

APPENDIX A

AMENDMENT REQUEST AND SUPPORT

MATERIALS

1. ENROLLMENT CAP AMENDMENT REQUEST FORM
2. AMENDMENT REQUEST DOCUMENTS



Enrollment Cap Request

Charterholder Info

Charter Holder	Representative
Name: BASIS Charter Schools, Inc. CTDS: 03-87-07-000 Mailing Address: 7975 N. Hayden Rd, Suite B-100 Scottsdale, AZ 85258 View detailed info	Name: Anastasia Hawkins Phone Number: 480-767-7696

Downloads

[Download all files](#)

Enrollment Cap

From: 883
To: 970

Attachments

Board Minutes

[Download File — Resolution approving 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 — Certificate of Occupancy](#)
- [Download File — Fire Inspection Report](#)

Narrative — [Download File](#)

Additional Information

- [Download File — Staffing Chart](#)
- [Download File — Enrollment Matrix](#)
- [Download File — Financial Performance Response](#)

Feedback

Feedback

Signature

Charter Representative Signature
Anastasia Hawkins 04/11/2019

BASIS Phoenix Enrollment Cap Notification Request

Narrative

BASIS Charter Schools, Inc. requests approval to increase the BASIS Phoenix enrollment cap for the 2019-20 school year from 840 to serve 1257 students. Enrollment as of October 1, 2018 can be found below.

Grade	Enrollment
6	151
7	128
8	119
9	103
10	78
11	86
12	48
Total	713

Rationale

Beginning with the 2012-2013 school year, BASIS Phoenix began serving students at the previous current BASIS Phoenix Primary school facility located at 11850 N 32nd Street, Phoenix, AZ and moved to new location at 13613 North Cave Creek Rd, Phoenix, AZ. The new BASIS Phoenix campus is comprised of newly remodeled buildings on a large church in north Phoenix and currently serves grades 6-12 to give students the opportunity to pursue a BASIS charter schools education from kindergarten through 12th grade between BASIS Phoenix Primary and BASIS Phoenix. BASIS Phoenix has received overwhelming interest from new students evidenced by applications that far exceeded the capacity for students in each grade level during open enrollment and throughout its inaugural academic year at its new location. Additionally, demand for seats at BASIS Phoenix Primary has led to the addition of fifth graders to the BASIS Phoenix campus beginning with the 2019-2020 school year. Considering the demand for seats at BASIS Phoenix, coupled with the demand for seats at the feeder school, BASIS Phoenix Primary, it is appropriate that BASIS Phoenix increase its enrollment to accommodate current and future demand.

Staffing Plan

All BASIS charter schools follow the same staffing model, with flexibility for individual schools to make adjustments as required by their unique student population. The staffing model varies by maturity of the school, total student population, and grade bands served. The Staffing Chart, attached to this request, reflects the BASIS Phoenix staffing model as currently conceived, adding teachers and paraprofessionals to support changes in enrollment at various grade levels and to accommodate student needs. Part of the BASIS philosophy is to constantly evaluate and adapt where needed. We will be reviewing the staffing model regularly to ensure it meets the needs of the school, and we will adjust where needed.

Through BASIS.ed, BASIS Phoenix conducts wide searches for the best teaching candidates both inside and outside the traditional education pipeline. BASIS teachers, employees who work outside of our classrooms and the entire BASIS community – including parents and other school

supporters – are always on the lookout for qualified people with the potential to be great instructors. This is how we have recruited successful teachers from across the nation, and even worldwide. In addition, the excellent reputation of BASIS charter schools in professional education circles consistently brings top candidates to our community.

As BASIS Phoenix expands its student population, it will maintain its focus on recruiting and training the best and brightest in the field. This will require that teachers not only meet our criteria for excellence but also meet Arizona's teacher qualification standards as outlined in the Every Student Succeeds Act (ESSA) as well as guidance and requirements provided by the Arizona Department of Education regarding teacher qualifications.

All new teachers and staff at BASIS charter schools attend Summer Institute in July. This weeklong event steeps teachers in the BASIS culture of achievement, helps new employees understand their roles in the greater context of the network, and connects them with specific mentors and peers of their subject/role. It establishes a wide support system for all new hires, and is a necessary period of training prior to their week of on-site professional development. Throughout the year, there are additional trainings offered both on-site and digitally, on topics such as effective question-writing workshops, debriefs of assessment data, collaboration and planning events, and updates/trainings on the software and databases we use. Employees hired during the year are provided with a wealth of resources in our SharePoint repository, as well as dedicated advisors for their position. Our goal in such a comprehensive training process is for new hires to believe immediately that they are an important part of the wider BASIS community and an integral component of our students' success.

