

AGENDA ITEM EXECUTIVE SUMMARY: Compliance Matters—Montessori House, Inc. d.b.a. Lehi Montessori

Issue

Pursuant to Arizona Revised Statute (“A.R.S.”) § 15-183(R) and Arizona Administrative Code (“A.A.C.”) R7-5-403(F), if the Board determines a charter holder does not meet the Board’s minimum operational performance expectations, it shall consider the charter holder’s noncompliance and may subject the charter holder to additional charter oversight as outlined in Article 6 of the A.A.C., including issuing a notice of intent to revoke the charter contract. Pursuant to this rule, Montessori House, Inc. d.b.a. Lehi Montessori (“Charter Holder”) has been placed on the agenda for the Board’s consideration.

The Charter Holder failed to meet the minimum operational performance expectations set forth in A.A.C. R7-5-403 and the Board’s Operational Performance Framework when the Charter Holder received an overall rating for fiscal year 2019 of “Does Not Meet the Board’s Operational Performance Standard” due to six of the nine Operational Performance Framework measures being rated “Does Not Meet Standard.”

Policy Background—Operational Performance Framework

The Board shall annually assign a charter holder an overall operational performance rating based on measures specified in the Operational Performance Framework, which reflect the degree to which the charter holder achieved the minimum operational performance expectations. A.A.C. R7-5-403(B). The Board shall determine a charter holder meets the minimum operational performance standard if the charter holder receives no measure rated “Falls Far Below Standard” and no more than five measures rated “Does Not Meet Standard” for the evaluated year. A.A.C. R7-5-403(C).

Charter Holder Background

The Charter Holder was granted a 20-year renewal charter in 2015. The Charter Holder operates one school, Montessori House Charter School (the “School”), serving grades K-6 in Mesa.

For FY 2020, the Charter Holder is reporting an estimated count of 33 students as of August 14, 2019. For additional information on the Charter Holder, see *Appendix A: Charter Holder Profile*.

Board staff conducted an unscheduled site visit to the School on February 20, 2019. At the visit, Board staff identified multiple compliance issues leading to marking the Charter Holder’s operational dashboard and requiring submissions to bring the Charter Holder into compliance. Several of the issues were related to the enrollment policies, appropriate fingerprinting requirements for its staff, required teacher salary posting, insufficient governing board minutes, availability of the instructional staff’s education background and work experience and the charter’s noncompliance with responding timely to these issues. See *Appendix B: Onsite Visit Final Report* for more detail.

Outside of the issues identified during the school site visit, the Charter Holder was also out of compliance in its requirements to the Arizona Department of Education (“ADE”) concerning the School’s school improvement designation. Additionally, the Charter Holder signed the F School Consent Agreement in FY 2019 due to receiving an “F” letter grade.

During the school site visit, Board staff met with Emlee Campbell, front office manager and instructional aide. School director, charter representative, and corporate and school governing board member, Sheryl Richardson, was not in attendance. Additionally, Board staff spoke with the Kindergarten teacher and a parent volunteer. On the day of the site visit, only these three staff members were present. The classroom with the students in grades 1 through 6 was solely being monitored by the parent volunteer.

See *Appendix C: Communication Timeline* for detailed information about Board contact with the Charter Holder.



Summary of the Operational Performance Measures Recorded in FY 2019

Measure	Identified at	Original Notification Date	Original Due Date	Status
2.b. Enrollment Processes	Unscheduled Site Visit ("USV")	3-21-19	4-22-19	Submitted by May 3, 2019
2.c. Fingerprinting	USV	3-21-19	4-22-19	Submitted by July 12, 2019
2.d. Teacher Resumes	USV	3-21-19	4-22-19	Submitted by July 12, 2019
2.d. Open Meeting Law	USV	3-21-19	4-22-19	Submitted by July 12, 2019
2.e. Timely Submissions	USV	3-21-19	4-22-19	Submitted July 12, 2019
2.e. Favorable Board Actions	Board	12-5-18	12-21-18	F School Consent Agreement executed March 19, 2019
2.f. Arizona Department of Education	ADE	3-6-19	3-16-19	<u>Outstanding issue</u> , last notification sent on March 26, 2019
3. Other Obligations	USV	3-21-19	4-22-19	Teacher Salary Posting submitted on July 12, 2019

2.b. Enrollment Processes

Charter holders in Arizona are required to comply with all applicable statutes and rules regarding enrollment practices that do not violate the rights of students. A.R.S. § 15-110; A.R.S. § 15-184.

During the school site visit, and during the process of reviewing materials submitted after the school site visit, the Board identified a violation in the School’s enrollment practices. A charter school cannot require parent involvement or a sum of money as a condition of enrollment or continued enrollment. A.R.S. § 15-185(B)(6). The Parent Volunteer Contract, included in the enrollment packet indicated that parents are “both encouraged and required to be actively engaged in the school” and “Parents must volunteer to be on at least 2 committees during each school year.”

The Charter Holder’s failure to comply with applicable statutes and rules regarding enrollment practices resulted in a rating of “Does Not Meet Standard” for the Operational Performance Framework measure that determines whether a charter holder appropriately administers student admission and attendance.

Subsequently, the Charter Holder submitted an updated enrollment packet which complied with all relevant Arizona Revised Statutes described above.

2.c. Fingerprinting

A.R.S. § 15-183(C)(5) requires that “[a]ll persons engaged in instructional work directly as a classroom, laboratory or other teacher have a valid fingerprint clearance card” (“FCC”) issued by the Arizona Department of Public Safety (“DPS”).

During a school site visit, and during the process of reviewing materials submitted after the school site visit, School staff was unable to provide a valid FCC for the instructional aide, Art teacher and Special Education teacher.

The Charter Holder was rated “Does Not Meet Standard” for the Operational Performance Framework measure that determines compliance with maintaining a safe environment consistent with state and local requirements.



Subsequently on the day of the site visit, the Charter Holder emailed valid FCCs for the contracted Special Education teacher and a narrative response indicating that the Art teacher's last day of instruction was February 19, 2019 and the Art teacher would no longer be at the School.

Additionally, Board staff received documentation showing that the instructional aide's FCC application was "in process" with DPS. Upon review of the instructional aide's FCC application on the DPS website, Board staff found that as of March 19, 2019 the status was "Application Completed – Results mailed to applicant." On July 12, 2019, the Charter Holder submitted the results mailed to the instructional staff member indicating a good cause exception for a Level I fingerprint clearance card was granted.

2.d. Teacher Resumes

A.R.S. § 15-183(F) requires a charter school to keep in the "personnel file of all current employees who provide instruction to students at the charter school information about the employee's educational and teaching background and experience in a particular academic content subject area". Furthermore, a charter school shall inform parents and guardians of the availability of the information regarding the educational and teaching background and experience of all instructional staff members. A.R.S. § 15-183(F).

During the school site visit, School staff was unable to provide the educational and teaching background and experience for six instructional staff members and did not provide evidence that the parents and guardians were informed of the availability of the educational and teaching background and experience of all instructional staff members.

