APPENDIX B

REQUIRED DOCUMENTATION

Location: Tri City College Prep High School

Date / Time: October 24, 2018

Members present: Bob Ayers, Arthur Siegel, Julie Bradshaw, Mitch Padilla, Karen Norris

Members absent: None

TRI CITY COLLEGE PREP SCHOOL BOARD

BOARD MINUTES

I. Call to order: Meeting called to order at 4:02 p.m.

II. Consent Agenda
   a. Today's Agenda
   b. September minutes
   c. Employee agreement: Kristofer Orellama – new F/T para-professional

   Art Siegel (AS) motion; Julie Bradshaw (JB) seconded. Motion carried unanimously to approve the Consent Agenda.

III. Student to the Board: N/A

IV. Staff to the Board: N/A

V. Good of the School: presented by Dr. Halvorson –
   a. TCP has adopted the ACT Test to assess all Juniors. It looks as if the State of Arizona will pay for testing.
   b. TCP students will be able to contribute to a new magazine called *Kid Zone,* Red Dog Publishing. TCP Journalism students can contribute to four areas: Sports news, Academics, Arts, and Group news.
   c. TCP purchased a new van.

VI. Committee Reports: None today.

VII. Legal Advice: ARS 38-431 Karen Norris - motion to go to Exec. Session; JB seconded; motion carried unanimously. 4:51 p.m. Art Siegel requested that only the Board be present for this Executive session.

VIII. a. Student Council Field Trip – to Hawaii for Spring break – with K. and M. Milliken
JB motion to approve; AS seconded; Motion carried unanimously – Field trip approved.
b. Law Club Field Trip: Student leaders asked that this trip be approved retroactively. JB motion; Mitch Padilla second. Motion carried unanimously. Approved.
c. Revised Budget – presented by Jane Michaelson. KN motion; AS second. Motion carried unanimously, and revised budget is approved.
d. Dr. Halvorson proposed that TCP amend its charter to include grades 5-8, and increase its enrollment by 50 students for a total of 275 students. After Dr. Halvorson's presentation, and much discussion and many questions from Board members (to Administrators Mary Ellen Halvorson, Keri Milliken, and Bill Batzli, Tami Halvorson) Motion was made by Bob Ayers to amend TCP's charter, seconded by JB; Motion carried unanimously.

IX. Call to the Public: N/A

X. Summary of Current Events: None given

XI. Future Meeting Dates and Items for Future agendas: **Next Board meeting – Nov. 14, 2018**

JB motioned to adjourn; MP seconded. Motion carried unanimously.
Meeting adjourned at 6:20 p.m.

Occupancy Documents Table of Contents

1. **Occupancy Compliance Assurance and Understanding**
2. **Agricultural Land Regulation Assurance and Understanding**
3. (3) **Certificates of Occupancy**
4. **State Fire Marshall Inspection** showing No Violations
5. **Campus Map** with interior room dimensions written on the document
6. **Capacity Documents**
    a. **Gym** capacity documentation from project information on the architectural drawings showing 1,257 occupants
    b. Photograph of **Academic Complex** architectural drawings
    c. (6) **Enlargements of Academic Complex** architectural drawings
    d. (4) **Assessor's Office Improvement Plans** for: gym, southern half academic complex, northern half academic complex, art garage showing building dimensions

Clear Form

Arizona State Board for Charter Schools

Occupancy Compliance Assurance and Understanding

The Arizona State Board for Charter Schools ("Board"), at a meeting held on November 21, 2017, approved a revised policy that requires new and existing charter holders to submit a copy of a valid Certificate of Occupancy and current Fire Marshal's Inspection Report for each location where educational services will be provided prior to the initiation of State equalization payments.

The Board will request that the Arizona Department of Education ("ADE") withhold State equalization assistance payments for 1) new charter schools that have signed a charter contract, 2) new schools under existing charter contracts, 3) schools under existing charter contracts moving from one location to another, and 4) new buildings/structures added to an existing school, until the school has submitted valid copies of the required Certificate of Occupancy and current Fire Marshal's Inspection Report for the new educational facility.

Once Board staff has verified that the appropriate documents for each school location have been received, the Board office will notify the Charter Holder and the ADE School Finance Unit's Charter School Payment Manager that the school is eligible for payment. The ADE School Finance Unit will mark the school eligible for payment and a payment will generate in the next payment cycle if all other requirements of ADE School Finance have been met. Schools eligible for payment by the 20th of any month will generate a payment for the next month's payment cycle. Schools marked eligible after the 20th of any month will not generate a payment in next month's payment cycle. No off-system payments will be made.

Charter Holder Information	
Name of Charter Holder Entity	Mary Ellen Halvorson Education Foundation dba Tri-City College Prep High School
School Location(s) for which the request applies	5522 Side Road, Prescott AZ, 86301

Signature

By signing below, I understand the Board's policy and that I am required to submit an educational use Certificate of Occupancy and a current Fire Marshal's Inspection Report to the Board office for each school facility operated by the Charter Holder. These documents must be verified by Board staff prior to occupancy of the building and prior to receipt of equalization payments for students enrolled at this school.

I acknowledge that if these documents are not submitted prior to occupancy, the school's opening date may be postponed and/or the Board may take action as allowed by statute and the charter contract.

Charter Representative Signature: Mary Ellen Halvorson Date: 12-11-18

Clear Form

Arizona State Board for Charter Schools

Agricultural Land Regulation Assurance and Understanding

Arizona Revised Statute §15-183 (U) states, "Charter schools may not locate a school on property that is less than one-fourth mile from agricultural land regulated pursuant to section 3-365, except that the owner of the agricultural land may agree to comply with the buffer zone requirements of section 3-365. If the owner agrees in writing to comply with the buffer zone requirements and records the agreement in the office of the county recorder as a restrictive covenant running with the title to the land, the charter school may locate a school within the affected buffer zone. The agreement may include any stipulations regarding the charter school, including conditions for future expansion of the school and changes in the operational status of the school that will result in a breach of the agreement."

Charter Holder Information	
Name of Charter Holder Entity	Mary Ellen Halvorson Education Foundation
Name of Charter School	Tri-City College Prep High School

Check box below to indicate which statement applies	
☒	The charter school is not located less than one-fourth mile from agricultural land.
☐	The charter school site is located less than one-fourth mile from agricultural land; the charter school site complies with Arizona law regarding the location of schools on a property that is less than one-fourth mile from agricultural land.

Signature

By signing below, I understand and affirm that the forgoing information provided by me for the above listed Charter Holder is true and correct. Furthermore, if any part of the information provided proves to be false, I recognize that it shall be just cause for revocation of the charter by the Arizona State Board for Charter Schools.

