

APPENDIX A

AMENDMENT REQUEST AND SUPPORT

MATERIALS

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



Arizona State
Board for
Charter Schools



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Enrollment Cap Request

Charterholder Info

Charter Holder

Name:
BASIS Charter Schools, Inc.

CTDS:
13-87-86-000

Mailing Address:
7975 North Hayden Road
Suite B121
Scottsdale, AZ 85258
> [View detailed info](#)

Representative

Name:
Anastasia Hawkins

Phone Number:
480-767-7696

Downloads

 [Download all files](#)


Enrollment Cap

From:
840

To:
867

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](#) – CofO Modulars
-  [Download File](#) – Fire Inspection Report
-  [Download File](#) – Certificate of Occupancy

Narrative –  [Download File](#)

Additional Information

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

Feedback

Feedback

Signature

Charter Representative Signature
Anastasia Hawkins 03/12/2019

BASIS Prescott Enrollment Cap Notification Request

Narrative

BASIS Charter Schools, Inc. requests approval to increase the BASIS Prescott enrollment cap for the 2019-20 school year from 840 to serve 867 students. Enrollment as of October 1, 2018 can be found below.

Grade	Enrollment
KG	64
1	68
2	68
3	57
4	85
5	97
6	81
7	89
8	70
9	36
10	39
11	32
12	23
Total	809

Rationale

Beginning with the 2014 school year, BASIS Prescott began serving students in Prescott located at 1901 Prescott Lakes Parkway in Prescott, Arizona. The original BASIS Prescott opened to served grades 5-12 in 2014 and then the building was remodeled in 2015 to serve grades K-12 to give students the opportunity to pursue a BASIS charter schools education from kindergarten through 12th grade. For the 2018-2019 school year, BASIS Prescott serves students in grades K-12. BASIS Prescott currently has 809 students enrolled. The BASIS charter schools continued academic success including three Top Five rankings by U.S. News World and Reports, led to an increased demand for BASIS Prescott.

BASIS Prescott has received an overwhelming amount of interest in new student enrollment which resulted in applications that far exceeded the capacity for students in each grade level during open enrollment and throughout the school year. This demand also resulted in a wait list for each grade level, which has been consistent since the school's inception.

This request will allow the school to continue serving the target population discussed below while allowing for more sections to be added to the high school levels and providing additional support in the lower school affording the maximum opportunity for students interested in the BASIS Curriculum Schools academic program across the Prescott Valley. The school anticipated opening with high demand based on informational sessions and enrollment prior to the school opening, however, with a consistent student enrollment count so close to the current enrollment cap, the need for additional seats has been apparent since the school opened its doors in 2014.

Staffing Plan

The Staffing Chart, attached to this request, reflects the BASIS Prescott staffing model as currently conceived. Part of the BASIS philosophy is to constantly evaluate and adapt where needed. While this model is a starting point, we will be reviewing it regularly to ensure it meets the needs of the school, and we will adjust where needed.

All BASIS curriculum 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. BASIS Charter Schools, Inc. maintains a vast operational capacity to open and operate schools. The relationship of the schools' Education Management Organization (EMO) with BASIS.ed is, in fact, designed specifically for this purpose. This arrangement allows the standardized BASIS.ed curriculum, staffing structure, financing platform, and facilities arrangements to be deployed to any new school; these are maintained smoothly and efficiently at existing schools. BASIS.ed can hire additional staff in these areas when the need for such staff becomes apparent. BASIS.ed has also built an extensive Data and Analytics department to track the academic progress of each school and each teacher. Trends in performance are addressed promptly: support is offered where needed and best practices can be shared across the network with minimal delay.

BASIS Prescott conducts wide searches for suitable teaching candidates both inside and outside the traditional education pipeline by BASIS.ed. 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 smart people with the potential to be great instructors. This is how we have recruited successful, beloved BASIS 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 Prescott 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 Prescott is currently serving grades K-12 and has proven it has

successfully planned and appropriated resources to ensure sufficient staffing for the increased student sections at the 9, 10, and 11th grade levels. 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. BASIS.ed will also specifically target current teachers in Prescott and the surrounding area to ensure community involvement and investment in the rural campus.

Once hired, new BASIS teachers will have a plethora of resources at their disposal. Saxon publishing materials, along with connectivity to a network of over 25 schools will provide any new teachers with an array of materials as they join BASIS Curriculum Schools. Additionally, all new teachers will undergo a rigorous training in which they will meet and confer with all new BASIS teachers along with returning Subject Advisers. All new BASIS teachers will also have the opportunity to discuss best practices and pedagogical philosophies with the Subject Advisers throughout the year. All BASIS Curriculum Schools' assessments will be available to teachers, of any subject or any grade level, and concrete strategies along with activities will be available through network-wide communication.

Justification for Enrollment Targets

BASIS Prescott's Enrollment Matrix outlines the anticipation of a steady growth in the amount of new students in Kindergarten through grade 12 for the next three fiscal years. BASIS Prescott has 557 students returning for the 2019-2020 school year and anticipates new student enrollment of 335 students. Although BASIS Prescott has experienced attrition from 8th to 9th grade, a trend consistent across the BASIS Curriculum Schools network, the continued enrollment and backfilling in the grades prior to 9th will stave off any deficiencies in enrollment.

