

**APPENDIX A**

**AMENDMENT REQUEST AND SUPPORT**

**MATERIALS**

1. GRADE LEVEL CHANGE AMENDMENT REQUEST FORM
2. AMENDMENT REQUEST DOCUMENTS



Arizona State Board for Charter Schools



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## Grade Level Change to Charter Amendment Request

### Charterholder Info

#### Charter Holder

**Name:**  
Heritage Academy Queen Creek, Inc.

**CTDS:**  
07-82-58-000

**Mailing Address:**  
32 South Center  
Mesa, AZ 85210

[View detailed info](#)

#### Representative

**Name:**  
Jared Taylor

**Phone Number:**  
000-000-0000

### Downloads

[Download all files](#)

### Current Grade Levels

#### Current Grade Levels Served

- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

### New Grade Levels

Identify the total grades to be served which include the current grades served and the new grades that are requested.

#### New Grade Levels Served

- 6th Grade
- 7th Grade
- 8th Grade
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade

#### Curriculum Samples

No documents were uploaded.

**Effective Date**  
07/24/2019

### Attachments

Board Minutes

 [Download File](#) — HAQC Board Meeting minutes approving addition of the 6th grade and enrollment increase.

Narrative —  [Download File](#)

#### Additional Information

-  [Download File](#) — Enrollment Matrix - Heritage Academy Queen Creek
-  [Download File](#) — Staffing Chart Heritage Academy Queen Creek
-  [Download File](#) — Fire Inspection Report- Heritage Academy Queen Creek
-  [Download File](#) — Fire Inspector Email Confirming Approved for educational use.

## Enrollment Cap

Is an Enrollment Cap Increase being added to this request?  
Yes, an Enrollment Cap Increase is also being requested.

From:  
650

To:  
750

Occupancy Documentation —  [Download File](#)

## Feedback

Feedback  
NA

## Signature

Charter Representative Signature  
Jared Taylor 12/20/2018

## **Grade Level Change Request Rationale**

Heritage Academy has operated its charter since 1995, offering grades 7-12. We have focused our efforts on building successful Junior High and High School programs.

In 2014 Heritage Academy opened a campus in Queen Creek under the same model of offering junior high and high school programs which includes grades 7-12.

Currently most elementary schools in the Queen Creek area offer grades k-5, and since Heritage Academy begins at 7<sup>th</sup> grade, a gap exists at the 6<sup>th</sup> grade level for parents wishing to send their students to Heritage Academy. Parents have requested that we provide a 6<sup>th</sup> grade option.

Adding a grade six to our program will be important to many of the families that would like to attend our school. Our programs would rather seamlessly extend to a grade 6, and we therefore formally request that we be allowed to include a 6<sup>th</sup> grade in our program.

Upon approval of the Grade Change request we intend to open the 6<sup>th</sup> grade registration option for about 50 students. We have a group of parents that have encouraged the expansion and have surveyed the community to explore the interest. The community has responded overwhelmingly in favor of this addition to their options for the 6<sup>th</sup> grade.

## **Staffing Plan Queen Creek Campus– Request for Grade Change**

Overview - Junior High courses at Heritage Academy are designed to assist the scholars in meeting and exceeding the basic requirements in English, History, Math and Science before progressing on to the high school curriculum. We encourage all of our scholars to strive for excellence so that the foundation laid in junior high becomes a stepping stone to further success. In order to assist our scholars in this pursuit, we offer classes in classical languages, reading, and writing to supplement the basic course work.

The new 6<sup>th</sup> grade at Heritage will follow the same format and instructional patterns as currently used in the 7<sup>th</sup> grade. Additional staffing needs will be minimal, the target number of students in the 6<sup>th</sup> grade is 50. Much of the support will come from the current teachers and staff. New hires will be needed for the core classes.

Below is a chart of the anticipated student course schedule.

