

To: ASBCS Staff & Board

From: Carrie Brennan, Executive Director

Date: March 16, 2016

Re: Addendum to Original Narrative for Notification & Amendment Requests

The charter holder that I lead, CITY Center for Collaborative Learning, is in the process of seeking the following amendment and requests:

- Add Grade Levels – Charter Amendment
- Enrollment Cap – Notification Request
- New School Site – Notification Requests (2)

ASBCS staff found our submissions to be ‘administratively complete’ but ‘substantively incomplete’ due to the following issues. (The quotes are from the correspondences I received from Traci Esposito on March 10, 2016.):

Enrollment Cap Notification Request

Issue: “The projected number of students served per grade was not found in the narrative.”

New School Site Notification Requests (2 of them)

Issue A: “A copy of both sides of the [fingerprint clearance] card is required.”

Issue B: “The projected number of students served per grade was not found in the narrative.”

Add Grade Levels Amendment Request

Issue: “The staffing changes needed [to add grades 6, 7, and 8] were not found in the narrative.”

I seek to resolve these concerns in this 2-page addendum and in the related attachments (fingerprint clearance card images and the FY2017 budget model for the CCCL charter holder).

Projected Number of Students Per Grade

The requested enrollment cap of 375 students across grades six through twelve is to accommodate the following grade level capacities at the three school sites:

1. Paulo Freire Freedom School-University
 - a. Grade 6: 26 students
 - b. Grade 7: 26 students
 - c. Grade 8: 26 students
2. Paulo Freire Freedom School-Downtown
 - a. Grade 6: 27 students
 - b. Grade 7: 27 students
 - c. Grade 8: 27 students

3. City High School
 - a. Grade 9: 54 students
 - b. Grade 10: 54 students
 - c. Grade 11: 54 students
 - d. Grade 12: 54 students

Staffing Changes Necessary for the Additional Grade Levels (6th through 8th)

CITY Center for Collaborative Learning is prepared to add the necessary instructional and administrative staff to accommodate the growth. As the FY2017 budget model, uploaded as evidence via ASBCS Online, attests to, the plan is to bring on the following additional staff for the additional grades, 6th through 8th across the two new sites, PFFS-Downtown and PFFS-University. The following numbers are combined for the two middle schools:

1. Instructional staff
 - a. 9.0 FTE in teachers
 - b. 2.0 FTE in educational assistants
 - c. .75 FTE in special education teachers
2. Administrative staff
 - a. 2.0 FTE in principals
 - b. 2.0 FTE in front office managers

In addition the two new sites will contribute proportionally to various positions at the charterholder level, which already exist in this current year FY2016 for CCCL and City High School, such as an executive director (increasing from .8FTE to 1.0 in FY17), full-time IT director, business director (.9FTE), and registrar (.5 FTE).

ORIGINAL 4-PAGE MEMO – SUBMITTED AS THE NARRATIVE FOR VARIOUS NOTIFICATION & AMENDMENT REQUESTS FOR CITY CENTER FOR COLLABORATIVE LEARNING – FEB 2016

To: ASBCS Staff & Board
From: Carrie Brennan, Executive Director
Date: February 12, 2016
Re: Narrative for Notification & Amendment Requests

The charter holder that I lead, CITY Center for Collaborative Learning, is currently submitting the following amendment and requests through ASBCS Online:

- Add Grade Levels – Charter Amendment
- Enrollment Cap – Notification Request
- New School Site – Notification Requests (2)

This memo serves as the narrative for all four (1 amendment and 3 notifications) due to the interconnected nature of these requested changes, which we assume will warrant concurrent consideration by ASBCS staff and board.

Overview

The board and founders of CITY Center for Collaborative Learning, formerly Tucson Small School Project (TSSP), have been engaged in a long-term strategic planning process with the founders/directors and board of the charter holder El Pueblo Integral-Teaching & Learning Collaborative (EPI) regarding the future of their two EPI middle schools: Paulo Freire Freedom School-University (PFFS-U) and Paulo Freire Freedom School-Downtown (PFFS-D). The plan is for CITY Center for Collaborative Learning to bring these two middle schools under our charter, with an implementation date at the start of the new fiscal year, July 1, 2016.

Rationale & Responses for Amendment to Add Grades

In order for CITY Center for Collaborative Learning (CCCL) to become the charter holder for the two PFFS middle schools, it is necessary for us to increase the grade levels we serve to include the middle grades, specifically 6th, 7th, and 8th. Since its charter was granted by ASBCS in March 2003, CCCL (formerly TSSP) has had the authority to serve high school level only, grades 9-12. Starting with the next school year, August 1, 2016, we would like the authority to serve the full gamut of the secondary level, grades 6-12.

The decision of the founders and boards of the various entities involved to have CITY Center for Collaborative Learning assume the role of charter holder for its existing high school (City High School) and, additionally, two other middle schools (PFFS-U and PFFS-D) as one three-school entity is very much in alignment with the mission, educational philosophy, and methods of instruction of CCCL. Working with students over the arc of their entire secondary school career (from grade 6 through high school graduation) will allow us to achieve an even higher rate of success on all of our measures. We anticipate higher rates for high school graduation, GPA levels, college entrance, family involvement, and student civic engagement (service learning, internships, etc), as well as scores on mandatory state tests. We are also confident that working with students and families as one entity, spanning seven grade levels of a young person's academic experience, will allow us to reduce risk factors for our more challenged students, such as lowering rates of excessive absenteeism, school transfers, dropout, and course failure.