BASIS Prescott 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. This marketing campaign includes online and print advertising, radio and television advertising, direct mail campaigns, 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!

Should the need for further advertising and promotion arise, the school will follow the methods outlined in its application. Thus far, our enrollment targets have been each year of operation and we plan to maintain this success annually at every BASIS charter school.

Through multiple informational sessions, multiple-faceted advertising, and current families, the need and demand for kindergarten-5th grade has been demonstrated. In addition to meeting the demonstrated demand, current staff along with current families, will continue to actively recruit and campaign for the additional students necessary for BASIS Prescott to fulfill the desired capacity. BASIS Prescott has realized an increase in both enrollment and retention from the previous year, due in part to the increased notoriety and success in Arizona.

The above-mentioned efforts will successfully fill and complete enrollment for the 2019-2020 school year. In the subsequent years, 2020-2023, BASIS Prescott will continually fill all available seats in grades K-7 through retention efforts and backfilling for any seats that are left vacant

through attrition. BASIS Prescott 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 Prescott. Every year the kindergarten through third grades will be filled with sixty-eight students, and the fourth through seventh grades with ninety eight students to ninety-six students who will either be enrolled or re-enrolled. With an average of 90-95% retention for grades kindergarten- seventh, and approximately a 75-80% retention from 7th to 8th grade, and an approximate 50% retention from 8th to 9th, filling grades kindergarten through 7 to capacity will compensate for the previously mentioned attrition and allow continual positive enrollment. Continually filling grades kindergarten through seventh to capacity for every subsequent fiscal year will allow for natural attrition in the middle grades and accommodate the influx of new students. The yearly filling of grades kindergarten through seventh to capacity is in keeping with other BASIS campuses and has proven successful in ensuring budgeted enrollment.

Concrete Resources

The academic program and instruction is identical to that taught at BASIS Prescott for the previous academic year and consistent with the academic excellence across all BASIS Charter Schools. BASIS Prescott will continue to utilize the same resources that have enabled the 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 and no new grades are being offered.

*****This Site Specific Change in Grades Served Notification Request will not be submitted in conjunction with any other forms which will warrant concurrent consideration.*****



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 Prescott				
Grade Level	Number of Students			
	Current—FY19	Target—FY20	Target—FY21	Target—FY22
Kindergarten	64	68	68	68
1 st	68	68	68	68
2 nd	68	68	68	68
3 rd	57	68	68	68
4 th	85	98	98	98
5 th	97	98	98	98
6 th	81	98	98	98
7 th	89	98	98	98
8 th	70	76	83	83
9 th	36	35	38	43
10 th	39	27	28	31
11 th	32	31	22	25
12 th	23	29	28	21
Total Enrollment	809	862	863	867

*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 Prescott				
Position	Number of Staff Members			
	Current—FY19	Anticipated— FY20	Anticipated— FY21	Anticipated— FY22
Administration	10	10	10	10
Teachers/Instructional Staff				
Kindergarten	2	2	2	2
1 st	4	4	4	4
2 nd	4	4	4	4
3 rd	4	4	4	4
4 th	3	3	4	4
5 th	5	5	5	5
6 th	5	5	5	5
7 th	5	5	5	5
8 th	5	5	5	5
9 th	4	4	4	4
10 th	4	4	4	4
11 th	3	3	3	3
12 th	2	2	2	2
Specialty Staff (Music, Art, PE, etc.)	4	4	4	4
Special Education	1	1	1	1
Paraprofessional	3	5	5	5
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	72	74	75	75

*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 Prescott				
Title	Leadership Team			
	Current—FY19	Anticipated—FY20	Anticipated—FY21	Anticipated—FY22
Head of School	Abby McCarty	Abby McCarty	Abby McCarty	Abby McCarty
Head of Operations	Marina Bartleson	Marina Bartleson	Marina Bartleson	Marina Bartleson
Senior College Counselor	Diane Smith	Diane Smith	Diane Smith	Diane Smith
Director of Academic Programs	Brittany Propp	Brittany Propp	Brittany Propp	Brittany Propp
Director of Student Affairs	Taylor Shuetz	Taylor Shuetz	Taylor Shuetz	Taylor Shuetz
Dean of Students	Melissa Dupree	Melissa Dupree	Melissa Dupree	Melissa Dupree
Facilities Coordinator	Julie Negrete	Julie Negrete	Julie Negrete	Julie Negrete
Technology Coordinator	Doug Harcrow	Doug Harcrow	Doug Harcrow	Doug Harcrow
Auxiliary Program Coordinator	Cristina Winemiller	Cristina Winemiller	Cristina Winemiller	Cristina Winemiller

Staffing Chart

Curriculum Coordinator	Laura Maldonado	Laura Maldonado	Laura Maldonado	Laura Maldonado