Due to its failure to comply with A.R.S. § 15-183(F), the Charter Holder was rated "Does Not Meet Standard" for the Operational Performance Framework measure that determines a charter holder is transparent in its operations.

Subsequently, the Charter Holder submitted a notification sent to parents that complies with A.R.S. § 15-183(F). The School posted a statement on its website that states, "All instructional staff Vita's are available in the front office."

2.d. Open Meeting Law

Charter school governing bodies are required to comply with A.R.S. §§ 38-431.01-09, Open Meeting Law.

A.R.S. § 38-431.01(B) requires that public meeting minutes include the following: date, time, and place of meeting; names of members of the public body present or absent; a general description of matters considered; an accurate description of all legal actions proposed, discussed, or taken; and the names of members who proposed each motion. The minutes shall also include the names of the persons, as given, making statements or representing material to the public body and a reference to the legal action about which they made statements or presented materials.

At the time of the site visit, the 3-member school governing body included two members of the corporate board. Any time both members are present at the corporate board meetings constitutes a quorum of the school governing body. If matters related to the school are discussed when both members are present, the meeting will be subject to Open Meeting Law. During the school site visit, and during the process of reviewing materials submitted after the school site visit, several violations of Open Meeting Law were identified in the March 28, 2019 corporate board meeting minutes and the April 18, 2019 school governing body meeting minutes.

Due to its failure to comply with Open Meeting Law, as described above, the Charter Holder was rated "Does Not Meet Standard" for the Operational Performance Framework measure that determines a charter holder is transparent in its operations.

Subsequently, the Charter Holder submitted corrected board minutes which complied with Open Meeting Law as required.



2.e. Timely Submissions—School Governing Body

A.A.C. R7-5-303 requires that all charters submit amendment requests to the Board through ASBCS Online when making changes to the charter contract.

During the school site visit, and during the process of reviewing materials submitted after the school site visit, Board staff found that the school governing body meeting minutes listed one member that did not align with the members listed on ASBCS Online. Because the school governing body of the Charter Holder differs from the one listed on ASBCS Online, the Charter Holder is required to update the school governing body through the Board’s amendment process.

Due to its failure to comply with A.A.C. R7-5-303, the Charter Holder was rated “Does Not Meet Standard” for the Operational Performance Framework measure that determines a charter holder is complying with its obligations to the Board.

The Charter Holder subsequently submitted an amendment request to ensure alignment between ASBCS Online and the board membership currently reflected.

2.e Timely Submissions—Site Visit Required Documentation

A.A.C. R7-5-505(F) and (G) require charter holders to demonstrate, by a specified date, compliance with all issues identified after a compliance check. The Charter Holder failed, on several occasions, to timely submit documentation required to demonstrate compliance with a number of operational issues.

The Charter Holder was notified on March 21, 2019 of its required submissions to demonstrate compliance following a site visit conducted on February 20, 2019. The Charter Holder was given a deadline of April 22, 2019 to submit compliance documentation. The Charter Holder did not submit any documentation by the specified deadline.

The Charter Holder’s failure to timely submit resulted in a second mark under the Operational Performance Framework measure that determines whether a charter holder is complying with its obligations to the Board.

Subsequently, the Charter Holder was given a final deadline of April 30, 2019 to submit the required documentation. The Charter Holder did not submit all of the required documentation by the specified deadline. *See Appendix D: 30 Day Failure to Submit for more detail.*

The Charter Holder’s failure to timely submit resulted in a third mark under the Operational Performance Framework measure that determines whether a charter holder is complying with its obligations to the Board.

On May 31, 2019, a last notification was sent to the Charter Holder outlining the remaining issues and the required documentation. *See Appendix E: 7 Day Failure to Submit for more detail.*

On July 12, 2019, the Charter Holder submitted documentation that demonstrated current compliance with issues identified at the site visit.

2.e. Favorable Board Actions—F-School Consent Agreement

Pursuant to A.R.S. § 15-241.02(I) and A.A.C. R7-5-602, when a charter school is assigned a letter grade of F, the Board is required to either take action to revoke the charter school’s charter or restore the charter school to acceptable performance through a consent agreement.

On October 5, 2018, the Board was notified by ADE that the School was assigned a letter grade of “F” for FY 2018. At the November 13, 2018 Board meeting, the Board approved an updated consent agreement to accommodate schools assigned a letter grade of “F” in FY 2018. On March 19, 2019, the Board approved and executed the consent agreement with the Charter Holder.



The Charter Holder's failure to meet the Board's established academic performance expectations was rated "Does Not Meet Standard" for the Operational Performance Framework measure that determines a charter holder complies with its obligations to the Board.

2.f. Arizona Department of Education

Pursuant to A.R.S. § 15-241.02(J), "[t]he department of education shall evaluate a school that has been assigned a letter grade of F pursuant to section 15-241 to determine whether the school, charter holder or district school failed to properly implement its school improvement plan. . . . If the school is a charter school, the department shall submit [the] report to the sponsor of the charter school."

In FY 2019, the School was identified for comprehensive support and improvement ("CSI") by ADE due to receiving an "F" letter grade for FY 2018. Schools identified for CSI remain in support with ADE for three fiscal years and each school has specified requirements outlined by ADE.

On March 6, 2019, ADE notified the Charter Holder of its failure to submit specific school improvement requirements by the original due date of November 1, 2018, which included a comprehensive needs assessment and analyses, an integrated action plan and worksheets, a quarterly benchmark analysis, and an integrated action plan reflection.

Due to its failure to comply with the requirements of ADE, the Charter Holder was rated a "Does Not Meet Standard" for the Operational Performance Framework measure that determines a charter holder complies with reporting requirements of other entities to which the charter holder is accountable.

Subsequently, the Charter Holder did not comply with all of its school improvement requirements in FY 2019 and no additional information has been submitted to ADE. This current fiscal year brings a new set of requirements which begins with a site visit by ADE.

3. Other Obligations—Teacher Salary Posting

Pursuant to A.R.S. § 15-189.05, each charter school is required to prominently post teacher salary information on its website homepage. During a review conducted before the school site visit, Board staff found that the Charter Holder's website did not have the required teacher salary posting.

The Charter Holder's failure to post the required teacher salary information on its website resulted in a rating of "Does Not Meet Standard" for the Operational Performance Framework measure that determines whether a charter holder is complying with other obligations.

Subsequently, after a second notification, the Charter Holder posted the required teacher salary information in compliance with A.R.S. § 15-189.05.



APPENDICES

- A. Charter Holder Profile
- B. Onsite Visit Final Report
- C. Communication Timeline
- D. 30 Day Failure to Submit
- E. 7 Day Failure to Submit

Appendix A: Charter Holder Profile

Governance

The Charter Holder's corporate board also serves as the School's governing body.