Charter Representative Signature: Mary Ellen Halvorson Date: 12-11-18

CERTIFICATE of OCCUPANCY

Division of Building Inspection

This certificate issued pursuant to the requirements of Section 110 of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulating building construction use for the following:

Building Address:	5522 SIDE RD., PRESCOTT, AZ		
Owner of Building at Time of Issuance of C.O.:	TRI-CITY PREP HIGH SCHOOL	***Address:***	5522 SIDE RD. PRESCOTT, AZ.
Occupancy Group:	E & A3	***Type of Construction:***	VB
Date:	JULY 7, 2005	***Building Permit Number:***	B0401-124

Building Official

POST IN A CONSPICUOUS PLACE

CERTIFICATE of OCCUPANCY

Division of Building Inspection

This certificate issued pursuant to the requirements of Section 110 of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulating building construction use for the following:

Building Address: 5522 SIDE RD

Owner of Building at Time of Issuance of C.O.: MARY ELLEN HALVORSON EDUC

Address: 3700 WILLOW CREEK RD PRESCOTT, AZ 86301

Occupancy Group: A-3

Type of Construction: VB SPRINKLER

Date: 9/10/2007

Building Permit Number: B0612-032

Building Official

POST IN A CONSPICUOUS PLACE

CERTIFICATE of OCCUPANCY

Division of Building Inspection

This certificate issued pursuant to the requirements of Section 110 of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the City regulating building construction use for the following: TRI-CITY PREP LONGBOAT GARAGE

Building Address: 5522 SIDE RD

Owner of Building at Time of Issuance of C.O.: MARY, ELLEN HALVORSON EDUC

Address: 3700 WILLOW CREEK RD PRESCOTT, AZ 86301

Occupancy Group: S2

Type of Construction: VB

Date: 5/6/2008

Building Permit Number: B0801-091

Building Official

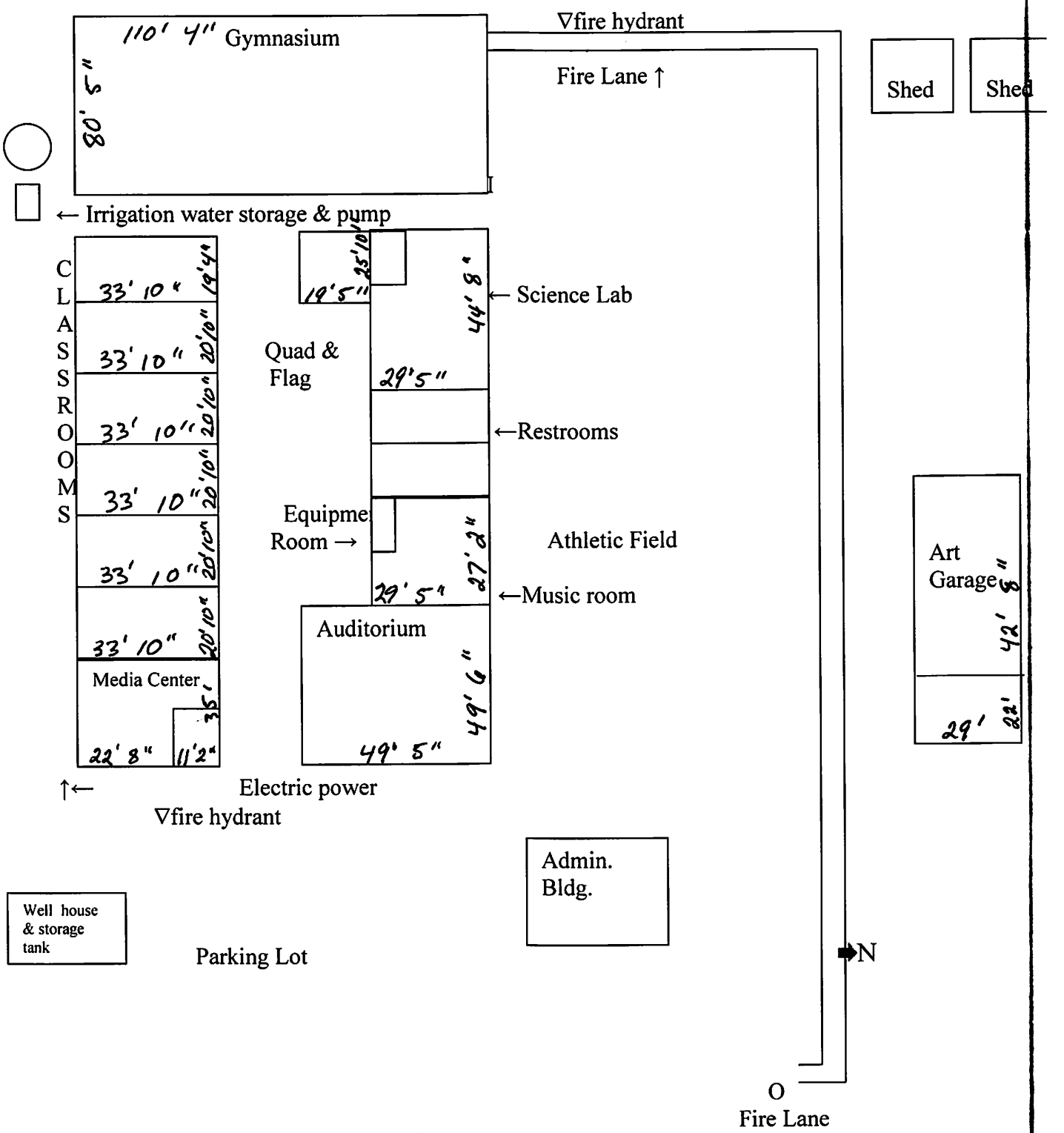
POST IN A CONSPICUOUS PLACE

Department of Forestry and Fire Management
Office of the State Fire Marshal

ARIZONA STATE FIRE MARSHAL - Wednesday, December 19, 2018 1:28:52 PM (**Christopher Jack**)

User Name	Christopher Jack	
User #	6025823645	
Form Started	12/19/2018 1:28:52 PM	
Form Submitted	12/19/2018 1:32:44 PM	
Inspection Date	Wednesday, December 19, 2018	
OSFM Facility ID	2245	
Occupancy Classification	E	
Ownership	Public Property	
Property Usage	School	
School Type	High School	
Fire Alarm Coverage	Full Coverage	
Fire Alarm System Monitored	Yes	
Fire Sprinkler Coverage	Partial Sprinkler Coverage	
Facility Name	Tri-City College Preparatory	
Facility Address	5522 Side Road	
City	Prescott	
County	Yavapai	
Contact for Inspection	Keri Milliken	
Contact Phone Number	928-777-0403	
Fire Marshal Contact	Arizona State Fire Marshal's Office Suite 100 Phoenix, Arizona 85007	1110 West Washington St. (O) 602.771.1400
DEPUTY FIRE MARSHAL:	Christopher Jack 84	

Inspector Signature	Cjack@dffm.az.gov
Phone	(928) 300-4108
Permit Inspection	No
Type of Inspection	Scheduled
Inspection	Periodic Fire Safety Inspection
Inspection Results	
1 Violation Type	No Violations
Congratulations	At time of inspection this facility had no vilolations of the Arizona State Fire Code noted.,Approved for state licensure.
Violation Type	N/A
Tag	Pass
Inspection Time	1.0
Travel Time	1.5
Mileage From Office	99.0
Fire Code Compliance Status	The items noted above, unless otherwise stated, are in compliance with the Arizona State Fire Code, A.A.C. R4-36-201 adopted pursuant to A.R.S. 37-1307. This inspection is for your safety and the safety of the citizens of Arizona. Your cooperation is appreciated.
Send Email To:	Milliken@TRicityprep.ORg
Date	Wednesday, December 19, 2018


110' 4" Gymnasium
80' 5"
∇fire hydrant
Fire Lane ↑
Shed
Shed
← Irrigation water storage & pump
CLASSROOMS
33' 10"
19'4"
20'10"
Quad & Flag
19'5"
25'10"
44' 8"
← Science Lab
29'5"
←Restrooms
Equipme
Room →
27'2"
Athletic Field
29' 5"
←Music room
Auditorium
49' 6"
49' 5"
Media Center
35'
22' 8"
11'2"
Art Garage
42' 8"
29'
22'
↑←
Electric power
∇fire hydrant
Admin. Bldg.
Well house & storage tank
Parking Lot
N
O
Fire Lane
Entrance from Side Road