## 6th Grade

1st Semester	2nd Semester
English	English
Math	Math
History	History
Science	Science
Reading	Reading
Music	Music
PE	Art

New Staff Requirements Instructional – Heritage Academy will recruit new teachers that will be able to strengthen the students’ skills in the basics of reading, writing, math and science. The equivalent of 3 new teachers will be needed or a math/science specialist, a language arts/reading/history specialist, and an elective PE/sports specialist.

Students will have the choice of several electives. They may choose to be involved in music class, a PE or fitness class and an art class. Each of these elective classes will be taught by the current staff at Heritage Academy.

Hiring and Training – We will be selecting three candidates to fill the following roles; a Language Arts/History role, a Math/Science role, and a PE/sports role. The focus will be to prepare students to seamlessly move on to the 7<sup>th</sup> grade. We anticipate this will help many students prepare themselves for some of the advance course offerings later in the high school and should bolster students taking more remedial classes.

Recruitment - Heritage Academy will post all open positions on the Career Opportunities Page of our charter website. In addition, we will allow for internal

employees the ability to apply to positions for which they are qualified. We will be attending job fairs as well as holding an open house for potential employees to discover our Heritage culture. Interviews will be held with candidates who apply and meet the required qualifications for the position for which they applied and are determined to be a good fit for the culture of the Organization.

- Hiring - Once final candidates are identified, they will receive an offer and employment agreement. These candidates complete their onboarding online and a start date will be determined.
- Training - All employees new to Heritage Academy will attend new employee orientation prior to the start of the school year.

Teachers will receive new teacher training prior to the beginning of the year with additional teacher development sessions throughout the year. New teachers will be under the supervision of the department chair, and receive direction and help with alignment of curriculum and scope and sequence of the course material.

Administrative and Non-Instructional – Current administration and support staff are sufficient to manage the increase of 50 students. The Principal, Assistant Principal, Registrar and office clerical will expand their roles to include the new grade. The extra students will increase the load on the administration, however no new processes will be required. The 6<sup>th</sup> grade will follow the same schedule as the current grades offered. Additional support staff will be added as deemed necessary.

Enrollment Targets and Anticipated New Students – The target population for the 6<sup>th</sup> grade is 50 students. We anticipate that as many as half of these will be siblings of students enrolled in the junior high or high school. Some room will be left for students new to the community or those looking to make an early change in their situation. Since we have a waiting list each year for our Junior High we anticipate demand will be sufficient to fill the 6<sup>th</sup> grade as proposed.

- Returning Students – We anticipate 470 students will return for the 2020 school year.
- Anticipated New Students – In addition to the returning students we are expecting about 50 new 6<sup>th</sup> grade students, 100 new 7<sup>th</sup> grade students, and

another 50 students spread through grades 8-12. This will bring the total enrollment for the 2020 school year to 670.

Incremental growth will continue for the next several years as the upper grades fill in the open spaces.

The Heritage Academy Queen Creek is located in a fast growing area of the Southeast valley. Several new home subdivisions have opened up in the vicinity of the school, and we expect that this will result in an increase of students. Heritage Academy will specifically target these families to ensure they are made aware of the Heritage brand and the opportunities available for their students. We believe that the continuing growth in the community combined with our efforts to make the community aware of the offerings at Heritage Academy Queen Creek will push our enrollment numbers to capacity in the next few years as outlined in the enrollment matrix.

Advertising and Promotion – Heritage Academy has grown largely through word of mouth and social media contacts. We will continue to communicate changes to our current student body and alumni. Heritage Academy's main marketing objective is to increase awareness of our school and mission within the community, and to continue brand awareness in Queen Creek, AZ.

Heritage Academy plans to utilize a variety of targeted marketing strategies, including social media, print, news outlets, and face to face events including open houses. The goal of the marketing campaign is to reach household with youth ages 10 to 16 years old. Marketing material focuses on the high quality classical education that Heritage Academy provides as well as #1 Teachers in Arizona and our Dual Enrollment program (including college readiness).

