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September 29, 2015

Johanna Medina
Director of School Quality
Arizona State Board for Charter Schools
1616 W. Adams
Phoenix, AZ 85007

Re: Letter of Intent for Expansion Requests for Trivium Preparatory Academy

Dear Ms. Medina,

With this Letter of Intent, I am requesting that Trivium Preparatory Academy be placed on the October 13, 2015 meeting agenda of the State Board for Charter Schools for consideration to submit expansion requests to increase its grades served and its enrollment cap for FY17.

Rationale, Scope, and Timeframe of Expansion

Trivium Preparatory Academy was approved to serve grades 6-12 in its charter. It opened with grades 6-7 with the plan of adding a grade per year as students matriculated to successive grade levels. It is currently serving grades 6-11 and needs to add grade 12 in FY17 to complete the progression of its build-out to grades 6-12 in accordance with its charter and allow its current 11th graders to complete their education at Trivium Prep. Along with the planned increase in grades served, Trivium Preparatory Academy will also need to increase its enrollment cap accordingly to accommodate the growth in students that will occur with the addition of grade 12 and a new cohort of entry level students from the Great Hearts Archway programs. The following table shows the grades served and enrollment cap for the current year, FY16, and the increase in grades served and the accompanying increase in enrollment cap we are requesting concurrently for FY17:

2015-2016		2016-2017	
GRADE	# 0F STUDENTS	GRADE	# OF STUDENTS
6	115	6	150
7	91	7	115
8	91	8	92
9	85	9	92
10	42	10	83
11	36	11	42
		12	36
	460		610

Trivium Prep consistently demonstrates proficiency in both math and reading on state assessments, but had low student growth measures in math and reading on the last two dashboards available, FY13 and FY14. In response, the school carefully analyzed past practices, identified areas where improvement was needed, and implemented focused interventions to address the deficiencies. Since the FY15 dashboard will not be available

until April 2016, the success of these interventions in improving the prior performance deficiencies and meeting the Boards' expectations is not known at this time and, therefore, we need to submit a Letter of Intent to appear before the Board for consideration to submit these expansion requests to increase our enrollment cap to 610 and serve grade 12 in FY17.

Capacity to Implement Expansion while Correcting Academic Deficiencies

Because Trivium Prep did not meet the Board's academic expectations for the last two years for which dashboards are available, we have instituted substantial changes in staffing and instructional practices to improve the growth of all students and meet the Board's academic expectations.

Most notably, in July 2015 we hired a new Headmaster who is intentionally focusing all aspects of the school's instructional program and practices on meeting the state Board's academic performance expectations. Among her first actions was to put in place a highly proficient Leadership Team charged with implementing and monitoring school improvement actions with special attention given to increasing the comparative year-over-year rate of student growth across all performance levels. Prime among the Team's duties are:

- Integrating the AZ state standards into Trivium Preparatory Academy's ELA and Mathematics curricula and ensuring that the content and instruction of the standards aligns with the state assessment of the standards. For example, we have included technical reading (manuals) and the writing of business letters into our ELA courses, both of which were not previously part of our classical ELA curriculum.
- Providing on-going training to teachers in analyzing the results of benchmark assessment data to identify areas of students' underperformance and using the results to inform instruction in Math and Reading to increase students' growth performance in both areas.
- Working with grade level teacher teams to develop lesson plans that incorporate the state standards and include data-driven instructional strategies and activities to increase students' understanding and mastery of the standards across all grades and performance levels.
- Monitoring of instruction that involves a weekly review of all lesson plans to ensure they incorporate relevant state standards and instructional activities linked to the standards, and daily formal and/or informal observations and evaluations of all teachers' classroom instruction to ensure the instructional activities in the lesson plans are being taught in a manner that will develop and reinforce all students' understanding and mastery of the standards. After each observation/evaluation, the teacher and evaluator discuss areas of instructional strength and weakness and steps for improvement. If needed, additional support such as coaching by master teachers or a formal improvement plan is provided to the help the teacher improve his/her performance.

In addition to hiring a new Headmaster to lead Trivium Prep's improvement efforts, we also replaced teachers who demonstrated an inability to increase their students' academic performance as measured by the students' comparative growth data from the school's internal assessment system over the past two years.

With these curricular, instructional, and leadership changes, we are confident that we have the capacity to implement expansion while correcting our academic deficiencies, and appreciate the opportunity to appear before the State Board on October 13, 2015 to request the Board's permission to submit these expansion requests.

Very best regards,

Erik Twist
Charter Representative