PROJECT INFORMATION

_DING CLASSIFICATION
)E ANALYSIS DATA

_DING CODES

_DING CODE:	INTERNATIONAL BUILDING CODE, 2003
:ESSIBILITY CODE:	ADAGG, 1998 ICC/ANSI
:HANICAL CODE:	INTERNATIONAL MECHANICAL CODE, 2003
:CTRICAL CODE:	NATIONAL ELECTRICAL CODE, 2002
MBING CODE:	INTERNATIONAL PLUMBING CODE, 2003
: PREVENTION CODE:	INTERNATIONAL FIRE CODE, 2003
::	INTERNATIONAL FUEL GAS CODE 2003

)RESS: 5522 SIDE ROAD

↓: 103-01-033C

)JECT DESCRIPTION: NEW GYMNASIUM AT EXISTING SCHOOL, METAL FRAME

_DING

:UPANCY GROUP
) ASSEMBLY

'E OF CONSTRUCTION

'E 5, B SPRINKLERED

)RTANCE FACTOR: 2003 IBC TABLE 1604.5
'EGORY 3

:MIC	SNOW	WIND
	1.1	1.15

:UPANT LOAD
7 1/7sf 8,800sf / 7 = 1,257 OCCUPANTS

.DING HEIGHT
UAL = 26'-8" FT
OWABLE = 40 FT

BER OF STORIES
UAL = 01
OWABLE = 01

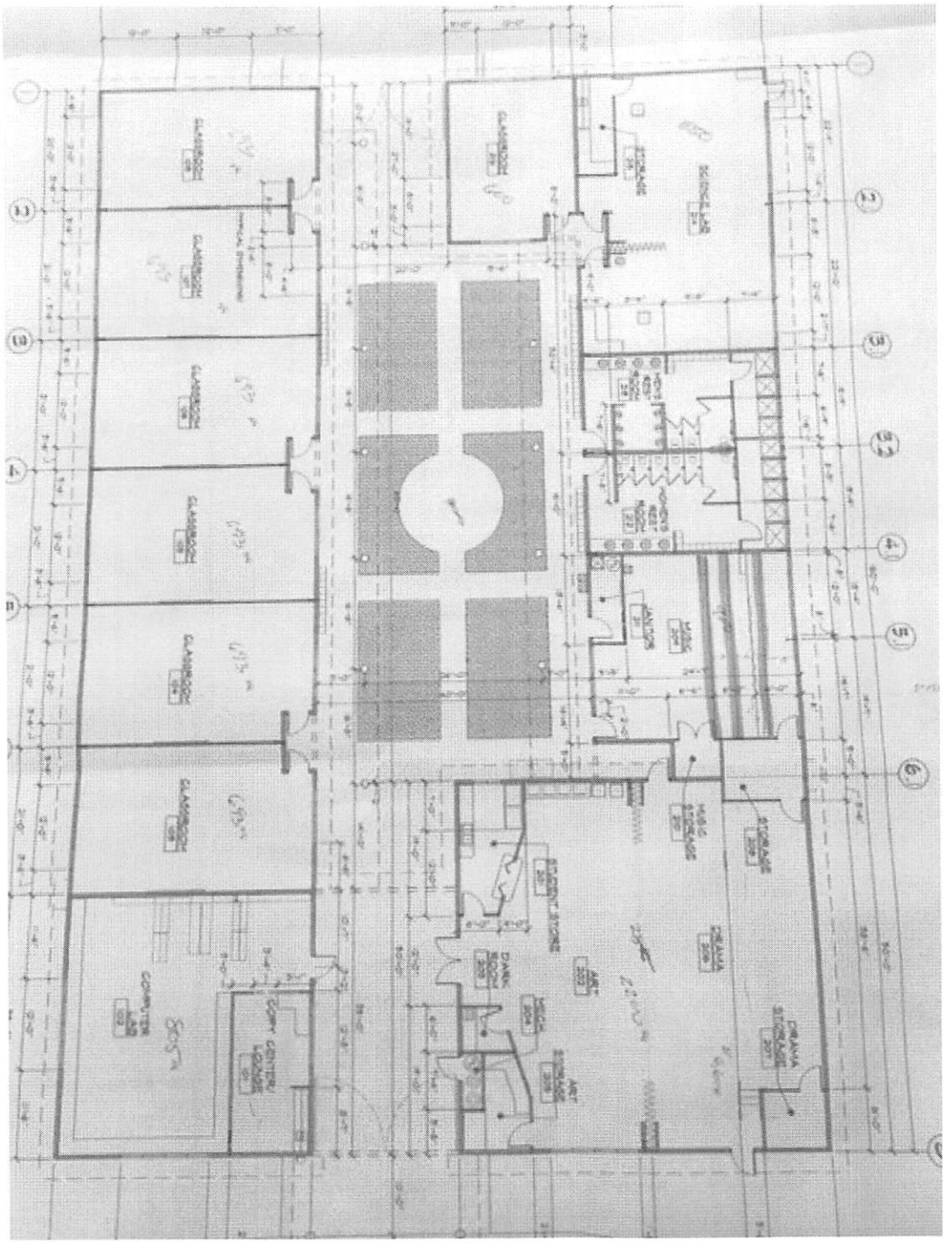
ALLOWABLE AREA CALCULATION

AREA MODIFICATIONS (IBC 506)
ALLOWABLE AREA PER FLOOR (Aa)
TABULAR AREA PER FLOOR (At)
AREA INCREASE FOR FRONTAGE (If)
AREA INCREASE FOR SPRINKLER (Is) x3
BUILDING PERIMETER PUBLIC WAY (F)
ENTIRE BUILDING PERIMETER (P)
MINIMUM WIDTH OF PUBLIC WAY (W)
ALLOWABLE AREA (Aa)
UNLIMITED AREA FOR AFS

