

APPENDIX A

AMENDMENT REQUEST AND SUPPORT

MATERIALS

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



Arizona State Board for Charter Schools



- Dashboard
- Alerts
- Bulletin Board
- Charter Holders
- DMS
- Email
- Tasks
- Search
- Reports
- Help
- Other

Enrollment Cap Request

Charterholder Info

Charter Holder

Name:
Arizona Language Preparatory

CTDS:
07-82-60-000

Mailing Address:
P.O. Box 14310
Phoenix, AZ 85063
> View detailed info

Representative

Name:
Michael Gerity

Phone Number:
6029961595

Downloads

[Download all files](#)

Enrollment Cap

From:
81

To:
157

Attachments

Board Minutes

[Download File](#) – February Minutes of Board meeting reflecting approval to expand to building capacity

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 reflecting floor space of 8,136 square feet
- [Download File](#) – Fire Marshal's inspection report
- [Download File](#) – Building floor plans reflecting floor space via drawing scale, as confirmed by physical measurement and consistent with Certificate of Occupancy
- [Download File](#) – Arizona State Fire Marshal Charter School Requirements establishing capacity loads

Narrative – [Download File](#)

Additional Information

- [Download File](#) – enrollment matrix
- [Download File](#) – enrollment graph
- [Download File](#) – staffing chart

Feedback

Feedback
N/A

Signature

Charter Representative Signature
Michael Gerity 03/13/2019



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Arizona Language Preparatory Amendment Request – **Narrative**

Rationale

Arizona Language Preparatory has successfully operated a K-6 public charter school in Phoenix, AZ for the past 5 years. Our campus continues to meet the needs of stakeholders who value school choice. Arizona Language Preparatory is unique, as we offer students a tri-lingual learning experience which focuses on Arizona State Standards in English, Spanish, and Mandarin. Our commitment is to develop the knowledge and skills necessary to be productive citizens in a culturally diverse and global society. We do this by offering globally relevant curriculum and tri-lingual immersion. Our school has experienced increased enrollment over the last 5 years. The Founders, Educators, Stakeholders and Governing Board of Arizona Language Preparatory have the commitment to continue seeing our success.

Arizona Language Preparatory is requesting an increase of our enrollment cap beginning the 2019-2020 school year. In the last five years, we have had over 100% growth in student enrollment. Our ADM is currently well within 85% of our current enrollment cap. Our data from our Student Intent to Return survey indicates that we will retain at least 90% of our currently enrolled students, and our Kindergarten Round Up projects a full kindergarten class equivalent of 26% of our current enrollment cap. The families who attend the school consistently want to stay, and the interest among new families is growing rapidly.

Considering the above, Arizona Language Preparatory is requesting that our cap be increased to from the current 81 students to 157 students. This request is based on enrollment trends from the past five years as well as building capacity at our current school location. Capacity has been determined by square footage of instructional space. The total square footage of useable space, as reflected on the Certificate of Occupancy, is 8,136 sq. ft. A floor plan was previously prepared for the school's landlord by CCBG Architects, with a scale of 1/8" = 1'0". Calculations of the square footage of classroom space were made from that scale, and then confirmed with physical measurement. This provides the classroom square footage as 3,146.50 sq. ft. (3,619.50 of total room space, minus 473 utilized for staff on the first floor). The total student occupancy has then been calculated using the Arizona State Fire Marshal Charter School Requirements standard, which specifies dividing the total classroom space by a factor of twenty (20), giving a current student occupancy load of 157. The administration has confirmed that 157 students can be properly accommodated in the current building without the need to expand. (However, it should be noted that the school is also actively seeking additional space with the current landlord.)

Staffing Plan

Arizona Language Preparatory currently employees 11 instructional and non-instructional staff members. With a projected 26% increase of students in FY20, Arizona Language Preparatory plans to hire one additional kindergarten teacher and one reading specialist for grades 2-5.



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With a projected enrollment increase, Arizona Language Preparatory plans to hire one additional 1st grade teacher for FY21 and one additional 2nd grade teacher for FY22.

