

Maine Charter School Commission

Charter Amendment Guide

for

Amending Enrollment and/or Grades Served

Maine Charter School Commission

182 State House Station

Augusta, Maine

04333-0182

Phone: (207) 624-6729

Web: www.maine.gov/csc

**Maine Charter School Commission
Charter Amendment Cover Sheet
Request to Amend Enrollment and/or Grades Served**

School Information

Date of Request	June 16, 2016
School Name and Mailing Address	Snow Pond Arts Academy 8 Goldenrod Ln Sidney, ME 04330
Contact	Anne Hammond and David Holinger
Contact telephone number	1-844-476-6976
Contact email address	david.holinger@snowpondartsacademy.org

Requests to increase enrollment must be received by the Maine Charter School Commission by September 1 of the school year prior to the enrollment change effective date.

Provide a brief narrative description of the Request to Amend Enrollment and/or Grades Served

Per our conversation last week I wanted to follow up regarding SPAA accepting 11th grade students. It is my opinion that the Snow Pond Arts Academy is completely capable of accommodating students in their junior year. We have had students who are very interested in our program as well as siblings of current students who would very much like the opportunity to attend SPAA.

From an arts perspective we will be able to program for these students because our arts program is completely individualized and performance based. Our staff have the ability to meet the needs of students at any level and help them grow based on their needs.

Academically, SPAA will meet the needs of students based on their performance and needs as well. Given the use of K12 as our curriculum and a fully standards based diploma, we will be differentiating based on student needs as it is. There very well could be a current 9th or 10th graders that would need 11th grade material due to their academic performance. All of our teachers are going to have standard 7-12 certifications or are highly qualified in their field and as we are hiring we will be looking for faculty that can support students all along the spectrum of our academic offerings.

We thank you for the opportunity to enroll 11th grade students. We believe that in the two years that these students would be with us they would grow tremendously academically as well as in their arts. It would not put any undue pressure on our academic offerings and would only enhance our arts offerings. We will ensure that primary access is focused on 9th and 10th graders. To ensure this, we will hold our 10% overage of our targeted number, for ONLY 9th and 10th graders.

The school's completed Amendment Request must be submitted to the Maine Charter School Commission in printed and electronic form. Please submit one original version with required signatures and an electronic version via email to the below addresses:

Maine Charter School Commission
182 State House Station
Augusta, Maine
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Amendment to Enrollment and/or Grades Served

Please address the following criteria in your request, as applicable.

- o Describe how the amendment request is consistent with the school's mission and vision.
- o Describe the need to adjust enrollment and/or increase the grade span. How was that need determined?
- o Describe the desired results from an enrollment adjustment and/or increase in grade span.
- o Provide a table showing the historical distribution of enrolled students in the present grade span, and the projected distribution of students by grade if the amendment request is granted.
- o Explain any unique circumstances related to the school's academic performance and academic growth, and corrective actions taken to address challenges in these areas of school performance.
- o Provide an action plan for implementation. Include: a timeline, action(s) to be taken, designated point person, and start date and projected completion date.
- o Provide a staffing chart and narrative staffing plan to support the planning and implementation of the proposed increase in enrollment and/or grade span.
- o Describe the financial resources that are necessary to implement the school's expansion, including the sources of revenue for the successful implementation of the proposed change. Describe contingency planning for potential challenges in cash flow or budget shortfalls.
- o Provide financial projections for the proposed expansion. Financial projections should reflect both immediate and long-term considerations that have been identified in implementation of the proposed amendment. Provide a detailed narrative explaining the financial forecasts, and the assumptions.
- o Indicate if the current facility will accommodate the expansion, or if additional space and/or renovations will be required.
- o If the school contracts with an ESP, describe how the ESP will support the planning and implementation of the proposed amendment.

In addition to the above, for Grade Span Change please also address the following:

- o Provide an overview of how the current educational program will be adapted to serve younger or older students, as applicable.

- o Indicate if the current assessment system used at the school will accommodate younger or older students, and any modifications required if the amendment request is granted.