MEANS OF EGRESS

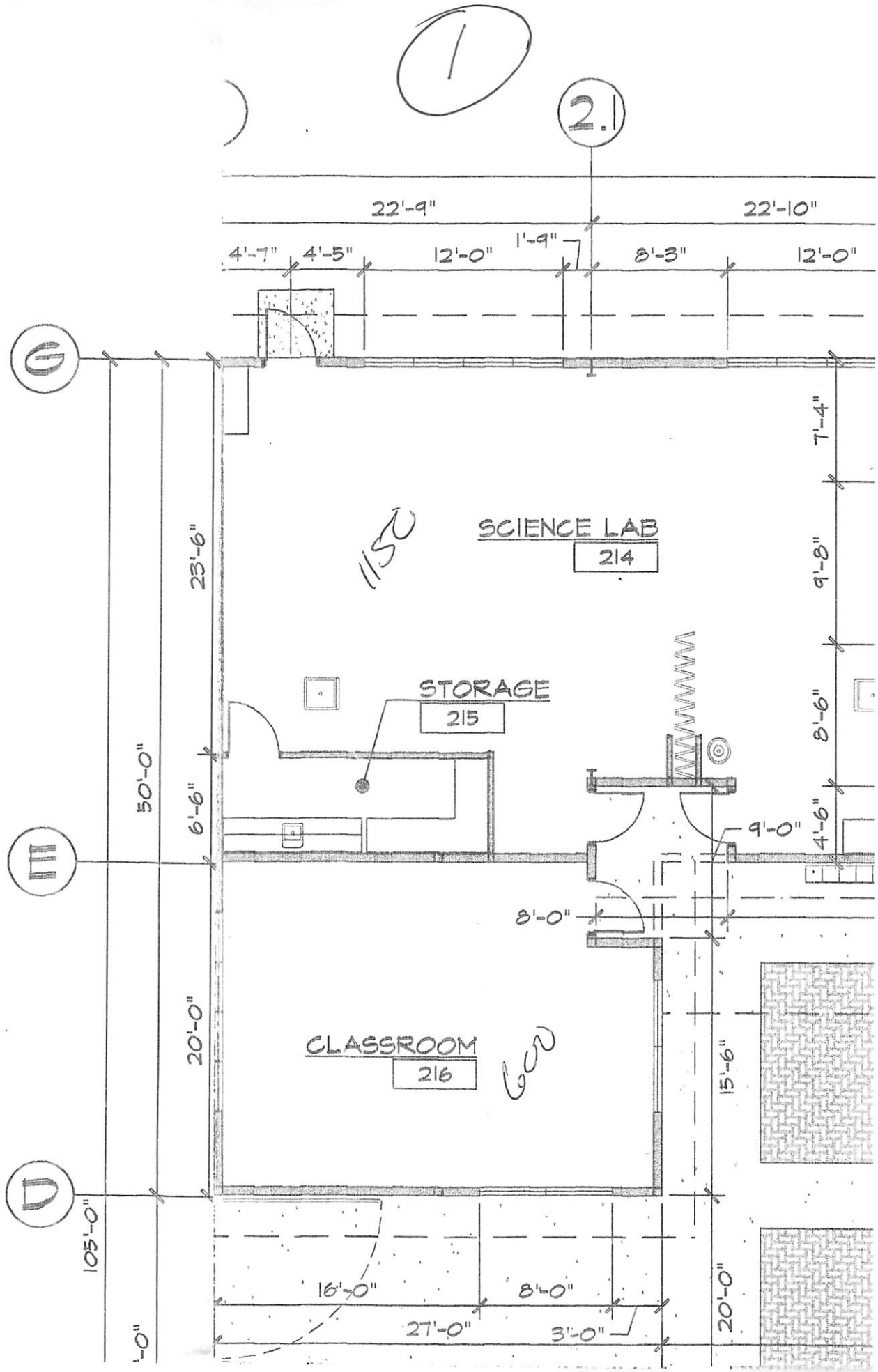
ROOM OR AREA	OCC. LOAD	EXIT WID REQ'D	PRO'
ROOM	1,257	188" IN.	216

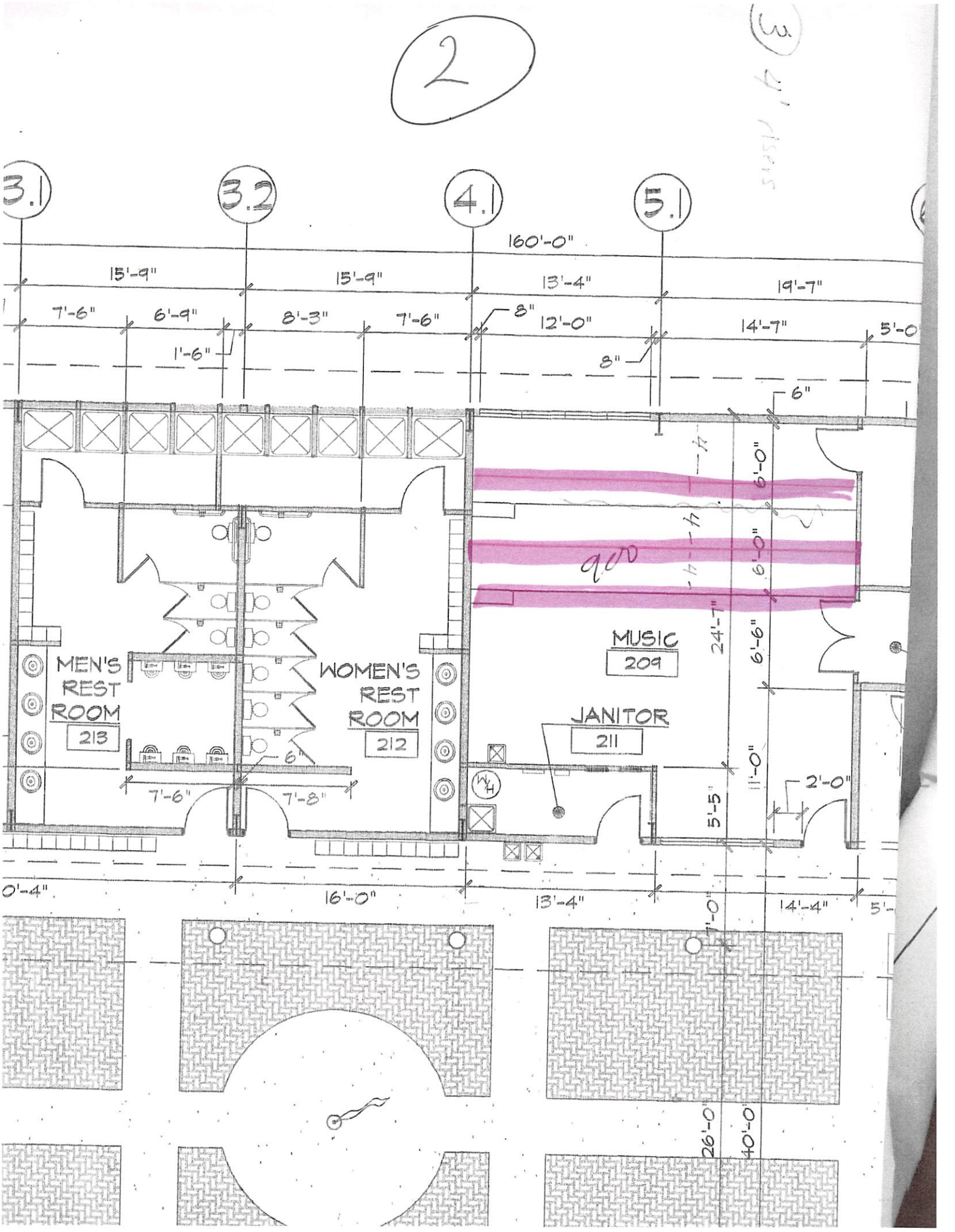
r ior Light

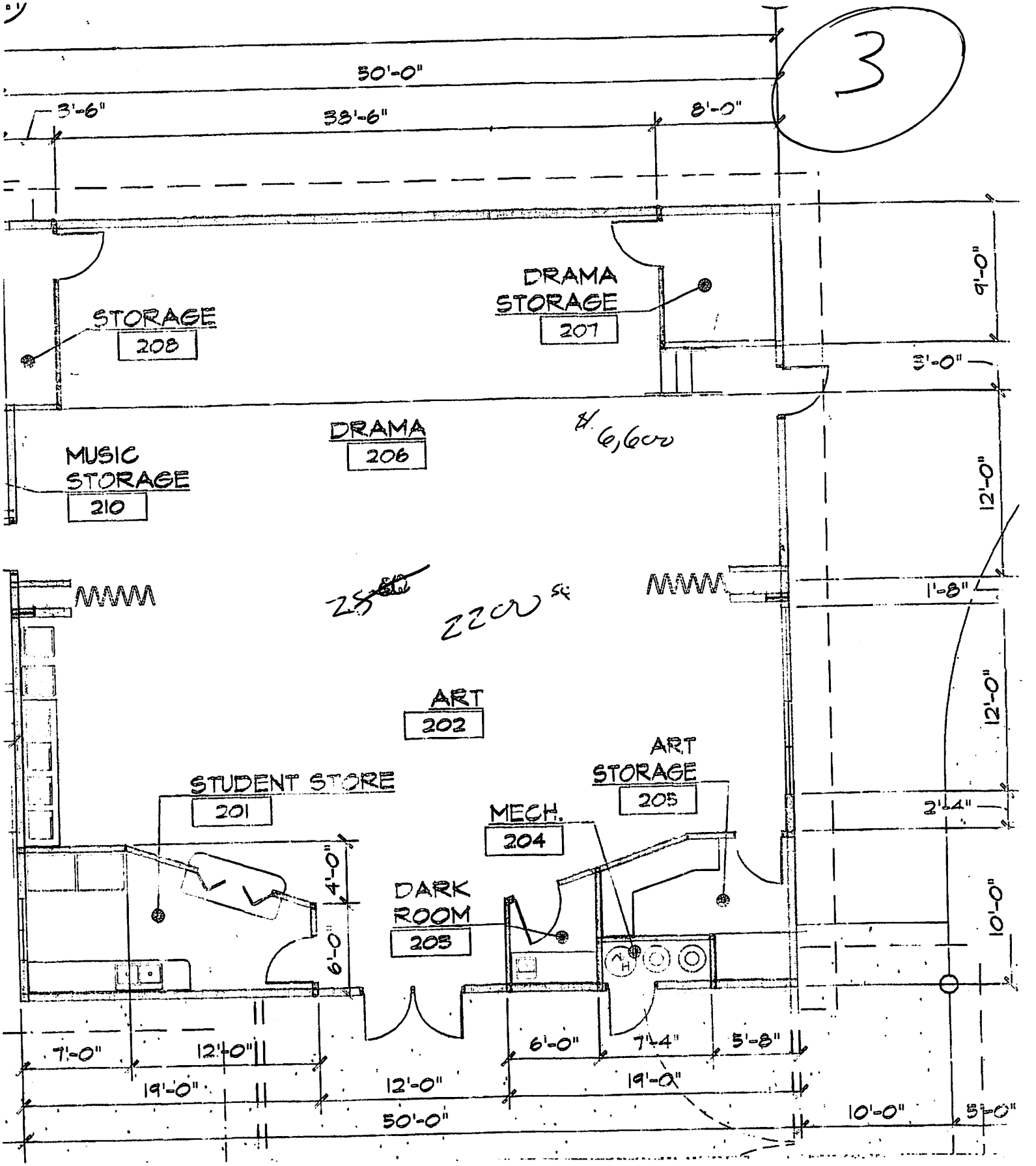


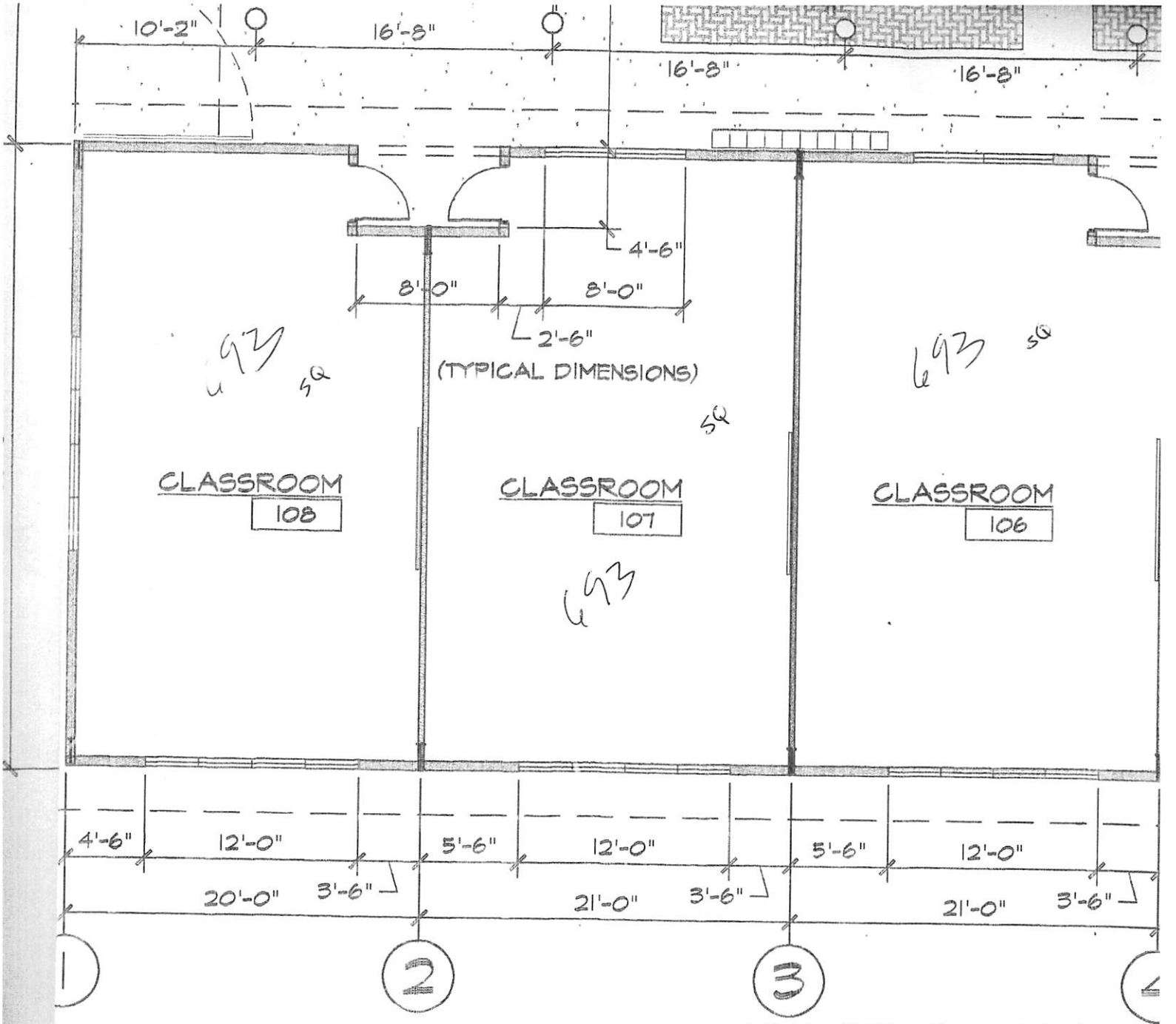
Photograph of Architectural Drawings for Main Academic Complex

(Enlargements on following 6 pages)


1
2.1
22'-9"
22'-10"
4'-7"
4'-5"
12'-0"
1'-9"
8'-3"
12'-0"
G
E
D
7'-4"
9'-8"
8'-6"
4'-6"
23'-6"
50'-0"
6'-6"
SCIENCE LAB
214
STORAGE
215
9'-0"
8'-0"
CLASSROOM
216
20'-0"
15'-6"
105'-0"
16'-0"
8'-0"
27'-0"
3'-0"
20'-0"


