody Drive**

City, State: **Phoenix, AZ**

Zip: **85040**

County of Proposed School: **Maricopa**

Authorized Representative Email: **ruizarmando1@hotmail.com**

Day Time Phone: **602-243-7788**

Fax (optional): **602-243-7799**

Form of Organization (*check one*):

☒ Corporation
☐ Partnership/LLC
☐ Sole Proprietorship
☐ Government/Tribal Entity

For-Profit/Non-Profit (*check one*):

☐ For-Profit
☒ Non-Profit

Section A: New Entity and Corporate Principals (continued)

Below, list the names and positions of all Principals (officers, members, directors, partners) of the new entity, and their positions. Also list any other current charters in which they act as a corporate principal or charter representative. Add rows as necessary.

Name	Position	Current Charter Affiliations
Armando Ruiz	Board Chair; President; Charter Representative	Espiritu Community Development Corp.
Bertha Gutierrez	Board Member; Vice President	Espiritu Community Development Corp.
Adrian Ruiz	Board Secretary/Treasurer	Espiritu Community Development Corp.
Frances Castillo	Board Member	Espiritu Community Development Corp.
Monica Rivera	Board Member	Espiritu Community Development Corp.

In the "Principal Information" section, complete and attach all requested documents.

Required Exhibits for Section A:

- A copy of Arizona filing required to conduct business in Arizona by the Arizona Corporation Commission or Arizona Secretary of State as per R7-5-201.
- A copy of current Corporate Bylaws/Operating Agreement, as applicable.
- Minutes of the board of the existing entity authorizing application for replication.

4. Principal Information

If the Principal is a current Charter Representative or Principal of an operating charter and you believe current information is already on file with the Charter Board, email the Board office, and attach the confirmation email listing the documents currently on file.

For each Charter Representative, Authorized Representative, or Principal not having confirmed information on file, provide the following documents:

a. Copy of VALID Arizona Fingerprint Clearance Card

b. Signed and Notarized Affidavit, Disclosure, and Consent for Background and Credit Check

c. Background Information Sheet Attachment (2 pages)

d. Resume (2 pages max, without personal contact information)

e. Verification of Coursework or Degree: if a postsecondary degree is noted on the Background Information Sheet and Resume, the principal must provide scanned copies of school transcripts with official seal or signature from the granting institution, or a watermarked report from the National Student Clearinghouse® (http://www.studentclearinghouse.org).

5. Governance Structure

The **governing body** of a charter school is responsible for the policy decisions of the school (A.R.S. § 15-183.E.8). *In this section you will be providing information regarding the consistency in the governance structure between the existing entity and the new entity.*

☒ *Statement of Consistency:* By checking this box, I understand and agree that the Replication Application process requires the governance structure of the new school to be consistent with the governance structure of the Replication Model School.

Answer the following question by checking the appropriate box and completing any additional information requested.

How will the governance structure of the new school relate to the Replication Model School?

☐ The new school will be operated by the existing entity and have the same governing body as the Replication Model School. (Skip Section B and go to Education Service Providers.)

☒ The new school will be operated by a new entity described in Section A, which will act as the governing body. (Skip Section B and go to Education Service Providers.)

☐ The new school will be operated by the existing entity but with a new, separate governing body which will follow the same membership structure and responsibilities as the current governing body. (Complete Section B)

☐ The new school will be operated by a new entity described in Section A, and have a new, separate governing body which will follow the same membership structure and responsibilities as the current governing body. (Complete Section B)

Section B: New Governing Body

Indicate the make-up of this body below. Add rows as necessary.

Governing Body (Body responsible for the policy decisions of the school.) (A.R.S. § 15-183.E.8)				
Member Type	**Number**	**Name**	**Name**	**Name**
Corporate Principals				
School Staff				
Parents				
Community				
Other				

6. Education Service Providers

An **Education Service Provider (ESP)** is an organization that contracts with or has a governance relationship with the Applicant entity to provide comprehensive services. An ESP is considered to have a ***governance relationship*** with the Applicant if the Applicant is a subsidiary of the ESP, the Applicant board has members that are members or employees of the ESP, and/or the ESP has ultimate executive authority over the Applicant, including the power to appoint board members and/or close the school. An ESP is considered to have a ***contractual relationship*** if it will contractually provide operations and management to the Applicant, but the Applicant chooses the affiliation and is independent of the ESP.