Corporate Board Members
Sheryl Richardson
Wayne Strong
Justen Judd
Richard Eldredge
Daniel Lovell

School Profile

School Name	Montessori House Charter School		
Date Open	August 2001		
Location	Mesa		
Grades Served	K-6		
FY 18 Letter Grade	F		
FY 18 Overall Rating	Falls Far Below Standard		
	FY 16	FY 17	FY 18
ELA AzMERIT (41% [†])	47%	53%	28%
Math AzMERIT (41% [†])	79%	53%	54%
Science AIMS (52% [†])	N/A	N/A	N/A

[†]FY 18 State Average Passing

Additional School Choices Serving Grades K-6 within 5 Miles of Montessori House Charter School

Total Schools	FY 18 Letter Grade	Total Charter Schools	FY 18 State Assessment Data Greater than State Average			Subgroups within (±5%) of Charter Holder's Subgroup Data		
			ELA (>41%)	Math (>41%)	Science (>52%)	FRL (±5%)	ELL (±5%)	SPED (±5%)
13	A	6	12	12	12	*	*	*
12	B	2	4	8	4	*	*	*
9	C	1	0	2	1	*	*	*
6	D	2	0	0	1	*	*	*
1	N/R	1	0	0	0	*	*	*

**Because the percentage of ELL, FRL, and SPED students is not available for the Charter Holder, comparison to nearby schools is not possible.*

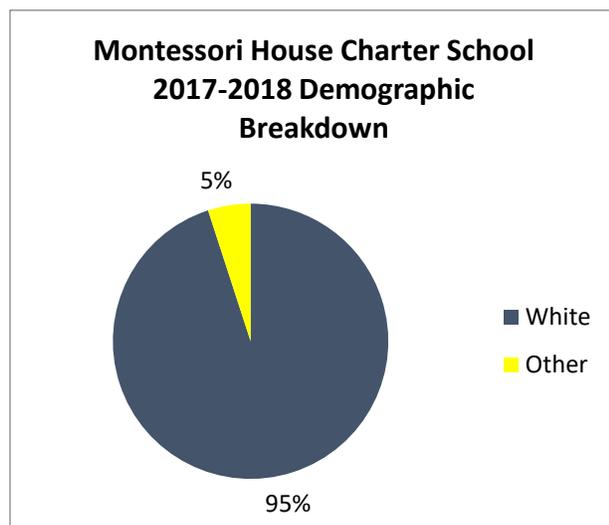
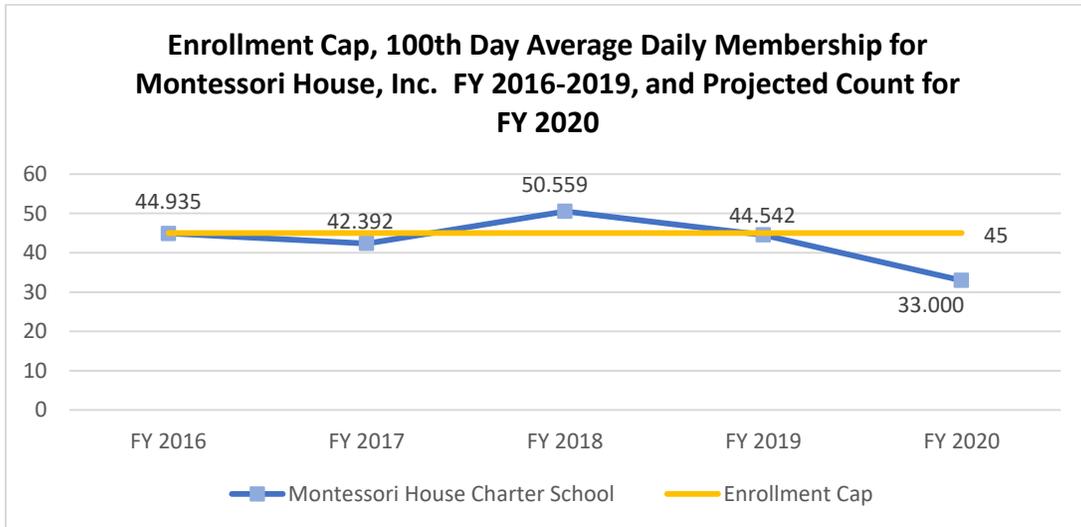
Comparison of Nearby Schools to Montessori House Charter School

Total Schools	FY 18 Letter Grade	Total Charter Schools	FY 18 State Assessment Data Greater than Montessori House Charter School		
			AzMERIT ELA (>28%)	AzMERIT Math (>54%)	AIMS Science
13	A	6	12	10	*
12	B	2	9	3	*
9	C	1	2	0	*
6	D	2	1	0	*
1	N/R	1	0	0	*
Total Number of Schools Performing Better than School Name (Percentage of Total)					
41		12 (29%)	24 (59%)	13 (32%)	N/A



Enrollment and Demographic Data

100th Day Average Daily Membership for FY 2016–FY 2019, and FY 2020 Estimated Counts ADM as of August 14, 2019.



No data was available for the percentage of students served by the Charter Holder in FY 2017–2018 who are classified as students eligible for Free or Reduced-Price Lunch, English Language Learners, and Special Education.

Academic Performance Dashboard

Montessori House Charter School

	FY 2017		FY 2018	
	Traditional		Traditional	
	Elementary K-6		Elementary K-6	
	Measure	Rating	Measure	Rating
1a. A-F Letter Grade	NR	Not Rated	F	Falls Far Below
1b. School Improvement	No	Meets	Comprehensive	Falls Far Below
OVERALL RATING	Not Reported [†]		Falls Far Below Standard	

[†]An overall rating was not calculated because the school did not receive an A-F letter grade and was not identified for school improvement.

Financial Performance Dashboard

Financial Performance						
Montessori House, Inc. d.b.a. Lehi Montessori			Interpreting the Financial Performance Dashboard			
	Fiscal Year 2017			Fiscal Year 2018		
	Near-Term Measures					
Going Concern	No	Meets		No	Meets	
Unrestricted Days Liquidity <small><30, but ≥15: Does Not Meet <15: Falls Far Below</small>	62.50	Meets		85.93	Meets	
Default	No	Meets		No	Meets	
	Sustainability Measures*					
Net Income <small>≤0: Does Not Meet</small>	(\$231)	Does Not Meet		\$32,672	Meets	
Fixed Charge Coverage Ratio <small><1.10: Does Not Meet</small>	0.54	Does Not Meet		—		
Cash Flow (3-Year Cumulative) <small>Negative: Does Not Meet**</small>	\$11,494	Meets		\$24,495	Meets	
Cash Flow Detail by FY	FY 2017	FY 2016	FY 2015	FY 2018	FY 2017	FY 2016
	(\$18,616)	\$25,006	\$5,104	\$18,105	(\$18,616)	\$25,006

Meets Board's Financial Performance Expectations

* Negative numbers indicated by parentheses.