Recruitment

Arizona Language Preparatory identifies that teachers who are engaged and committed to rigorous instruction and education of the whole child have a powerful effect on the lives of students. Moreover, because Arizona Language Preparatory is a language immersion school, teachers who share the mission and vision of ALP provide students with the quality education that we promise our stakeholders. ALP Administration begins the recruitment process early spring, and the process includes the following elements:

- Arizona Language Preparatory shares our mission, vision, core values, and philosophy when advertising and interviewing for open positions to attract like-minded candidates whose educational values align with Arizona Language Preparatory.
- Arizona Language Preparatory posts open staff positions on our website, online job boards, social media, and through contact with state colleges and universities.
- Arizona Language Preparatory communicates with colleges, universities, Tempe and Phoenix Sister Cities, and the ASU Confucius program to establish relationships with education departments.

Hiring

Arizona Language Preparatory recognizes that hiring decisions are crucial to the success of our program and student achievement. The principal is primarily responsible for overseeing the hiring process. Arizona Language Preparatory's hiring process is as follows:

- Candidates submit a resume, letter of interest, and proof of fingerprint clearance.
- Candidates visit the school and interview for the position with a panel of 3.
- The principal checks the references that the candidate has provided.
- More than one interview may take place, if necessary.

Training

Arizona Language Preparatory hosts a 5-day training/professional development at the beginning of each school year for new and returning teachers. Teachers work together in whole group, as a team, and individually to align standards, language objectives, standards and assessments so that students receive a coherent tri-lingual curriculum aligned to state standards.

In addition to the 5-day training, all teachers participate in monthly professional development on the first Friday of every month. Topics range from curriculum maps, team planning, and pacing, standards and objectives focus, Total Physical Response and dual language immersion



Arizona Language Preparatory

techniques, instructional strategies, and differentiation. ALP further teachers and staff by supporting ongoing professional development outside the school offerings.

Enrollment Target Justification

Plans to Meet Enrollment Targets

Arizona Language Preparatory understands the importance of marketing our school. First, Arizona Language Preparatory has reached out and created positive relationships with preschools and preschool partners. Printed advertisements are sent to local preschools to be sent home to families. Arizona Language Preparatory has invited directors of preschools to the site to inform them and allow them the opportunity to tour our school firsthand. Arizona Language Preparatory hosts a spring open house for potential families and offers daily campus tours for families.

Arizona Language Preparatory utilizes media sources such as Harkins Theaters to advertise the school. We partnered with Harkins Theaters to run advertising each fall at the six closest theaters to our 85032-zip code.

Arizona Language Preparatory is committed to community participation. With this, two of our largest annual advertising opportunities are our participation in Arizona Latino and Cultural Center's Día de los Muertos Festival and City of Phoenix Chinese Week performances for Chinese New Year. At both events, Arizona Language Preparatory will set up booths and pass out printed material for community members.

Number of Returning Students

Arizona Language Preparatory anticipates that 64 students will be returning for FY20.

Anticipated New Student Enrollment

Arizona Language Preparatory anticipates 30 new enrollments for FY20.

Concrete Resources

Arizona Language Preparatory recognizes that the increase in student enrollment will also increase our need for acquiring a variety of concrete resources. The following highlights the resources needed to implement the increase in enrollment.

Curriculum

The enrollment cap increase request involves serving K-6 students, which Arizona Language Preparatory already serves. Therefore, new grade level curriculum does not need to be acquired. Staff will continue to utilize team planning time to align resources with standards and monitor the pacing of our curriculum maps.



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Assessment

The following testing and assessment programs will be an ongoing part of Arizona Language Preparatory's school system.

- **ATI/Galileo Math and ELA** – Kindergarten through Grade 6 students take a pre-test at the beginning of the year, two mid-year benchmarks, and a post assessment at the end of the year to determine progress through grade level standards and to assist in differentiation of instruction for teachers. All costs associated with ATI are based on a per pupil cost and are paid out as part of the school's ongoing operational budget.
- **Avent/Stamp Testing** – Kindergarten through Grade 6 students participate in language testing in the fall and spring semesters. The assessment is used to assess student language acquisition and fluency in Mandarin and Spanish. All costs associated with Avent/Stamp are based on a per pupil cost and are paid out as part of the schools ongoing operational budget.

Instruction / Staffing

Staffing will increase to accommodate the increase in number of students. Currently the Assistant Principal is .5 in the classroom and .5 administrative. Arizona Language Preparatory's plan is to increase the kindergarten team by .5 FTE beginning FY20. The duties of the Assistant Principal will include assisting with overseeing daily operations of the school, student discipline, test coordinator, safety coordinator, and support of principal and teachers.

