

November 1, 2017

James Betley, Executive Director  
Indiana Charter School Board  
143 West Market Street, Suite 400  
Indianapolis, IN 46204

Dear Mr. Betley,

On behalf of the Board of Directors, and in partnership with school leadership, please accept this formal request to modify the enrollment capacity at ACE Prep for the remainder of the 2017-2018 school year to better align with actual numbers recorded on “count day” by the Department of Education.

According to our charter application unanimously approved in May of 2015, the projected enrollment for our second year of operation was a lofty 216 scholars. We overcame dire enrollment challenges in our first year beginning with only eight and quadrupling our enrollment by year’s end. We entered Year 2 with two and a half times the number of scholars as we had in Year 1 and are currently educating 82 Kindergarten – Grade 2 scholars. Our board is pleased with our growth rate and the retention of Founding Families from Year 1 to Year 2, however we are unable to continue to enroll scholars in a fiscally responsible manner. Our legitimate fear is enrollment will continue to outpace the funding.

Actual Enrollment on 9/15/2017: 81

Actual Enrollment on 11/1/2017: 82

The State’s reversal back to only one “count day” has immense effects on our ability to continue to freely enroll new students if we are held accountable to the 216 target outlined in our charter. Therefore, the Board unanimously passed a recommendation to cap the enrollment for this year alone at current numbers of 82 – please see attached resolution for breakdown per grade level.

It is the intention of all involved to retain current families and implement a transparent and legally sound waiting list process for any newly interested families. If a current scholar unenrolls, staff will pull from the waitlist in order to remain at full capacity of 82 during the 2017-2018 school year.

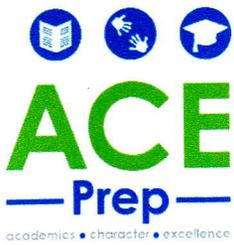
Should you or your board have any questions, I can be reached via email at [johnshertzer@gmail.com](mailto:johnshertzer@gmail.com) or phone at 515-201-5755.

Sincerely,

A handwritten signature in black ink that reads 'John Shertzer'. The signature is written in a cursive style with a large, prominent 'J' and 'S'.

John Shertzer, Chairman of the Board

ACE Preparatory Academy  
5326 Hillside Avenue  
Indianapolis, IN 46220



# ACE Prep Board of Directors OFFICIAL RECOMMENDATION

## INTERNAL AFFAIRS COMMITTEE

### Members:

- Chasity Thompson (Chair)
- Anne Eaton
- Amy Marsh
- John Shertzer
- Nicole Woodson

**Recommendation IA.1718.4:** Defining ACE Prep's capacity for the 2017-2018 school year while serving Grades K-2.

**Date: October 25, 2017**

### Background:

As per our charter agreement approved in May of 2015, ACE Prep's Year 2 enrollment was forecasted at 72 scholars per grade level for a total of 216 in Grades K-2. The discrepancy between the September 15<sup>th</sup>, 2017 "count day" enrollment of 81 scholars and the forecasted enrollment of 216 scholars is 135 scholars. Therefore, the Board was charged with defining capacity for the 2017-2018 school year to better align with state ADM funding. Taking on another 135 scholars is financially unfeasible, nor do we have the space to do so.

As of October 25<sup>th</sup>, current enrollment per class is as follows:

- Kindergarten (Butler University): 22
- Kindergarten (Ball State University): 23
- First Grade (Franklin College): 25
- Second Grade (Marian Knights): 12

As outlined above, current enrollment stands at 82 scholars, one more than we are receiving ADM dollars to educate. We are not asking any family to leave, nor do we want scholars to unenroll, but we cannot continue to take on more scholars than what we are being paid for through the end of the fiscal year.

Should we have prospective families attempt to enroll when capacity in that grade level is met, then they will be placed on a waitlist. As families unenroll and create an opening, then waitlisted families will be contacted.

**Recommendation:**

The Internal Affairs Committee hereby recommends ACE Preparatory Academy Charter School Board of Directors to approve the modified enrollment plan for the 2017-2018 school year and define capacity as it stands with the current enrollment of 82 total scholars per the breakdown below:

- Kindergarten: Not to exceed 23 per classroom
- First Grade: Not to exceed 25 per classroom
- Second Grade: Not to exceed 12 per classroom

**Effective Date:** October 26, 2017

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NOW, THEREFORE, BE IT RESOLVED that pursuant to applicable law, the undersigned, being all Directors of this corporation, hereby consent to, and approve the following:

**APPROVAL OF 2017-2018 MODIFIED ENROLLMENT PLAN**

RESOLVED, that once approved, said the corresponding proposal becomes part of the official record and documents of this corporation.

RESOLVED AND APPROVED:

Name John Shutzman

Chair  
Title, ACE Prep Board of Directors

Date 10/25/17