** Target effective beginning with FY16 audits.

Operational Performance Dashboard

Measure	2016	2017	2018	2019	2020
1.a. Does the delivery of the education program and operation reflect the essential terms of the educational program as described in the charter contract?	Meets	Meets	Meets	Meets	--
1.b. Does the charter holder adhere with applicable education requirements defined in state and federal law?	Meets	Meets	Meets	Meets	--
2.a. Do the charter holder's annual audit reporting packages reflect sound operations?	Meets	Meets	Meets	Meets	--
2.b. Is the charter holder administering student admission and attendance appropriately?	Meets	Meets	Meets	Does Not Meet	--
2.c. Is the charter holder maintaining a safe environment consistent with state and local requirements?	Meets	Meets	Meets	Does Not Meet	--
2.d. Is the charter holder transparent in its operations?	Meets	Meets	Meets	Does Not Meet	--
2.e. Is the charter holder complying with its obligations to the Board?	Does Not Meet	Meets	Meets	Does Not Meet	--
2.f. Is the charter holder complying with reporting requirements of other entities to which the charter holder is accountable?	Meets	Meets	Meets	Does Not Meet	--
3. Is the charter holder complying with all other obligations?	Meets	Meets	Meets	Does Not Meet	--
OVERALL RATING	Meets Operational Standard	Meets Operational Standard	Meets Operational Standard	Does Not Meet Operational Standard	--
BOARD EXPECTATIONS	--	Meets Operational Expectations	Meets Operational Expectations	Does Not Meet Operational Expectations	Does Not Meet Operational Expectations

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Operational Performance Dashboard (Expanded)

Measure	2016	2017	2018	2019	2020
1.a. Does the delivery of the education program and operation reflect the essential terms of the educational program as described in the charter contract?	Meets	Meets	Meets	Meets	--
Educational Program - Essential Terms	No issue identified	No issue identified	No issue identified	No issue identified	--
1.b. Does the charter holder adhere with applicable education requirements defined in state and federal law?	Meets	Meets	Meets	Meets	--
Services to Student with Disabilities	No issue identified	No issue identified	No issue identified	No issue identified	--
Instructional Days/Hours	No issue identified	No issue identified	No issue identified	No issue identified	--
Data for Achievement Profile	No issue identified	No issue identified	No issue identified	No issue identified	--
Mandated Programming (State/Federal Grants)	No issue identified	No issue identified	No issue identified	No issue identified	--
2.a. Do the charter holder's annual audit reporting packages reflect sound operations?	Meets	Meets	Meets	Meets	--
Timely Submission	Yes	Yes	Yes	Yes	Yes
Audit Opinion	Unqualified	Unqualified	Unqualified	Unqualified	--
Completed 1st Time CAPs	No issue identified	No issue identified	No issue identified	No issue identified	--
Second-Time/Repeat CAP	No issue identified	No issue identified	No issue identified	No issue identified	--
Serious Impact Findings	No issue identified	No issue identified	No issue identified	No issue identified	--
Minimal Impact Findings (3+ Years)	No issue identified	No issue identified	No issue identified	No issue identified	--
2.b. Is the charter holder administering student admission and attendance appropriately?	Meets	Meets	Meets	Does Not Meet	--
Estimated Count/Attendance Reporting	No issue identified	No issue identified	No issue identified	No issue identified	--
Tuition and Fees	No issue identified	No issue identified	No issue identified	No issue identified	--
Public School Tax Credits	No issue identified	No issue identified	No issue identified	No issue identified	--
Attendance Records	No issue identified	No issue identified	No issue identified	No issue identified	--
Enrollment Processes	No issue identified	No issue identified	No issue identified	Enrollment Practices #1* (more info)	--
2.c. Is the charter holder maintaining a safe environment consistent with state and local requirements?	Meets	Meets	Meets	Does Not Meet	--
Facility/Insurance Documentation	No issue identified	No issue identified	No issue identified	No issue identified	--
Fingerprinting	No issue identified	No issue identified	No issue identified	Fingerprinting - Staff* (more info)	--

2.d. Is the charter holder transparent in its operations?	Meets	Meets	Meets	Does Not Meet	--
Academic Performance Notifications	No issue identified	No issue identified	No issue identified	No issue identified	--
Teacher Resumes	No issue identified	No issue identified	No issue identified	Teacher Resumes (Site Visit)* Parent Notification (Site Visit)* (more info)	--
Open Meeting Law	No issue identified	No issue identified	No issue identified	Meeting Minutes (Site Visit)* (more info)	--
Board Alignment	No issue identified	No issue identified	No issue identified	No issue identified	--
2.e. Is the charter holder complying with its obligations to the Board?	Does Not Meet	Meets	Meets	Does Not Meet	--
Timely Submissions	No issue identified	No issue identified	No issue identified	School Governing Body Amendment* 30-day Requirement Failure to Submit* 7-day Requirement Failure to Submit* (more info)	--
Limited Substantiated Complaints	No issue identified	No issue identified	No issue identified	No issue identified	--
Favorable Board Actions	Conditional Renewal (more info)	No issue identified	No issue identified	Agreement to Restore Failing School* (more info)	--
2.f. Is the charter holder complying with reporting requirements of other entities to which the charter holder is accountable?	Meets	Meets	Meets	Does Not Meet	--
Arizona Corporation Commission	No issue identified	No issue identified	No issue identified	No issue identified	--
Arizona Department of Economic Security	No issue identified	No issue identified	No issue identified	No issue identified	--
Arizona Department of Education	No issue identified	No issue identified	No issue identified	School Improvement Requirements* (more info)	--
Arizona Department of Revenue	No issue identified	No issue identified	No issue identified	No issue identified	--
Arizona State Retirement System	No issue identified	No issue identified	No issue identified	No issue identified	--
Equal Employment Opportunity Commission	No issue identified	No issue identified	No issue identified	No issue identified	--
Industrial Commission of Arizona	No issue identified	No issue identified	No issue identified	No issue identified	--
Internal Revenue Service	No issue identified	No issue identified	No issue identified	No issue identified	--
U.S. Department of Education	No issue identified	No issue identified	No issue identified	No issue identified	--

3. Is the charter holder complying with all other obligations?	Meets	Meets	Meets	Does Not Meet	--
Judgments/Court Orders	No issue identified	No issue identified	No issue identified	No issue identified	--
Other Obligations	No issue identified	No issue identified	No issue identified	A.R.S. §15-189.05 Teacher Salary* (more info)	--
OVERALL RATING	Meets Operational Standard	Meets Operational Standard	Meets Operational Standard	Does Not Meet Operational Standard	--
BOARD EXPECTATIONS	--	Meets Operational Expectations	Meets Operational Expectations	Does Not Meet Operational Expectations	Does Not Meet Operational Expectations

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CHARTER INFORMATION

Charter Holder Name	Montessori House, Inc	School Name	Montessori House Charter School
Charter Holder Entity ID	79548	Site Visit Date	February 20, 2019
		Final Report Date	March 21, 2019

In accordance with A.R.S. §15-182(E)(1), the Arizona State Board for Charter Schools (“Board”) shall exercise general supervision over charter schools sponsored by the Board. On February 20, 2019, Board staff conducted an unannounced site visit to Montessori House Charter School (“the School”). The unannounced site visit was prompted by information presented to the Board. During the site visit, Board staff met with Front Office Manager/Instructional Aide, Emlee Campbell.