3.1
3.2
4.1
5.1
160'-0"
15'-9"
15'-9"
13'-4"
19'-7"
7'-6"
6'-9"
8'-3"
7'-6"
8"
12'-0"
14'-7"
5'-0
1'-6"
8"
6"
6'-0"
6'-0"
6'-6"
24'-7"
MEN'S REST ROOM
213
WOMEN'S REST ROOM
212
MUSIC
209
JANITOR
211
6"
7'-6"
7'-8"
11'-0"
2'-0"
5'-5"
0'-4"
16'-0"
13'-4"
14'-4"
26'-0"
40'-0"


3
50'-0"
3'-6"
38'-6"
8'-0"
STORAGE
208
DRAMA
STORAGE
207
9'-0"
3'-0"
DRAMA
206
MUSIC
STORAGE
210
12'-0"
1'-8"
12'-0"
ART
202
ART
STORAGE
205
STUDENT STORE
201
MECH.
204
2'-4"
4'-0"
6'-0"
DARK
ROOM
205
10'-0"
7'-0"
12'-0"
6'-0"
7'-4"
5'-8"
19'-0"
12'-0"
19'-0"
50'-0"
10'-0"
5'-0"



DIMENSION FLO

693 SQ

693 SQ

693 SQ

CLASSROOM
105

CLASSROOM
104

CLASSROOM
103

6"
12'-0"
5'-6"
12'-0"
5'-6"
12'-0"
11'-
21'-0"
3'-6"
21'-0"
3'-6"
21'-0"
3'-6"

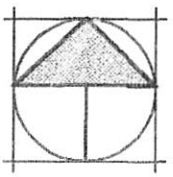
5

6

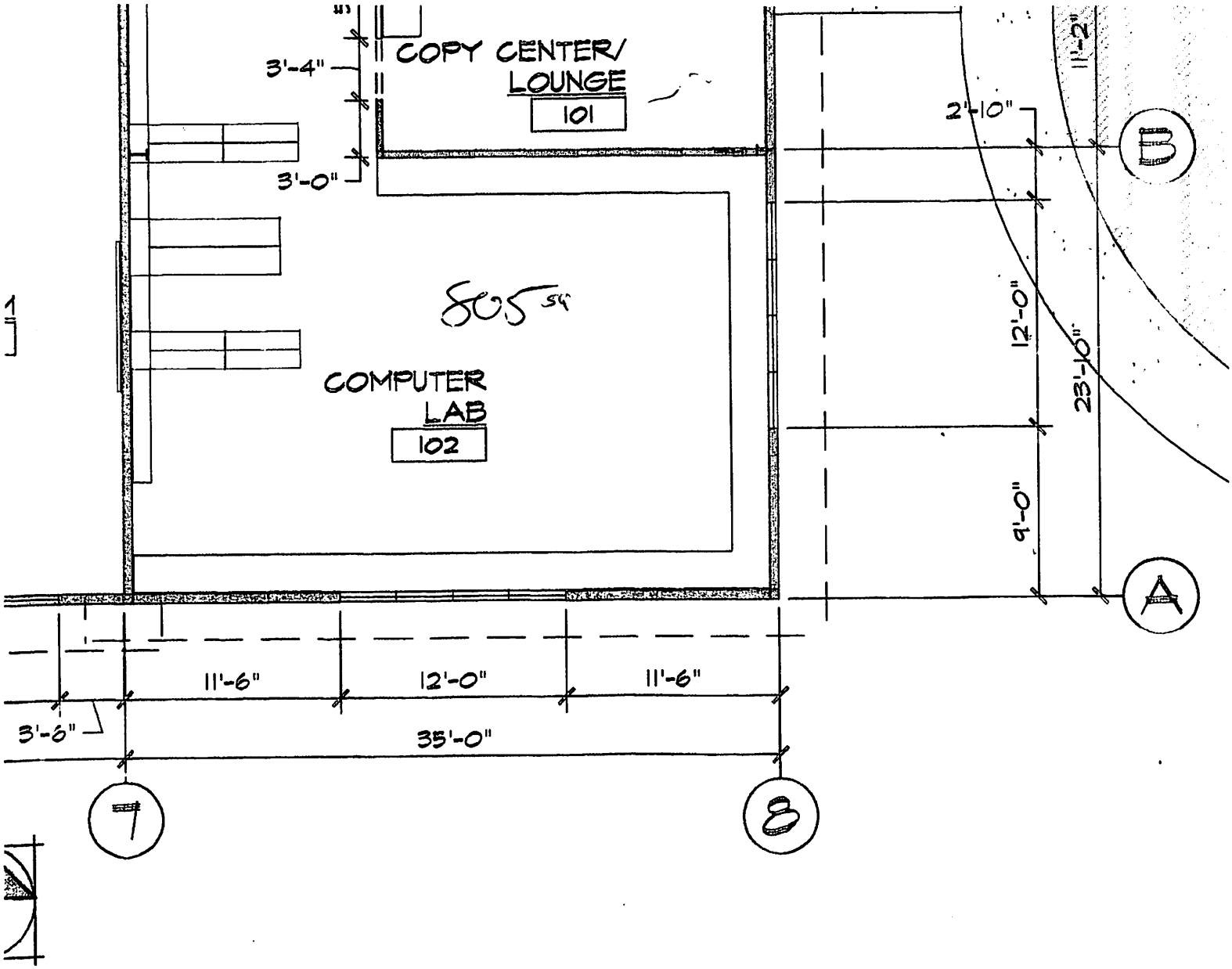
7

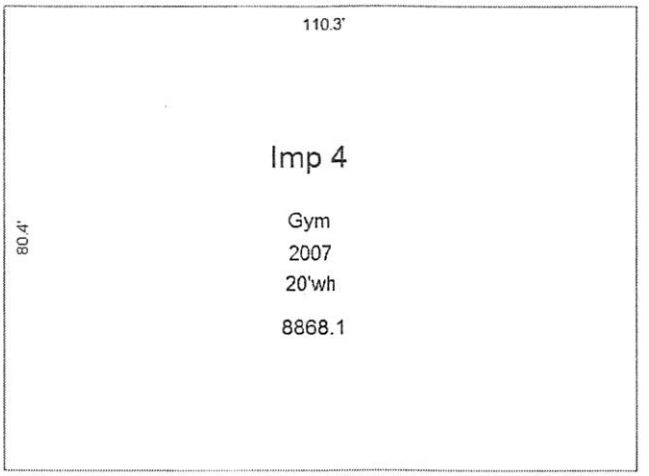
OR PLAN

SCALE: 1/8" = 1'-0"



5


COPY CENTER/
LOUNGE
101
3'-4"
3'-0"
805 SF
COMPUTER
LAB
102
2'-10"
11'-2"
12'-0"
23'-10"
9'-0"
B
A
11'-6"
12'-0"
11'-6"
3'-0"
35'-0"
7
8



ASSESSOR'S OFFICE AZ
YAVAPAI COUNTY GOVERNMENT

Improvement 4

Description: 80'4" x 110'3"