As indicated in the staffing chart, there will not be a significant increased need for staff if this request is approved. BASIS Phoenix is currently serving grades 6-12 and has proven it has successfully planned and appropriated resources to ensure sufficient staffing for the increased student sections at the 6th and 8th grade levels. The addition of the 5th grade students at BASIS Phoenix will be supported by the current 5th grade teachers at BASIS Phoenix Primary. The anticipated increase in staffing to accommodate this request is consistent with previous section additions at other BASIS charter schools and we are confident in our hiring and staffing practices.

Justification for Enrollment Targets

BASIS Phoenix's Enrollment Matrix outlines the anticipation of a steady growth in students in 5th through 12th grade for the next three fiscal years.

BASIS Phoenix continues to have an overwhelming amount of interest in new student enrollment, which results in applications that far exceed the capacity for students in each grade level. This demand also results in a wait list for each grade level, which has been consistent since the school's inception. Despite this interest, BASIS.ed launches a concerted marketing campaign in October and early November each year, prior to open-enrollment; this ensures that as many families in the region as possible know about the school. The marketing campaigns include online and print advertising, flyer distribution, participation in community events, information nights with tours and a Q&A, and other methods. We also welcome direct inquiry at each campus by interested families.

The above-mentioned efforts will successfully fill and complete enrollment for the 2019-2020 school year. In the subsequent years, 2020-2023, BASIS Phoenix will continually fill all available

seats in grades 5-7 through retention efforts and targeted backfilling for any seats that are left vacant through attrition. In addition to interest from BASIS Phoenix Primary, we anticipate some 6th and 7th grade seats will be filled with students transitioning from BASIS Phoenix Central. BASIS Phoenix will rely on compiling a robust waitlist and continually filling vacant seats through enrollment and advertisement campaigns in the neighborhoods and the surrounding communities of Phoenix.

Concrete Resources

The academic program and instruction is identical to that taught at BASIS Phoenix for the previous academic year and consistent with the academic excellence across all BASIS Charter Schools. In addition, the fifth grade instruction is identical to that taught at BASIS Phoenix Primary. BASIS Phoenix will continue to utilize the same resources that have enabled network success across all BASIS charter schools in Arizona. No changes will need to be made as the same resources will continue to be utilized.



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: BASIS Phoenix				
Grade Level	Number of Students			
	Current—FY19	Target—FY20	Target—FY21	Target—FY22
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th		150	150	150
6 th	151	180	180	180
7 th	128	180	180	180
8 th	119	120	135	162
9 th	103	90	90	103
10 th	78	90	85	85
11 th	86	74	87	82
12 th	48	75	70	83
Total Enrollment	713	959	977	1025

*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: BASIS Phoenix				
Position	Number of Staff Members			
	Current—FY19	Anticipated— FY20	Anticipated— FY21	Anticipated— FY22
Administration	10	10	10	10
Teachers/Instructional Staff				
Kindergarten				
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th	5	5	6	6
7 th	5	6	6	6
8 th	4	4	5	5
9 th	4	4	4	4
10 th	4	4	4	4
11 th	3	3	3	3
12 th	2	3	3	3
Specialty Staff (Music, Art, PE, etc.)	4	4	4	4
Special Education	1	1	1	1
Paraprofessional	3	5	5	6
Additional Staff				
List title: Front Office Coordinator	1	1	1	1
List title: Front Office Coordinator Assistant	1	1	1	1
List title: Registrar	1	1	1	1

Staffing Chart

List title: College Counselor	1	1	1	1
Total Number of Staff Members	49	53	55	56

*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: BASIS Phoenix				
Title	Leadership Team			
	Current—FY19	Anticipated—FY20	Anticipated—FY21	Anticipated—FY22
Head of School	Stephanie Terrell	Stephanie Terrell	Stephanie Terrell	Stephanie Terrell
Head of Operations	Michelle Borie	Michelle Borie	Michelle Borie	Michelle Borie
Senior College Counselor	Eric Thorne	Eric Thorne	Eric Thorne	Eric Thorne
Director of Academic Programs	Andrea Mumaw	Andrea Mumaw	Andrea Mumaw	Andrea Mumaw
Director of Student Affairs	Matt Moran	Matt Moran	Matt Moran	Matt Moran
Dean of Students	Daniel Will	Daniel Will	Daniel Will	Daniel Will
Facilities Coordinator	Peter Clark	Peter Clark	Peter Clark	Peter Clark
Technology Coordinator	Achuthan Krishnamoorthy	Achuthan Krishnamoorthy	Achuthan Krishnamoorthy	Achuthan Krishnamoorthy
Auxiliary Program Coordinator	Jennifer Talley	Jennifer Talley	Jennifer Talley	Jennifer Talley

Staffing Chart

Curriculum Coordinator	Marissa Ames	Marissa Ames	Marissa Ames	Marissa Ames