School Background

School Name	Year Open	Location	ADM*	Grade Levels Served
Montessori House Charter School	2001	Mesa	44.54	K-6

*ADM as of 3/15/19

Contractual Compliance Review

Specific areas of the charter contract are reviewed to ensure the Charter Holder is in compliance. If Board staff identified contractual or legal non-compliance issue(s) at the site visit, each issue is reflected on the Charter Holder’s Operational Performance Dashboard. The table below identifies the contractual or legal compliance components that are out of compliance. In the case of operational non-compliance issues, the table specifies what the Charter Holder is required to submit by **April 22, 2019**.

A review of a charter holder’s contractual compliance may result in additional follow-up visits from Board staff.

Failure to provide required follow-up, as described below, by **April 22, 2019**, will be recorded in Measure 2.e. of the Charter Holder’s operational performance dashboard.

Additionally, failure to submit timely may result in the remaining issue(s) being placed on a subsequent Board meeting agenda for possible disciplinary action pursuant to R7-5-505(G), in which the Board may take action, including withholding up to ten percent of the monthly state aid apportionment, issuing a notice of intent to revoke the charter, or other remedial actions.

Compliance Item	Findings	Required Submission
<p>Instructional Staff Education and Experience</p>	<p>Pursuant to A.R.S. §15-183(F), information about the teaching background and experience for all instructional staff members is not available to parents. Availability of this information was not communicated to parents.</p> <p>Teaching background and experience information for the following staff members was not available pursuant to A.R.S. §15-183(F):</p> <ul style="list-style-type: none"> - Elizabeth Barba, instructional aide - Megan Henderson, teacher (missing previous work experience) - Laurie Shumway, art teacher - Charlotte Stewart, music therapy teacher - Danielle Duke, martial arts teacher - Hayley Stewart, music aide <p>Recorded in Measure 2.d.: Teacher Resumes;</p> <p>Recorded in Measure 2.d.: Parent Notification</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> - Copies of the teaching background and experience information for the instructional staff members that were not available for viewing on the day of the site visit: <ul style="list-style-type: none"> • Elizabeth Barba, instructional aide • Megan Henderson, teacher (missing previous work experience) • Laurie Shumway, art teacher • Charlotte Stewart, music therapy teacher • Danielle Duke, martial arts teacher • Hayley Stewart, music aide - A copy of the notification sent to parents notifying them of the availability of teaching background and experience for instructional staff members.
<p>Program of Instruction</p>	<p>Board staff was informed that Ms. Richardson, Principal of the School, was out of town on the day of site visit and is the only person that could address staff’s questions related to the School’s program of instruction.</p> <p>Kindergarten students were observed in one classroom with the School’s preschool children. The second classroom included students in 1st through 6th grades. Students were observed working individually or in small groups while the instructional aide walked around the room. Often students left a group to go outside in front or by the side of the building.</p> <p>Ms. Campbell did provide a copy of the checklists used by the Kindergarten teacher demonstrating what skills her students had attained. One list focuses on “Practical Life” and “Sensorial” skills and</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> - Documentation of implemented lesson plans for the weeks of February 18 and February 25 for grades K through 6. - Documentation of how the lesson plans and curricular resources are aligned with Arizona state standards in math, reading, writing, science and social studies for grades K through 6. - Documentation of the data/assessment tools used this school year to evaluate student proficiency and student growth in math and reading. - Documentation of the School’s professional development plan for this school year. - Documentation of the agenda, minutes and materials for professional development training conducted this school



the other on “Language” and “Math” skills. Many of the math skills had not been marked.

- year.
- Documentation of the tools and process used this school year to evaluate teachers.

Corporate Board and School Governing Body Alignment

At the site visit, Board staff reviewed agendas and minutes for the corporate board and Ms. Campbell indicated that the school governing body has been operating as the corporate board. A copy of the bylaws for Montessori House, Inc. was provided to Board staff. Upon review of the bylaws, it indicates the corporate board may establish a separate governing board. The information listed on ASBCS online lists 5 corporate board members and 3 school governing body members.

See below:

Corporate Board Members	School Governing Body
Sheryl Richardson	Sheryl Richardson
Wayne Strong	Wayne Strong
Justen Judd	Duane Oakes
Richard Eldridge	
Daniel Lovell	

Additionally, Duane Oakes was not present or absent in the minutes reviewed.

Recorded in Measure 2.e.: Timely Submission

Provide the following:

- An administratively complete School Governing Body Amendment Request updating the current membership.
- A description of the charter’s current organizational structure that delineates the roles and responsibilities of the corporate board and the school governing body.
- A copy of the minutes and agendas for the months of January February, and March 2019 for both the corporate board and school governing body.



Student Count

On the day of the site visit, a total of 32 students were counted. Attendance records provided for that date report 37 students.

The discrepancy between the students counted and students reported is more than 5%, the threshold used to determine whether additional information is required.

Provide the following:

- Copies of the attendance reports created through the School's student information system, for the month of February.
- An explanation of the process the School uses to collect attendance and submit daily attendance reports.

Grade	Observed*	Reported Enrolled	Reported Absent	Reported Present
K	6	7	2	5
1	26 students total in grades 1-6	6	2	4
2		9	1	8
3		5	2	3
4		9	1	8
5		5	0	5
6		6	1	5
Total	32	47	9	38

Fingerprint Clearance Cards and Fingerprint Checks

Fingerprint Clearance Cards (FCCs) for the following staff members were not available pursuant to A.R.S. §15-183(C)(5):

- Elizabeth Barba, Instructional Aide
- Laurie Shumway, Art Teacher
- Contracted Special Education Teacher (name unknown)

The above identified staff members were not present at the time of the site visit. Ms. Campbell indicated that the staff members have been with the School since the beginning of the school year.

Board staff issued Emlee Campbell a notification of first time noncompliance with fingerprinting requirements under A.R.S §15-185.I. The notification indicated that the Charter Holder had to provide proof of compliance with statutory fingerprint requirements by February 22, 2019 by 10:36 am.

On February 20, 2019, Ms. Campbell sent an email to Board staff that included valid FCCs for the contracted Special Education teachers and documentation showing Ms. Barba’s FCC application had a current status of “In Process” on the Department of Public Safety (DPS) website. In the email, Ms. Campbell stated that Ms. Shumway’s last scheduled day to teach was on February 19, 2019 and would no longer be at the School.

Board staff has reviewed the status of the application for Ms. Barba and as of March 19, 2019, the current status is “Application Completed – Results mailed to applicant”.

Recorded in Measure 2.c.: Fingerprinting

Provide the following:

- In writing, what steps the School has taken to ensure it is currently in compliance with statutory fingerprinting requirements (A.R.S. §15-183.C.5) for all instructional staff.
- A copy of the School’s policies for hiring an individual prior to obtaining a FCC must be provided along with the procedures that will be used in accordance with the polices and compliance with to A.R.S. §15-183.C.5.
- A copy of the results mailed by DPS to Ms. Barba regarding the FCC application.

During the visit, the school was provided with the "Notification of first time noncompliance with fingerprinting requirements under A.R.S. §15-185.I" letter.

Note that the fingerprinting violations identified involving the Art Teacher and Instructional Aide will be addressed through the civil penalties process established by the Board.