Efforts to communicate with the community are ongoing. Our committee of parents continue to work in the community to share information regarding the school at local events and through and social media.

Key marketing efforts of the campaign include:

Printing:

- Brochures and Hand-Outs that introduce the school and mission
- Mailers that introduce the school, location, and open house dates

- Billboards in highly visible locations along major roads & highways
- Welcome package for new home owners

#### Social Media:

Use social media to enhance engagement and brand awareness

- Post 1x daily to Facebook, Twitter, and Instagram.
- Offer discounts and coupons for customers who like your page or follow your accounts.
- Use of our hashtag #gatewayheroes
- Post pictures of company culture.

#### Search Engine Optimization

Optimize website to improve organic search rankings

- Put keywords into site content, headings photo tags, meta data.
- Post to blog twice a month.

#### Lead Generation:

Generate prospective customers, online and off

- Reach out to partners or complimentary businesses with whom you can cross promote (2 per month).
- Use of AdWords with a modest budget to drive targeted traffic to our website.
- Host a local event, promote social media accounts and collect email sign-ups.

### **Concrete Resources Needed**

#### Facilities:

The new sixth grade students will be using class rooms in the current Heritage Academy facility. We are utilizing space that was underused previously to accommodate the addition of two rooms of 6<sup>th</sup> grade students. Student desks,

chairs and miscellaneous materials are available to accommodate the new students.

### Curriculum:

#### English Language Arts Program -

Our literature-based curriculum will be designed to help all students develop the critical thinking, reading comprehension, writing, listening and speaking, as well as advanced language skills needed for future success. These skills will be embedded throughout the curriculum in all courses, allowing students to increase their literacy skills and use language effectively in a variety of content areas. We will use the copper edition of the Prentice Hall Literature series, or a similar textbook series, for reading and analyzing short stories and plays, and select classic literature for use when conducting novel studies. We will also implement the Institute for Excellence in Writing program currently used in our 7th grade curriculum to strengthen composition skills, parts of speech, punctuation, and vocabulary use. Through this program and other supplementary materials students will also learn proper techniques to write different types of essays, such as descriptive, argumentative, personal, and creative narratives. In addition, they will learn to conduct a literary analysis, to cite evidence, and to compare and contrast. Additional materials will be used to augment the text and to address any issues of alignment to the state standards.

Assessment to ensure mastery includes grading of essays as well as both formative and summative assessments. Students will need to answer text-based and evidence-based questions associated with close readings.

*Math Program* – Math standards will be addressed linearly, as required by the sequential, skill-building nature of the subject, and practiced throughout the year to maintain and reinforce learning. The 6th grade will use the Larson Big Ideas Middle School Course 1 online edition; we also use teacher generated materials to create homework, assessments, and tests, etc. The curriculum is supplemented as necessary to meet the state standards. Assessment questions and demonstration of mastery are used from the course one teaching materials.

Additional Quizzes and tests are generated from the testing software and other materials to round out the process and ensure that students are receiving the best education possible.

*Science Program* – We will continue to use the “Full Option Science System” (FOSS) kit that we use in the 7th grade. Modules are available for the 6<sup>th</sup> grade level, including physical, earth and life science sections. The course is designed to be hands on. As part of each class period students will receive about 15 minutes of lecture and instruction and the remainder of the time is spent on experiments and hands on labs.

Assessments are accomplished with formative quizzes and tests, lab reports and self-assessments.

*History Program* – Our History text will be “America Land of Principles and Promises”. We supplement with materials on world history, geography, and economics. Students learn through projects, presentations, group work, in addition to teacher instruction.

Assessments are accomplished through written essays, quizzes and tests.