In this section you will be providing information regarding the consistency in the Education Service Providers between the existing entity and the new entity. Answer the following questions regarding Education Service Providers (ESP) by checking the appropriate box and completing any additional information requested.

Does the existing entity have a relationship with an ESP?

☐Yes – Contractual (Complete Section C.1)

☐Yes – Governance (Complete Section C.2)

☒No (Skip Section C and go to Target Population of New School)

Section C.1: Education Service Providers – Contractual Relationship

☐ *Statement of Consistency:* By checking this box, I understand and agree the Replication Application process requires that the contractual relationship of the replication charter with an ESP to be consistent with the contractual relationship of the existing entity with an ESP.

What is the name of the ESP?

Required Exhibits:

- Copy of the service agreement as executed between the existing entity and the ESP.

Section C.2: Education Service Providers – Governance Relationship

☐ *Statement of Consistency:* By checking this box, I understand and agree the Replication Application process requires that any governance relationship of the replication charter with an ESP to be consistent with the governance relationship of the existing entity with an ESP.

1. What is the name of the ESP?
2. Describe the nature of the governance relationship.

Required Exhibits:

- List of all Arizona schools that the ESP currently manages.

7. Target Population and Enrollment of New School

In this section you will be providing information that supports the replication of the existing charter in an identified area or with an identified population.

☒ *Statement of Consistency:* By checking this box, I understand and agree that the Replication Application process requires the target population of the new school may be similar to the population of the Replication Model School, and that differences must be addressed in responses to the questions below.

☒ *Statement of Consistency:* By checking this box, I understand and agree that the Replication Application process requires the enrollment policies of the new school to be consistent with the enrollment policies of the Replication Model School, and that enrollment of students cannot begin until the charter is signed.

Grades Requested for Replication Charter Contract: **7-12**

Grades Served in Year 1: **7, 8**	Projected Enrollment Cap: **150**
Grades Served in Year 2: **7, 8, 9**	Projected Enrollment Cap: **225**
Grades Served in Year 3: **7, 8, 9, 10**	Projected Enrollment Cap: **300**

School Calendar Type: **Standard**

If Alternative, describe in ten words or less:

Instructional Days: **189** Target Start Date: **August 3, 2015**

Attach a clear, specific and concise response about the proposed target population. The expected page length for all five questions is no more than two pages.

7-1. Describe the population of the Replication Model School, including the demographic profile, academic performance of students entering the school, and distance travelled by current students.

7-2. Identify the target population of the proposed school, demonstrating a clear understanding of the students the school intends to serve, including whether the students will be primarily neighborhood or commuter, current levels of academic performance, and a demographic profile.

7-3. Describe the market analysis that supports the successful enrollment of the projected student count from the target population.

7-4. Describe the enrollment practices, processes, and policies of the existing school, as per A.R.S. § 15-184.

7-5. Describe the enrollment timeframe that will be implemented by the proposed school, to be shared with the public.

8. Facility Acquisition for New School

Answer the following questions regarding facility acquisition by checking the appropriate box and completing any additional information requested.

Has a confirmed facility been acquired for the new school?

☐ Yes (Complete Section D.1)

☒ No (Complete Section D.2)

Section D.1: Confirmed Facility

Address of Confirmed Facility:

Click here to enter text.

Description of Facility Size and Layout:

Enter response here

Required Exhibits:

- Floor Plan or Layout of confirmed facility.

Section D.2: Planned Facility

Attach the following information regarding the proposed location of the new school.

D.2-1. Identify the proposed location of new school by providing cross streets that would be the center of a 2.5 mile radius.

D.2-2. Describe the facility size and layout suitable for implementing the Educational Plan.

D.2-3. Describe the timeline for acquiring a suitable facility by the start date identified in Section 7.

9.Educational Plan

To ensure that the charter contract for the Replication charter reflects the current practices of the existing entity and Replication Model School, attach a clear, specific and concise response regarding the existing Educational Plan, as it supports replication. The expected page length for all five questions is no more than two pages.

Provide a statement describing the mission of the new school: **The mission of AIM Higher College Prep Academy is to prepare students for success in university and to become international servant leaders who possess the ability to discern logical thoughts and influence others to change the world.**

☒ *Statement of Consistency:* By checking this box, I understand and agree that the Replication Application process requires the Educational Plan of the new entity and school to be consistent with the Educational Plan of the existing entity and Replication Model School.