<p>Enrollment Policy</p>	<p>The following policy were reviewed and found NOT to be in compliance:</p> <p>The enrollment checklist requires the following submissions for enrollment, “...Parent Volunteer Contract”</p> <p>The Parent Involvement Form (Parent Volunteer Contract) states, “Parents of Montessori House students are both encouraged and required to be actively engaged in the school...3. Committees: Parents must volunteer to be on at least 2 committees during each school year”</p> <ul style="list-style-type: none"> - A charter school cannot require parental involvement or a sum of money as a condition of enrollment or continued enrollment. Charter schools may request a donation of time or money from parents of students enrolled or enrolling at a charter school. When requesting a donation from a parent, charter schools should make clear that any donation to the school is voluntary and is not a prerequisite for student enrollment or continued enrollment (A.R.S. § 15-185(B)(6)). 	<p>Provide the following:</p> <ul style="list-style-type: none"> - An updated copy of the enrollment checklist - An updated copy of the Parent Involvement Form
	<p>Recorded in Measure 2.b.: Enrollment Processes</p>	
<p>Teacher Salary Posting</p>	<p>Pursuant to A.R.S. §15-189.05, each charter school shall prominently post the following information on its website home page separately from its budget:</p> <ul style="list-style-type: none"> - The average salary of all teachers employed by the charter school for the current year. - The average salary of all teachers employed by the charter school for the previous year. - The dollar increase in the average salary of all teachers employed by the charter school for the current year. 	<p>Provide:</p> <ul style="list-style-type: none"> - A screenshot of or link to the updated website home page with the required teacher salary posting.

- The percentage increase in the average salary of all teachers employed by the charter school for the current year.

Recorded in Measure 3: Other – Teacher Salary Posting



Appendix C: Communication Timeline

February 20, 2019	Board staff conducted an unscheduled onsite visit to Montessori House Charter School. Sheryl Richardson, the Charter Representative and school principal was not present on the day of the site visit. Board staff did speak with Emlee Campbell, the front office manager and instructional aide.
February 20, 2019	Later in the day, Ms. Campbell emailed Board staff to address the fingerprinting requirements. After reviewing the submissions, Board staff determined that further documentation was required for one staff member. The issue was addressed in the Charter Holder’s final report. <i>(see March 21, 2019)</i>
March 21, 2019	Board staff emailed the Charter Representative that the Onsite Visit Final Report (“report”) was available on the ASBCS Online system. Board staff marked the Charter Holder’s dashboard for each non-compliance issue identified in the report. The Charter Holder was given a deadline of April 22, 2019 to submit the required documentation detailed in the report.
April 23, 2019	Board staff notified the Charter Holder of its 30-day Failure to Submit the required documentation from the report. None of the violations described in the report were not addressed by the Charter Holder because it had not submitted any documentation to Board staff. The failure to submit was recorded on the Charter Holder’s operational dashboard. The Charter Holder was given a deadline of April 30, 2019 to submit the outstanding documentation.
April 25, 2019	Board staff received an email from Ms. Kris Johnson, who is working with the Charter Holder to address the compliance issues, requesting an extension until May 3, 2019. After receiving the email from Ms. Johnson, Board staff sent an email to the Charter Holder and Ms. Johnson asking to clarify why the extension was required because the proposed charter representative, Ms. Shoemaker had indicated that all the documentation had been submitted. Later in the day, Ms. Johnson confirmed that she had spoken with Ms. Shoemaker and Ms. Richardson, the current charter representative, and confirmed that no documentation had been submitted. Board staff notified the Charter Holder that the extension had been approved to May, 3, 2019 .
May 3, 2019	The Charter Holder submitted the required documentation in two separate attachments.
May 29, 2019	Board staff emailed Ms. Shoemaker and the Charter Holder with information on what amendments are required to: <ul style="list-style-type: none"> • Remove Ms. Richardson as a charter representative • Change the name of the school to Lehi Montessori • Change the name of the entity holding the charter to add a DBA The email explained that once the amendments are approved, the Charter Holder would have to amend the F School Consent Agreement to change the name of the school and have it signed and approved by the Board.



May 29, 2019	Board staff emailed the Charter Holder requesting contact information on Ms. Shoemaker, the acting executive director, and the job descriptions for two staff members.
May 30, 2019	Ms. Shoemaker responded to the May 29, 2019 email.
May 31, 2019	Board staff notified the Charter Holder of its 7-day Failure to Submit the required documentation from the report. Some of the violations were not sufficiently addressed by the original deadline. The failure to submit was recorded on the Charter Holder’s operational dashboard. The Charter Holder was notified in the letter that it would be placed on a subsequent Board meeting agenda.
July 12, 2019	Ms. Shoemaker emailed Board staff documentation to address the remaining noncompliance issues.
July 31, 2019	Ms. Shoemaker emailed Board staff requesting assistance on how to change the email address. <ul style="list-style-type: none"> • Board staff responded and scheduled a telephonic meeting with Ms. Shoemaker on the same day.
July 31, 2019	Board staff notified Charter Holder of its Failure to Meet Operational Expectations. The Charter Holder was notified that it would be placed on the September Board agenda for disciplinary action.
July 31, 2019	Board staff called the Charter Holder to discuss what changes it was planning to make in relation to its board, school name, and DBA status. Ms. Shoemaker, Charter Representative and Daniel Lovell, Board member explained that the name of the school would change to Lehi Montessori and the entity name would add a DBA. Board staff explained that the Charter Holder would be coming before the Board in September for not meeting the operational performance expectations.
August 1, 2019	Board staff emailed Ms. Shoemaker with instructions on how to update the email address and requested “proof of the correct teacher salary posting information from the active website.”
August 2, 2019	Ms. Shoemaker emailed a screenshot of the teacher salary posting to Board staff.





Arizona State Board for Charter Schools

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April 23, 2019

Montessori House, Inc.
Sheryl Richardson, Charter Representative
2415 North Terrace Circle
Mesa, AZ 85203

Sent via email: nikki@montessori-house.com

RE: 30 Day Failure to Submit – Montessori House, Inc. – Entity ID 79548

Dear Charter Representative,

On March 21, 2019, Montessori House, Inc. (“Charter Holder”) was notified of its 30-day follow-up requirement as part of an onsite visit conducted February 20, 2019. The Charter Holder did not submit all the required information detailed in the final report on or before the due date of April 22, 2019. As a result of not submitting timely, the Charter Holder’s operational performance dashboard has been recorded to reflect Measure 2.e.: Timely Submission.

In accordance with A.A.C. R7-5-505, the Charter Holder is required to demonstrate that all identified noncompliance issues have been addressed by the specified deadline. Therefore, as a final opportunity, by April 30, 2019, the Charter Holder must address these noncompliance issues by providing the submission requirements outlined in the table below.

Failure to provide required follow-up, as described below, by **April 30, 2019** will be recorded in Measure 2.e. of the Charter Holder’s operational performance dashboard.

Additionally, failure to submit timely may result in the remaining issue(s) being placed on a subsequent Board meeting agenda for possible disciplinary action pursuant to R7-5-505(G), in which the Board may take action, including withholding up to ten percent of the monthly state aid apportionment, issuing a notice of intent to revoke the charter, or other remedial actions.