#### *Elective Programs*

- Music - All students are involved in a music program. Students choose between choir and instrumentals. 6<sup>th</sup> grade students would join the junior high program, no further resources would be required.
- PE – Students will have scheduled time for PE which includes lessons in health. Students wanting more involvement in sports will have that opportunity in after school programs. Students also have options to participate in an art class. The equivalent of one new full time teacher will be needed to administer these options. Current facilities are adequate to accommodate the increase of students.

## **Promotion Criteria**

Mastery will be defined as a score of 70% or better (the equivalent of a grade of “C-” or better) based on course performance standards.

Scholars who score 69% or lower (the equivalent of a “D+” or worse) will not receive credit and will be required to meet the following interventions:

- a. Students in grades 6-8 who fail one or more core courses in an academic year may be required to repeat the entire grade;
- b. High school scholars who fail a core class must retake and pass the course before they can be advanced to the next course in the academic sequence.

## **Enrollment Increase**

In conjunction with the grade level addition of the 6<sup>th</sup> grade in which we anticipate an additional 50 students, the school is continuing to grow as we add more students at the upper grades. Next year we are projecting a student population of 670 which will exceed our current enrollment cap by 20. The 750 student enrollment cap requested should be sufficient to allow us to grow through the next four or five years or to capacity.



## 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:				
Heritage Academy Queen Creek, Inc.				
Number of Staff Members				
Position	Current - FY19	Anticipated - FY20	Anticipated - FY21	Anticipated - FY22
Administration	2	2	2	2
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		2	2	2
7 <sup>th</sup> Grade	3	4	4	4
8 <sup>th</sup> Grade	5	5	5	5
9 <sup>th</sup> Grade	5	5	5	5
10 <sup>th</sup> Grade	4	4	4	4
11 <sup>th</sup> Grade	4	4	4	4
12 <sup>th</sup> Grade	3	3	3	4
Specialty Staff (Music, Art, PE, etc.)	8	9	10	11
Special Education	1	2	2	2
Paraprofessional				
Additional Staff				
List title: Receptionist	1	1	1	1
List title: Registrar	1	1	1	1
List title: Custodian	1	1	1	1
<b>Total Number of Staff Members</b>	<b>38</b>	<b>43</b>	<b>44</b>	<b>46</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:				
Heritage Academy Queen Creek, Inc.				
Leadership Team				
Title	Current - FY 18	Anticipated - FY 19	Anticipated - FY 20	Anticipated - FY 21
Principal	Kathleen lopez	Kathleen Lopez	Kathleen Lopez	Kathleen Lopez
Asst. Principal	Amanda Smith	Amanda Smith	Amanda Smith	Amanda Smith
CEO	Jared Taylor	Jared Taylor	Jared Taylor	Jared Taylor
Finance Officer	Karen Hunt	Karen Hunt	Karen Hunt	Karen Hunt

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



# 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:				
<b>Heritage Academy Queen Creek, Inc.</b>				
Number of Students				
Grade Level	Current - FY 19	Target - FY 20	Target - FY21	Target - FY22
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	<b>NA</b>	<b>50</b>	<b>50</b>	<b>50</b>
7 <sup>th</sup> Grade	<b>87</b>	<b>100</b>	<b>120</b>	<b>120</b>
8 <sup>th</sup> Grade	<b>141</b>	<b>100</b>	<b>100</b>	<b>120</b>
9 <sup>th</sup> Grade	<b>107</b>	<b>140</b>	<b>100</b>	<b>100</b>
10 <sup>th</sup> Grade	<b>102</b>	<b>105</b>	<b>130</b>	<b>100</b>
11 <sup>th</sup> Grade	<b>81</b>	<b>100</b>	<b>100</b>	<b>125</b>
12 <sup>th</sup> Grade	<b>56</b>	<b>75</b>	<b>90</b>	<b>95</b>
<b>Total Enrollment</b>	<b>574</b>	<b>670</b>	<b>690</b>	<b>710</b>

\*To view an example of a completed Enrollment Matrix, please see The Guide (*Attachment Guidelines*).