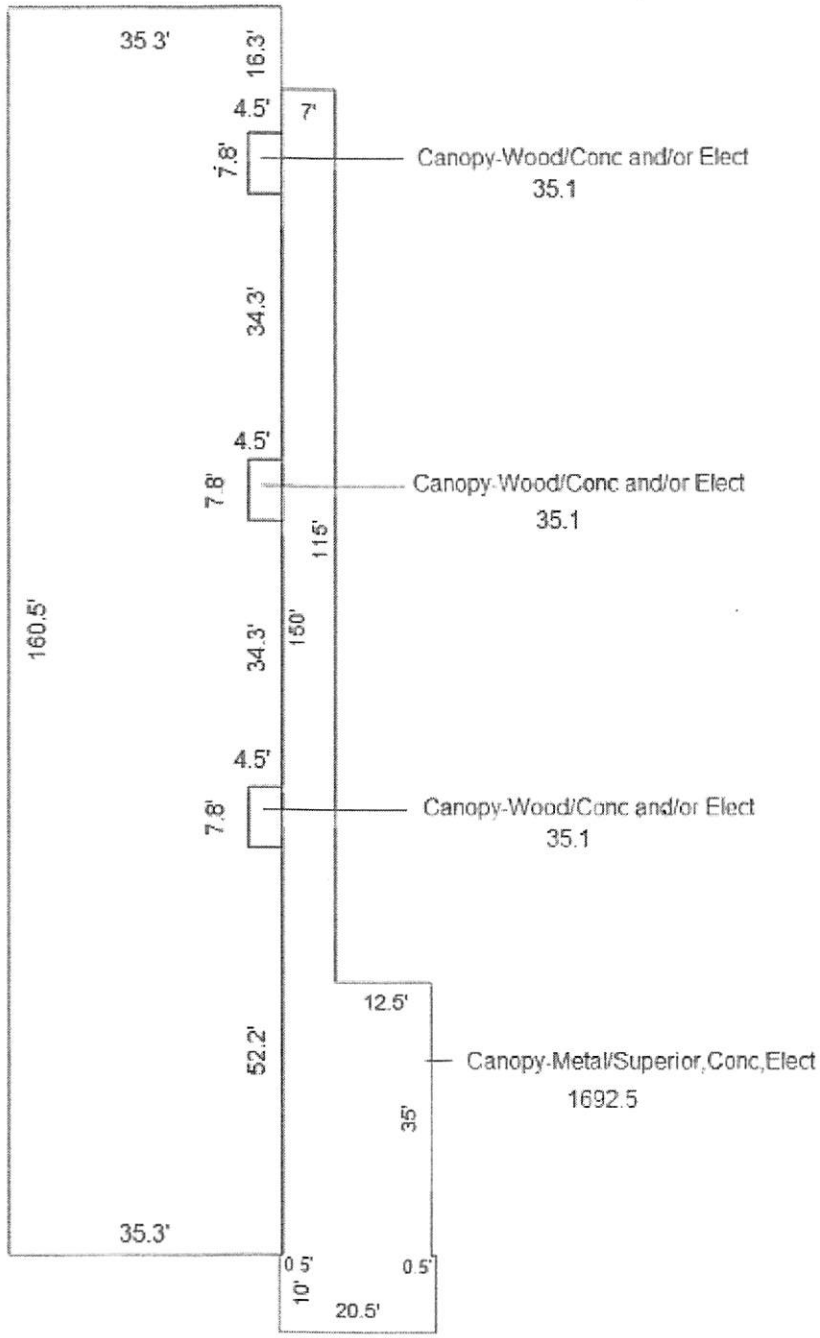
Imp 2

Main - Classrooms

2004

14'wh

5560.4

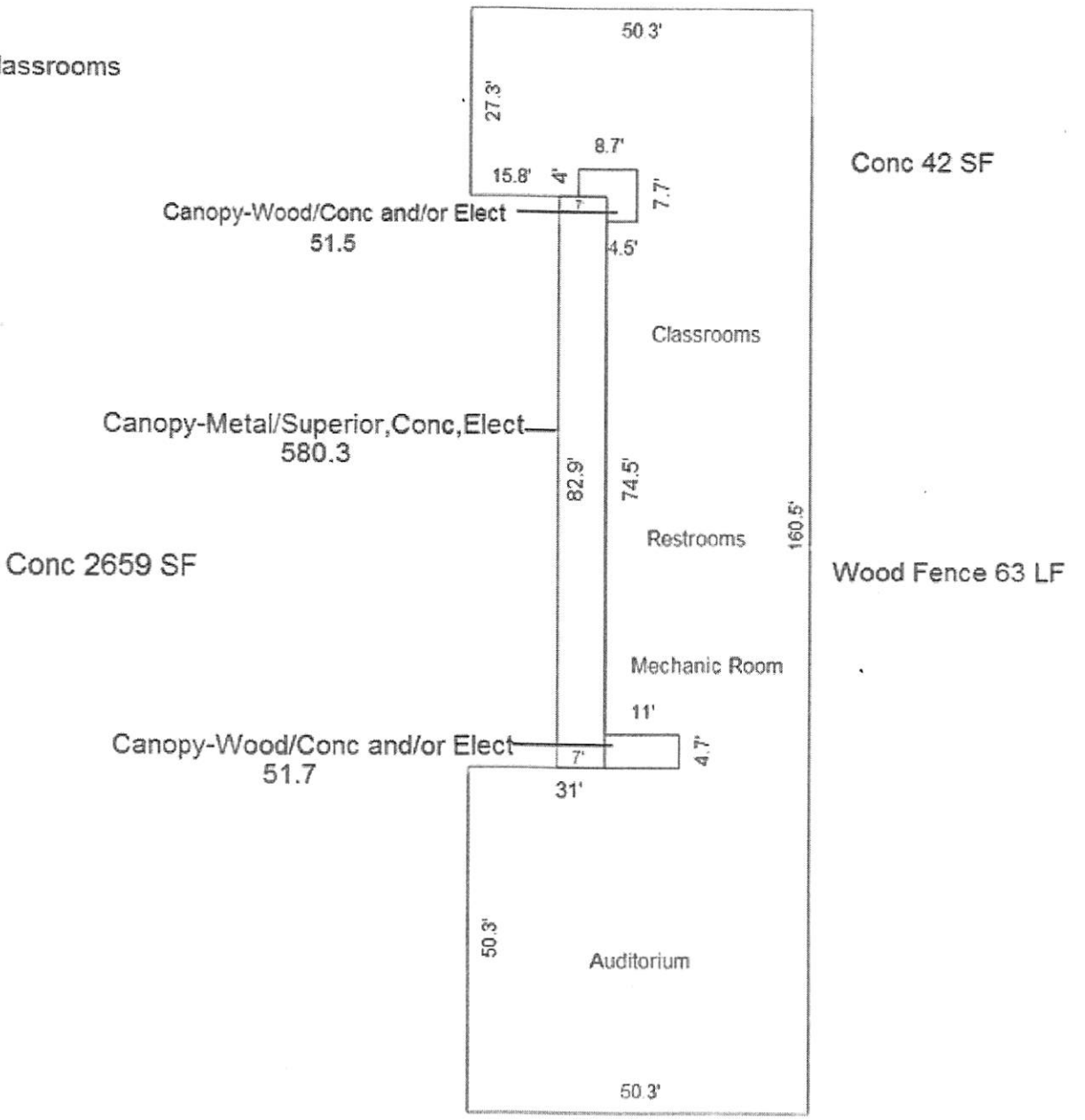


ASSESSOR'S OFFICE
YAVAPAI COUNTY GOVERNMENT

Improvement 2

Description: Building consists of 6 classrooms 21' x 35' each and a computer lab 34' x 35'

Imp 3
Main - Classrooms
2004
14'wh
6312.0



ASSESSOR'S OFFICE
YAVAPAI COUNTY GOVERNMENT

Improvement 3

Description: Building consists of an auditorium 50' x 50', music room 32'8" x 50', restrooms 15'9" x 50 each, science lab 45'7" x 50' and a classroom 20 x 30