In accordance with R7-5-501(C), if the specified deadline has not passed, Board staff may grant a charter holder an extension to the specified deadline. In order to request an extension, please send an email to charterschoolboard@asbcs.az.gov.

Compliance Item	Findings	Required Submission
Instructional Staff Education and Experience	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> ● Copies of the teaching background and experience information for the instructional staff members that were not available for viewing on the day of the site visit: <ul style="list-style-type: none"> ○ Elizabeth Barba, instructional aide ○ Megan Henderson, teacher (missing previous work experience) ○ Laurie Shumway, art teacher ○ Charlotte Stewart, music therapy teacher ○ Danielle Duke, martial arts teacher ○ Hayley Stewart, music aide ● A copy of the notification sent to parents notifying them of the availability of teaching background and experience for instructional staff members. <p><u>The required documentation was not submitted.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> ● Copies of the teaching background and experience information for the instructional staff members that were not available for viewing on the day of the site visit: <ul style="list-style-type: none"> ○ Elizabeth Barba, instructional aide ○ Megan Henderson, teacher (missing previous work experience) ○ Laurie Shumway, art teacher ○ Charlotte Stewart, music therapy teacher ○ Danielle Duke, martial arts teacher ○ Hayley Stewart, music aide ● A copy of the notification sent to parents notifying them of the availability of teaching background and experience for instructional staff members.
Program of Instruction	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> ● Documentation of implemented lesson plans for the weeks of February 18 and February 25 for grades K through 6. ● Documentation of how the lesson plans and curricular resources are aligned with Arizona state standards in math, reading, writing, science and social studies for grades K through 6. ● Documentation of the data/assessment tools used this school year to evaluate student proficiency and student growth in math and reading. ● Documentation of the School's professional development plan for this school year. ● Documentation of the agenda, minutes and materials for professional development training conducted this school year. ● Documentation of the tools and process used this school year to evaluate teachers. ● Documentation of the tools and process 	<p>Current submission requirement:</p> <ul style="list-style-type: none"> ● Documentation of implemented lesson plans for the weeks of February 18 and February 25 for grades K through 6. ● Documentation of how the lesson plans and curricular resources are aligned with Arizona state standards in math, reading, writing, science and social studies for grades K through 6. ● Documentation of the data/assessment tools used this school year to evaluate student proficiency and student growth in math and reading. ● Documentation of the School's professional development plan for this school year. ● Documentation of the agenda, minutes and materials for professional development training conducted this school year. ● Documentation of the tools and process used this school year to evaluate

	<p>used this school year to evaluate teachers</p> <p><u>The required documentation was not submitted.</u></p>	<p>teachers.</p> <ul style="list-style-type: none"> • Documentation of the tools and process used this school year to evaluate teachers
<p>Corporate Board and School Governing Body Alignment</p>	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • An administratively complete School Governing Body Amendment Request updating the current membership. • A description of the charter’s current organizational structure that delineates the roles and responsibilities of the corporate board and the school governing body. • A copy of the minutes and agendas for the months of January February, and March 2019 for both the corporate board and school governing body. <p><u>The required documentation was not submitted.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • An administratively complete School Governing Body Amendment Request updating the current membership. • A description of the charter’s current organizational structure that delineates the roles and responsibilities of the corporate board and the school governing body. • A copy of the minutes and agendas for the months of January February, and March 2019 for both the corporate board and school governing body.
<p>Student Count</p>	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • Copies of the attendance reports created through the School’s student information system, for the month of February. • An explanation of the process the School uses to collect attendance and submit daily attendance reports. <p><u>The required documentation was not submitted.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • Copies of the attendance reports created through the School’s student information system, for the month of February. • An explanation of the process the School uses to collect attendance and submit daily attendance reports.
<p>Fingerprint Clearance Cards and Fingerprint Checks</p>	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • In writing, what steps the School has taken to ensure it is currently in compliance with statutory fingerprinting requirements (A.R.S. §15-183.C.5) for all instructional staff. • A copy of the School’s policies for hiring an individual prior to obtaining a FCC must be provided along with the procedures that will be used in accordance with the polices and compliance with to A.R.S. §15-183.C.5. • A copy of the results mailed by DPS to Ms. Barba regarding the FCC application. <p><u>The required documentation was not submitted.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • In writing, what steps the School has taken to ensure it is currently in compliance with statutory fingerprinting requirements (A.R.S. §15-183.C.5) for all instructional staff. • A copy of the School’s policies for hiring an individual prior to obtaining a FCC must be provided along with the procedures that will be used in accordance with the polices and compliance with to A.R.S. §15-183.C.5. • A copy of the results mailed by DPS to Ms. Barba regarding the FCC application.

Enrollment Policy	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • An updated copy of the enrollment checklist • An updated copy of the Parent Involvement Form <p><u>The required documentation was not submitted.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • An updated copy of the enrollment checklist • An updated copy of the Parent Involvement Form
Teacher Salary Posting	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • A screenshot of or link to the updated website home page with the required teacher salary posting. <p><u>The required documentation was not submitted.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • A screenshot of or link to the updated website home page with the required teacher salary posting.



Arizona State Board for Charter Schools

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May 31, 2019

Montessori House, Inc.
Sheryl Richardson, Charter Representative
2415 North Terrace Circle
Mesa, AZ 85203

Sent via email: nikki@montessori-house.com

RE: 7 Day Failure to Submit – Montessori House, Inc. – Entity ID 79548

Dear Charter Representative,

On March 21, 2019, Montessori House, Inc. ("Charter Holder") was notified of its 30-day follow-up requirement as part of an onsite visit conducted February 20, 2019. On April 23, 2019, the Charter Holder was issued a second notification outlining the missing submissions based on the 30 day follow up letter. The missing submissions were due to Board staff by April 30, 2019. The Charter Holder requested an extension of the deadline, and the request was approved; the missing submissions were due by May 3, 2019. Board staff received documentation from the Charter Holder on May 3, 2019.

Upon reviewing these submissions, Board staff determined that the Charter Holder did not submit all the required information detailed in the April 23, 2019 notification letter. As a result of not submitting timely, the Charter Holder's operational performance dashboard has been recorded to reflect Measure 2.e.: Timely Submission.

In accordance with A.A.C. R7-5-505, the Charter Holder is required to demonstrate that all identified noncompliance issues have been addressed by the specified deadline. The Charter Holder has not demonstrated compliance as of the issuance of this letter.

Therefore, the Charter Holder will be placed on the August 12, 2019 Board meeting agenda for possible disciplinary action pursuant to R7-5-505(G), in which the Board may take action, including withholding up to ten percent of the monthly state aid apportionment, issuing a notice of intent to revoke the charter, or other remedial actions.

Further, because the Charter Holder is currently out of compliance with the terms of its contract until the issues identified below are addressed, any requests submitted that are not addressing the issues will be rejected and closed until the noncompliance issues have been addressed.