Arizona Language Preparatory also plans to employ a full time paraprofessional/reading specialist to assist grades with small group instruction in reading and writing to support the ELA standards and curriculum.

All salaries are paid from Arizona State Funding.



Arizona Language Preparatory

Arizona Language Preparatory Amendment Request – Explanation of Updates to Staffing Plan

Arizona Language Preparatory currently employs 10.5 instructional and non-instructional staff members. While Arizona Language Preparatory accepts all students for enrollment, our enrollment trends indicate that we very strongly tend to grow with larger incoming classes, while the higher grades generally increase in size only as those larger incoming classes progress from grade to grade. As such, our projected growth in staffing follows this same trend, with staffing growth beginning with the lower grades and moving upwards over time.

However, because of the unique educational structure of Arizona Language Preparatory, it is very challenging to reflect calculations of and changes to the number of staff members within the limited parameters of the provided Staffing Chart. The central problem is that our school's standards are split between multiple languages, with certain teachers providing language education to a certain set of grade levels, while providing instruction in other subjects across a different set of grade levels. As such, the school's grade level break-down is far more complex than a typical FTE calculation. Nonetheless, we have attempted to apportion the various duties of the teachers across multiple grades and subjects to fit into the 1-line-per-grade structure of the Staffing Chart. Some explanation will be helpful, and we found a mistake in the previously submitted Chart that is directly relevant to the identified issue with the prior submission.

Arizona Language Preparatory currently has one building principal who oversees the maintenance and operation of the school. The school also has another full-time staff member who spends 50% of her time undertaking assistant principal duties, and the other 50% of her time handling K/1 ELA teaching duties. For FY2020, Arizona Language Preparatory plans to instead employ a full-time assistant principal to assist with daily administrative duties. This increase is one that is easily reflected on the Staffing Chart, with the listed administration staff members increasing from 1.5 to 2 (and a matching decrease in KG and 1st grade of .25 each as the .5 teaching role for that position is shifted to administration). Further, for FY2020, Arizona Language Preparatory plans to hire one additional kindergarten teacher and one reading specialist for grades 2-5. These numbers are also easy to depict on the Staffing Chart, with each of the numbers in those rows increasing by 1 from FY2019 to FY2020 (after accounting for the .25 change described above).

Currently, for KG, 1st and 2nd grade, the school actually has 3.5 teachers (1 Mandarin, 1 Spanish Language, 1 Spanish math, and .5 ELA for KG and 1st). The previous Chart included some unintended rounding, and the 2nd grade row was not adjusted for a recent change in staffing at that grade level. Next year, with K-1 class size increases, the school will add one additional teacher to do a Science/Social Studies/ELA split. This will result in a total teacher count of 3 for K-1, with the listed 2:1 split between K and 1 being approximate. The additional reading specialist will focus on grades 3-5, to assist with the increase in students for those grades. With projected enrollment increases the following two years, Arizona Language Preparatory plans to



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hire one additional teacher for FY2021 and one additional teacher for FY2022. For FY2021, we intend to add another FTE to our K-2 classes, but this spot is accounted for primarily as a 1st grade addition on the chart. For FY2022, another position will be added for the K-2 classes. While marked as a 2nd grade teacher on the Chart, the desired candidate will teach Spanish Math and Spanish Language Arts for Kindergarten through 2nd grade.



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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:				
Number of Students				
Grade Level	Current - FY	Target - FY	Target - FY	Target - FY
Kindergarten				
1 st Grade				
2 nd Grade				
3 rd Grade				
4 th Grade				
5 th Grade				
6 th Grade				
7 th Grade				
8 th Grade				
9 th Grade				
10 th Grade				
11 th Grade				
12 th Grade				
Total Enrollment				

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



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 st Grade				
2 nd Grade				
3 rd Grade				
4 th Grade				
5 th Grade				
6 th Grade				
7 th Grade				
8 th Grade				
9 th Grade				
10 th Grade				
11 th Grade				
12 th Grade				
Specialty Staff (Music, Art, PE, etc.)				
Special Education				
Paraprofessional				
Additional Staff				
List title:				
List title:				
List title:				
Total Number of Staff Members				

Continue on page 2: Leadership Staffing Chart

