

**APPENDIX A**

**AMENDMENT REQUEST MATERIALS**

# Enrollment Cap Request

## Charterholder Info

### Charter Holder

**Name:**  
Yuma Private Industry Council,  
Inc.

**CTDS:**  
14-87-58-000

**Mailing Address:**  
3834 West 16th Street  
Yuma, AZ 85364  
> [View detailed info](#)

### Representative

**Name:**  
Patricia Ray

**Phone Number:**  
928-329-0990

**Fax Number:**  
928-783-0886

## Downloads

 [Download all files](#)


## Enrollment Cap

**From:**  
105

**To:**  
110

## Attachments


### Board Minutes

 [Download File](#) — Minutes from the Charter High School Board meeting in May approving the increase to 110 and authorizing staff to request the enrollment cap increase.

## Increase to Enrollment Cap Attachments

The following 2 attachments are only required if the enrollment cap is increasing.


### Occupancy Documentation (Increase Only)


 [Download File](#) — This is the Facilities Documentation indicating that we have sufficient space for the increase of 5 students. Also attached below is the Certificate of Occupancy indicating the facilities are approved for Education and allowing the 110 students.

 [Download File](#) —

**Narrative** —  [Download File](#)

### Additional Information

 [Download File](#) — Attached is the Enrollment Matrix

 [Download File](#) — Attached is the Staffing Chart

## Signature

**Charter Representative Signature**  
Patricia Ray 07/10/2017

## Narrative

The Yuma Private Industry Council, Inc. is requesting an amendment to increase the Enrollment Cap from 105 to 110 for our Charter High School. We have students requesting to attend our Charter High School but we are at our enrollment cap. Therefore, we are requesting the increase.

The staffing would remain the same as the addition of 5 students will only result in an approximate increase of 1 student per classroom. We continually have students waiting for enrollment into the Charter High School. Therefore, we do not anticipate having to do additional recruitment. The Yuma Private Industry Council operates an Out of School Youth Program and the Charter High School works with this program to encourage students to return to school.

We will not need to hire additional staff to accommodate the increase in the student enrollment.

No additional training will be needed.

We have approximately 80 returning students and have 20 applications for enrollment already for next school year. We anticipate that by July 31<sup>st</sup> we will have another 20 applications. We are confident we will have the additional students to reach our enrollment by the first day of school in August.

We have the resources available to meet the student needs. We do not need additional curriculum, assessments, or instructional materials.



# 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: Yuma Private Industry Council, Inc. – Educational Opportunity Center Charter High School				
Grade Level	Number of Students			
	Current—FY17	Target—FY18	Target—FY19	Target—FY20
Kindergarten				
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>	1	2	2	2
10 <sup>th</sup>	19	20	20	20
11 <sup>th</sup>	31	32	32	32
12 <sup>th</sup>	54	56	56	56
<b>Total Enrollment</b>	105	110	110	110

\*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: Yuma Private Industry Council, Inc. – Educational Opportunity Center Charter High School				
Position	Number of Staff Members			
	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Administration	1	1	1	1
Teachers/Instructional Staff				
Kindergarten				
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>				
10 <sup>th</sup>	4	4	4	4
11 <sup>th</sup>	(Multi-level Core	Teachers)		
12 <sup>th</sup>				
Specialty Staff (Music, Art, PE, etc.)				
Special Education	1	1	1	1
Paraprofessional	3	3	3	3
Additional Staff				
List title: <u>Principal</u>	1	1	1	1
List title: <u>Guidance Counselor</u>	1	1	1	1
List title: <u>Registrar</u>	1	1	1	1
List title:				
<b>Total Number of Staff Members</b>	12	12	12	12

\*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: Yuma Private Industry Council, Inc. – Educational Opportunity Center Charter High School				
Title	Leadership Team			
	Current—FY17	Anticipated—FY18	Anticipated—FY19	Anticipated—FY20
Principal	Brian Grossenburg	Brian Grossenburg	Brian Grossenburg	Brian Grossenburg
Lead Teacher	Juan Lerma	Juan Lerma	Juan Lerma	Juan Lerma
Superintendent	Patricia Ray	Alicia Huizar	Alicia Huizar	Alicia Huizar