

# **APPENDIX A**

## **AMENDMENT REQUEST MATERIALS**

1. GRADE LEVEL CHANGE WITH ENROLLMENT CAP AMENDMENT REQUEST
2. AMENDMENT DOCUMENTS

# School Location Request

## Charterholder Info

### Charter Holder

**Name:**

Pan-American Elementary  
Charter School

**CTDS:**

07-89-40-000

**Mailing Address:**

3001 West Indian School Road  
Phoenix, AZ 85017

> [View detailed info](#)

### Representative

**Name:**

Marta Pasos

**Phone Number:**

602-266-3989

**Fax Number:**

602-266-3979

## Downloads

 [Download all files](#)

## Current Address, Phone Number, and Fax Number

**Physical Address**

3001 West Indian School Road  
Phoenix, AZ 85017

P: 602-266-3989

F: 602-266-3979

**Mailing Address**

3001 West Indian School Road  
Phoenix, AZ 85017

P: 602-266-3989

F: 602-266-3979

## New Address, Phone Number, and Fax Number

**Please check all applicable boxes**

Physical Address

**Effective Date of Change**

01/06/2020

**New Physical Address**

83rd Avenue & Thomas Rd.  
Phoenix, AZ

**Physical Phone Number**

6022663989

**Physical Fax Number**

6022663979

**New Mailing Address**

3001 W. Indian School Rd.


Phoenix, AZ 85017

**Mailing Phone Number**  
6022663989


**Mailing Fax Number**  
6022663979

## Attachments

### Board Minutes


 [Download File](#) – Pan-American Charter School Board minutes approving the enrollment cap increase of 1,300 and location change to campus at 83rd/Thomas Rd.

### Occupancy Documentation (Physical Address changes only)

 [Download File](#) – Current Buildings 1) Fire Marshall's Inspection Reports 2) Certificates of Occupancy 3)Site Plans 4)Certificates of Insurance Proposed Plans 1) Site Plans 2) Floor Plans 3) Pre-Development and Reimbursement Agreement4) Purchase Agreement

**Narrative** –  [Download File](#)

### Additional Information

 [Download File](#) – -Occupancy Compliance Assurance and Understanding -Agricultural Land Regulation Assurance and Understanding -Staffing Chart -Leadership Staffing Chart -Enrollment Matrix

### Additional Information\*

No documents were uploaded.

## Enrollment Cap

### Is an Enrollment Cap Increase being added to this request?


Yes, an Enrollment Cap Increase is also being requested.

**From:**  
850

**To:**  
1,300

### Narrative

 [Download File](#) – Pan-American Charter School is requesting that its enrollment cap be increased from its present 850 student cap to that of 1,300 students. With a present enrollment of 765, the school is now at 90% of its enrollment cap. The 1,300 student population is tentatively planned to be housed at two new campuses built on a single site located on the southwest corner of 83rd Avenue and Thomas Road, maintaining two separate buildings for the K-8 and 9-12 populations.

 [Download File](#) – Pan-American Charter School's three-year staffing projections.

## Signatures

**Charter Representative Signature**  
Marta Pasos 01/28/2019





# 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:				
Number of Staff Members				
Position	Current - FY	Anticipated - FY	Anticipated - FY	Anticipated - FY
Administration				
Teachers/Instructional Staff				
Kindergarten				
1 <sup>st</sup> Grade				
2 <sup>nd</sup> Grade				
3 <sup>rd</sup> Grade				
4 <sup>th</sup> Grade				
5 <sup>th</sup> Grade				
6 <sup>th</sup> Grade				
7 <sup>th</sup> Grade				
8 <sup>th</sup> Grade				
9 <sup>th</sup> Grade				
10 <sup>th</sup> Grade				
11 <sup>th</sup> Grade				
12 <sup>th</sup> Grade				
Specialty Staff (Music, Art, PE, etc.)				
Special Education				
Paraprofessional				
Additional Staff				
List title:				
List title:				
List title:				
<b>Total Number of Staff Members</b>				

**Continue on page 2: Leadership Staffing Chart**

## 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:				
Leadership Team				
Title	Current - FY	Anticipated - FY	Anticipated - FY	Anticipated - FY

\*To view an example of a completed Staffing Chart, review The Guide.