The three schools that will come together formally under the charter holder CITY Center for Collaborative Learning – City High School (opened 2004), PFFS-University (opened 2005), PFFS-Downtown (opened 2014) – share the following educational philosophies and instructional methods.

1. Project Based Learning
2. Real World Connections
3. Deeper Learning
4. STEM
5. Arts Integration

6. Public Demonstrations of Learning
7. Habits of Heart and Mind
8. Adult Learning & Teacher Leadership
9. Small Learning Communities
10. Schools as Demonstration Sites

We anticipate a critical mass of students will stay with us over the course of their middle and high school years, allowing the staff across the three schools to work closely for seven years of an individual student's secondary education in order to best support every student to be successful with the rigorous, hands-on approaches to learning and college preparation listed above, such as project based learning, STEM, and public demonstrations of learning.

For the addition of the new grades, 6-8, CITY Center for Collaborative Learning will adopt the current standards-based grading and overall assessment program, including promotion criteria, in use at the existing Paulo Freire Freedom Schools, as outlined in their two charters and on their website: <http://www.paulofreireschool.org/about/academicprogram/>. The two PFFS schools have an exemplary academic record and a well-developed program, grounded in documented best practices and research, in use at their original school for over a decade.

As part of the larger organizational reorganization, CITY Center for Collaborative Learning will hire on the current staffs of the two Paulo Freire Freedom Schools. We anticipate a relatively seamless transition for the staff of the two middle schools (as well as students and families). The two business offices are working closely together to align policies and pay structures between the future charter holder of the middle schools (CCCL) and the prior charter holder (EPI), so that there is equitable treatment of the staffs across the 3 schools that will eventually be together under the CCCL charter holder. The principals and staffs of the 3 schools have been collaborating on joint professional development for over three years now, so that component of the joint staff experience is already well developed.

Organizational Capacity Responses for Enrollment Cap & New School Site Requests

CITY Center for Collaborative Learning is a robust nonprofit organization, incorporated in 2002 and serving students in grades 9 through 12 as a single-school LEA since 2004. Both the school (City High School) and the CCCL charter holder (formerly Tucson Small School Project) have a proven track record of steady success in all three arenas: academic, operational, and financial. CITY Center for Collaborative Learning is positioned well to take on the two PFFS middle schools and to maintain the powerful small school model embodied by the PFFS sites – while simultaneously increasing the schools' long-term viability by linking them to a larger charter holder organization. Together the three schools will be more sustainable as part of one larger entity than they would be on their own. There is an economy of scale, especially on the administrative side: business/finances, technology, compliance/accountability. The two PFFS middle schools will benefit from the expertise of the larger charter holder. One example would be the PFFS schools will have the organizational capacity to pursue competitive and discretionary grants that the schools are eligible for.

In 2013 CITY Center for Collaborative Learning purchased the 21,000 square foot building in downtown Tucson where City High School has been housed since opening in 2004 and where PFFS-Downtown has been housed since opening in 2014. The two schools are co-located in this building (47 East Pennington Street) and there is sufficient space for the two schools and their combined occupancy of approximately 250 students and 28 staff. Additionally, CCCL owns the building next door (37 East Pennington Street) and is currently raising funds to renovate the building in the future, which will provide an additional 9,000 square feet. PFFS-University will remain at its original location, where it has been housed since opening in 2005. El Pueblo Integral has had a long-term lease with Wildwind Realty since 2005. The current lease term runs through June 30, 2016, and the next five-year extension has been agreed up and is in the process of being finalized.

Additional Requested Details

All three schools under the CITY Center for Collaborative Learning charter will operate with a 180-day instructional calendar.

The two middle schools, Paulo Freire Freedom School-University and Paulo Freire Freedom School-Downtown, will have August 4, 2016 as their first day with students for the upcoming school year.

Timeline: Our goal is to have all of these organizational changes in place at the start of the 2017 fiscal year on July 1, 2016.

Additional Notes/Clarifications

Due to the historic nature of some of the requested documents, a few notes are necessary to avoid confusion and provide clarity for those reviewing our amendment and notification requests.

Address on Pennington Street: The building that houses City High School and Paulo Freire Freedom School-Downtown was historically referred to as 48 East Pennington Street. The street number of 48 dated to the early 20th century and was an anachronism, since the north side of Pennington Street had long ago converted to being the odd numbered side of the street. Since its purchase of the building in 2013, CITY Center for Collaborative Learning has moved to transition the building to formal recognition as 47 East Pennington Street. Not all records reflect the shift to 47 yet – and historical ones will appear as 48.

Charter holder name and history: Tucson Small School Project incorporated as an Arizona nonprofit organization in November 2002. The name change from TSSP to CITY Center for Collaborative Learning was approved by the Arizona Corporation Commission in February 2015 and by the Arizona State Board for Charter Schools in April 2015.

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April 14, 2015

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Tucson Small School Project

Carrie Brennan, **Charter** Representative

48 East Pennington Street
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Dear Carrie Brennan:

The **Charter** Holder Status Amendment Request submitted on 03/27/2015 for Tucson Small School Project to change the entity name to **CITY Center for Collaborative Learning** was approved by the Board on 04/13/2015.