9-1. Provide a description of the charter holder's philosophical approach to improving pupil achievement. Include how this philosophy has impacted the success of the existing school. If a different population will be served in the new school, how does this philosophical approach apply?

9-2. Describe the existing program of instruction of the current school, including methods of instruction and curriculum for the core academic content areas, which supports this philosophy and aligns to Arizona Academic Standards.

9-3. Present an explanation of how the implementation of the existing program of instruction meets the needs of the proposed target population.

9-4. 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.

9-5. If your school serves a high school population, identify graduation requirements for the school that will meet State requirements. Describe the process and criteria for awarding course credit.

Required Exhibit: (for schools offering high school grades only)

- Menu of course offerings including course titles and brief descriptions.

10.Operational Plan

Attach a clear, specific and concise response regarding the operational plan for the entity requesting replication. The expected page length for all three questions is no more than one page.

10-1. Describe the organization's strategic growth plan and desired outcomes over the next five years in Arizona. Include: number of schools with grades served including expansion progression, projected opening dates, and projected number of students served.

10-2. Summarize the organization's capacity to support the quality and long-term academic and operational success and financial viability of the replication school, and proposed growth of the school over the next three years.

10-3. Discuss your operational capacity to open and operate schools successfully, including lessons learned from past expansion, and how you plan to avoid or minimize challenges in the replication school.

11.Business Plan

The **Financial Performance Framework** gauges both near-term financial health and longer term financial sustainability, and is described in the *Financial Performance Framework and Guidance* document, available on http://asbcs.az.gov. An existing entity that receives one or more "Falls Far Below Standard" and/or two or more "Does Not Meet Standard" does not meet the Board's financial performance expectations and must submit additional information as part of its replication application.

Answer the following questions regarding the financial performance of the existing entity by checking the appropriate box and completing any additional information requested.

Does the financial performance of the existing entity meet the Board's financial performance expectations?

☐ Yes (Skip Section E and go to Principal Information)

☒No (Complete Section E)

Section E: Business Plan for Expansion

Attach a clear, specific and concise response regarding budgets and finances.

Required Attachments:

- **Financial Performance Information**: As described on page 13 of the *Financial Performance Framework and Guidance* document, address each Financial Performance Framework measure where the existing entity received a "Falls Far Below Standard" or "Does Not Meet Standard."
- **Start-Up Budget**: Provide a budget to cover expenses projected to occur during the start-up period (Until August 1 of the year the school opens).
- **Three Year Operational Budget**: Provide a budget to cover expenses projected to occur during the first three years of operation.
- **Assumptions**: For each budget, provide a separate document describing assumptions for each line item, to include disaggregated costs, and basis for determining for those costs. Demonstrate through the assumptions that the amounts listed are viable and adequate for the start-up period and first three years of operation.

Note: Templates for the Budgets will be provided as separate Excel files and are located at http://asbcs.az.gov/applicant_resources.

12.Checklist for Replication Application

Ensure you have completed all these steps before submitting your application to the ASBCS.

☒Completed, signed and attached the "Applicant Agreement" form

☒Completed "Current Charter Holder Entity" section

☒Completed "Replication Charter Holder Entity" section, with all applicable exhibits

☒Attached all documents specified in the "Principal Information" section for all Charter Representatives, Authorized Representatives, and Principals

☒Completed "Governance Structure" section

☒Completed "Education Service Providers" section, with all applicable exhibits

☒Completed "Target Population and Enrollment of New School"

☒Completed "Facility Acquisition for New School" section, with all applicable exhibits

☒Completed "Educational Plan" section, with all applicable exhibits

☒Completed "Operational Plan" section

☒Completed "Business Plan" section, with all applicable attachments

☒Named all files according to the "Formatting Requirements" described in this application

- ☒Burned files to a CD-R OR copied files to a flash drive
- ☒Backed up all files on your computer
- ☒Delivered the CD-R/flash drive containing application files to the ASBCS office with one paper copy of the complete application package

Attachments

- *Print or copy the following forms as needed.*
- *Refer to the Formatting Requirements when attaching files to the application.*
- *These blank form templates may be deleted from your application file when complete.*

On May 13, 2013, the Board approved the Replication Application, which includes templates and attachments designated by the Board. Templates and attachments must not be altered from the approved content, format and sequence approved on May 13, 2013. A replication application package may be deemed administratively incomplete if it contains modifications to the content, format or sequence of the templates or attachments or if it contains templates or attachments that were approved for use in a prior fiscal year.