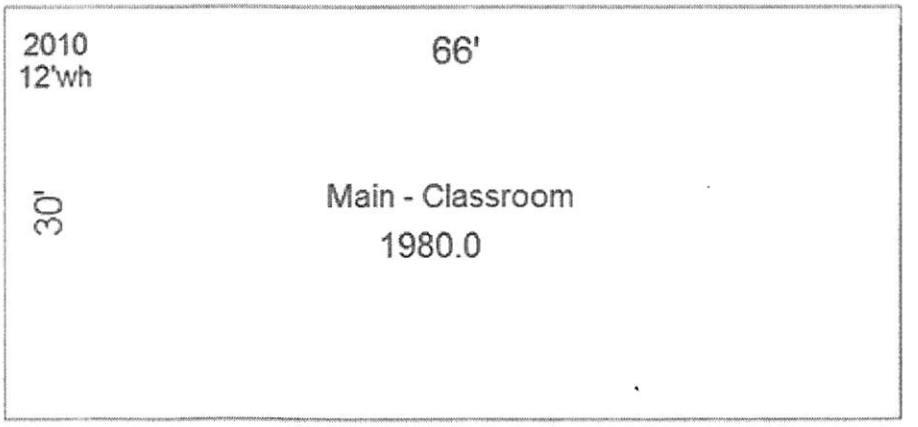
103-01-030C

Exempt Parcel

Tri City Prep

4 noted portable cstg bldgs

Conc 210 SF



ASSESSOR'S OFFICE
YAVAPAI COUNTY GOVERNMENT

Improvement 1

Description: art classroom 44' x 30' and classroom 22' x 30'

Curriculum and Sample Exemption

The Mary Ellen Halvorson Education Foundation's high school, Tri-City College Prep High School, is exempt from submitting curriculum samples because it is a highly performing "A" school. In lieu of curriculum samples, samples of math and English language arts curriculum alignment with the Arizona State Standards is included here. All curriculum will meet Arizona State Standards.

Math

Tri-City Middle School will be using "Engageny" math that aligns with the Arizona State Standards. A sample of alignment for grade (5) is included below.

Engageny Fifth Grade Math Modules Aligned with Arizona State Standards

Engageny Module	Concepts Covered	Arizona Standards
Module 1	Place Value and Decimal Fractions	5.OA.A 5.OA.B 5.NBT.A 5.NBT.B 5.NF.A
Module 2	Multi-Digit whole Number and Decimal Fraction Operations	5.NF.A
Module 3	Addition and Subtraction of Fractions	5.NF.A
Module 4	Multiplication and Division of Fractions and Decimal Fractions	5.NBT.B 5.MD.A 5.NF.B
Module 5	Addition and Multiplication with Volume and Area	5.MB.C
Module 6	Problem Solving with Coordinate Plane	5.MB.B 5.G.A 5.G.B

Tri-City Middle School will teach math through pre-algebra. Students who excel in math will have the opportunity to move on to high school math class at Tri-City College Prep High School. Manipulatives, group projects and online resources will supplement the math curriculum. Memorization is important for middle school Brain Age. Tri-City Middle School has a math poetry resource that teaches math concepts through poetry. Students will also create math poems.

English Language Arts

Tri-City Middle School English Language Arts curriculum will meet all Arizona State Standards. "Engageny" and Arizona State standards are closely aligned as seen in the chart below. Tri-City Middle School will be using "Engageny" English Language Arts curriculum as a starting point

and will be supplementing this curriculum in two ways. 1) Arizona State Standards includes a Language category not found in "Engageny." This category deals mostly with conventions of writing and vocabulary. 2) To incorporate Brain Age, additional and/or substitutional materials will be used with the same curriculum format as found in "Engageny". The nine intellectual standards as outlined in Richard Paul & Linda Elder's *Critical Thinking* will be applied in writing and Socratic Circle discussions. Those standards are: clarity, accuracy, precision, relevance, depth, breadth, logic, significance, and fairness.

Engageny Sixth Graded Units Aligned with Arizona State Standards

Engageny Modules	Areas Covered	Arizona Standards
RI.6.1-10	Informational Texts	6.RI.1-10
RL.6.1-10	Literature	6.RL.1-10
W.6.1-10	Writing	6.W.1-10
SL.6.1-6	Speaking & Listening	6.SL.1-16
	Language (conventions & vocabulary)	6.L.1-16

Humanities

History, civics, geography, foreign language and culture studies will be integrated with the English Language Arts and the performing arts. As countries are studied in geography, students will be exposed to the cultures of the countries (including literature) and learn essential linguistic phonetics of the languages spoken in those countries. Projects, performances, and art shows will display student's learning. ELA standards in speaking and listening will be incorporated into those performances. Students' writing will be held to the ELA writing standards and included in the student's ELA grades.

Science

All science curriculum will meet the Arizona State Standards. The year will be divided into three units: Physical Science, Earth and Space Science, and Life Science. Physical science will cover such topics as: matter, forces, changes in force, properties including chemical reactions and efficiency. Earth and Space Science will cover such topics as: earth's atmosphere, composition of the universe, relationships among and between elements of earth and space, time, patterns, and resources. Life Science will cover such topics as: organisms, genetics, environmental aspects, interaction and interdependency change, and ecosystems. Fifth and sixth graders will be brought together to study science but will have separate expectations on learning and separate evaluations. Seventh and eighth graders will do the same. Projects and group presentations will be incorporated and utilized to appropriately address Brain Age.

Students with Disabilities

Small group instruction is ideal for differentiation and students with disabilities. An appropriate IEP or 504 Plan is easily implemented in small group instruction with the paraprofessional assistance model already outlined. Accommodations and modifications will be implemented to

meet the student's individual needs. Depending on the student's determination, additional resources will be procured.

English Language Learners

For ELL students, a baseline language proficiency will be established and literacy goals will be implemented. A main strategy for ELL students is cooperative learning for which mall group instruction and project learning are good. Other strategies such as: visual learning, key concept and vocabulary instruction, and linking new information to past knowledge as well as modifications will be implemented as appropriate.

Grade Promotion Criteria

Students will be promoted from one grade to the next and graduated from eighth grade based on performance, testing, and mastery of the Arizona State Standards. Rubrics for grading will reflect the Arizona Standards so that students and parents are clear on what the student must accomplish to receive a passing score (60%+) on assignments and report cards. To be promoted to the next grade, students must earn an average proficiency of 70% or higher when all subject areas are considered. Students who do not meet this criteria, must meet with administration to implement an intervention plan before being promoted.

Resources Needed

Implementing the *Engageny English Language Arts* curriculum is free and Tri-City already owns many young adult literature sets which can be used with the program. Additional sets can be purchased through scholastic books etc. as needed. The *Engageny Math* curriculum is also public domain. Teachers will be able to purchase math manipulatives as needed through Tri-City's program where teachers are allotted an amount each year to purchase supplies. Books and teaching supplies for other subject areas have been accounted for in funds set aside for the curriculum start up or those grade levels.

Assessments in math and English Language arts are part of the *Engageny* curriculum. Other assessments will be either teacher made or come with textbook teacher supplies. There are several free online resources for AZMerit practice as well as AZMerit practice tests for purchase through Amazon.

Furniture, Computers and technology have been accounted for in the funds set aside for the facilities start up of these additional grade levels. Tri-City intends to use saved funds, in the amount of $1.3 million, for all start up needs as well as building new classrooms.