The table below outlines the outstanding noncompliance issues:

Compliance Item	Findings	Required Submission
Instructional Staff Education and Experience	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> ● Copies of the teaching background and experience information for the instructional staff members that were not available for viewing on the day of the site visit: <ul style="list-style-type: none"> ○ Elizabeth Barba, instructional aide ○ Megan Henderson, teacher (missing previous work experience) ○ Laurie Shumway, art teacher ○ Charlotte Stewart, music therapy teacher ○ Danielle Duke, martial arts teacher ○ Hayley Stewart, music aide ● A copy of the notification sent to parents notifying them of the availability of teaching background and experience for instructional staff members. <p><u>The Charter Holder submitted the following:</u></p> <ul style="list-style-type: none"> - <u>Required documentation for Megan Henderson and Danielle Duke</u> - <u>A statement that Elizabeth Barba is not instructional staff,</u> - <u>A resume for Amelia Davies</u> - <u>A short paragraph from Laurie Shumway stating that she has taken multiple art classes</u> - <u>A screenshot of the webpage stating that teacher information is available for review</u> <p><u>The submission was deemed insufficient do to the following:</u></p> <ul style="list-style-type: none"> - <u>Missing work and education experience for Charlotte Stewart, Hayley Stewart, and Laurie Shumway</u> - <u>The Laurie Shumway submission did not give any information regarding education or work experience. The statement that she has taken art classes is vague and does not include any specifics about where these classes were taken or previous work experience.</u> 	<p>Current submission requirement:</p> <ul style="list-style-type: none"> ● Elizabeth Barba’s title and description of her role and responsibilities at the school. ● Pursuant to A.R.S. § 15-183(F), copies of the teaching background and experience information for the instructional staff members that were not available for viewing on the day of the site visit: <ul style="list-style-type: none"> ○ Laurie Shumway, art teacher ○ Charlotte Stewart, music therapy teacher ○ Hayley Stewart, music aide ● Note: <ul style="list-style-type: none"> ○ Work experience should include previous teaching experience. If the staff member does not have teaching experience, the work experience section could include any work prior to the instructional staff’s current position, regardless of relevance to instructional duties. ○ Education experience requirement can be satisfied by any educational history, including trade school, high school, college, etc.
Corporate Board and School Governing Body Alignment	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> ● An administratively complete School Governing Body Amendment Request updating the current membership. 	<p>Current submission requirement:</p> <ul style="list-style-type: none"> ● An administratively complete School Governing Body Amendment Request

- A description of the charter’s current organizational structure that delineates the roles and responsibilities of the corporate board and the school governing body.
- A copy of the minutes and agendas for the months of January February, and March 2019 for both the corporate board and school governing body.

The Charter Holder submitted the following:

- **A narrative describing the charter’s current organizational structure. It states, “As of right now the Governing Board and Corporate Board are listed correctly and match the Arizona Corporation Commission. The Corporate Board’s titles are listed in the Board Minutes. The Corporate Board meets at the school monthly and operates as the oversight of the school’s Governing body. The three member Governing Board has not met this year and only meets upon the request of the Corporate Board.”**
- **January 17, 2019 board meeting for Montessori House, Inc.**
- **February 28, 2019 board meeting for Montessori House, Inc.**
- **March 7, 2019 board meeting for Montessori House, Inc.**
- **March 28, 2019 board meeting for Montessori House, Inc.**
- **April 18, 2019 school governing board meeting for Montessori House Charter School**

Upon review of the documentation submitted to address issues related to the corporate board and school governing body, Board staff found the following deficiencies:

1. **The April 18, 2019 school governing board meeting agenda and minutes lists all the corporate board members listed on the Arizona Corporation Commission and ASBCS Online. Of these 5 corporate board members, two members are also part of the school governing body.**

updating the current membership.

- Clarification of Duane Oakes’ membership status on the school governing body and proof of his current status.

	<p><u>However, Duane Oakes is not listed as present or absent in these minutes and he is listed on ASBCS Online as a member of the school governing body, along with Sheryl Richardson and Wayne Strong.</u></p> <p><u>The submission was deemed insufficient because the Charter Holder did not submit a School Governing Body amendment request. The request should remove Duane Oakes if he is no longer on the school governing body.</u></p> <p>2. <u>The April school governing body meeting minutes indicate that Daniel Lovell and Richard Eldridge motioned or seconded and voted at this school governing body meeting. If Mr. Lovell and Mr. Eldridge are members of the school governing body, submit a School Governing Body amendment request to add them.</u></p>	
<p>Fingerprint Clearance Cards (“FCC”) and Fingerprint Checks</p>	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • In writing, what steps the School has taken to ensure it is currently in compliance with statutory fingerprinting requirements (A.R.S. §15-183.C.5) for all instructional staff. • A copy of the School’s policies for hiring an individual prior to obtaining a FCC must be provided along with the procedures that will be used in accordance with the polices and compliance with to A.R.S. §15-183.C.5. • A copy of the results mailed by DPS to Ms. Barba regarding the FCC application. <p><u>The Charter Holder submitted the following:</u></p> <ul style="list-style-type: none"> • <u>The required policies addressing the fingerprinting requirements</u> • <u>A narrative describing the steps taken to ensure compliance with fingerprinting requirements</u> • <u>A duplicate copy showing Ms. Barba’s FCC application has a status of “In Process. This was the same documentation submitted to Board staff by the School on February 20, 2019. Board staff checked the status of the application on May 30, 2019, and the results state, “Application Complete - Results mailed to applicant.”</u> 	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • A copy of the results mailed by DPS to Ms. Barba regarding the FCC application.

	<p><u>The submission was deemed insufficient because the Charter Holder did not submit the results of Ms. Barba’s FCC application, as requested.</u></p>	
<p>Teacher Salary Posting</p>	<p>Initial submission requirement:</p> <ul style="list-style-type: none"> • A screenshot of or link to the updated website home page with the required teacher salary posting. <p><u>The Charter Holder submitted a screenshot of the School’s webpage showing a link titled “Teacher Salary Listing”.</u></p> <p><u>The required documentation was deemed insufficient because the link provided to Board staff is not found on the School’s website. Instead the School’s home webpage states “Teacher’s salary is between \$40,000-\$45,000 based on experience and education.” This is not a link but a statement. (See Appendix A: School’s webpage) The School is still missing all four components of the required teacher salary posting as detailed in the next column.</u></p>	<p>Current submission requirement:</p> <ul style="list-style-type: none"> • A screenshot of or link to the updated website home page with the teacher salary posting with all required information per A.R.S. §15-189.05: <ul style="list-style-type: none"> ○ The average salary of all teachers employed by the charter school for the current year. ○ The average salary of all teachers employed by the charter school for the previous year. ○ The dollar increase in the average salary of all teachers employed by the charter school for the current year. ○ The percentage increase in the average salary of all teachers employed by the charter school for the current year.

<p>Open Meeting Law</p>	<p>This is a new compliance issue.</p> <p>Board staff requested meeting minutes for all meetings held by the corporate board and school governing body in January, February, and March.</p> <p>The Charter Holder provided the following meeting minutes:</p> <ul style="list-style-type: none"> • January 17, 2019 board meeting for Montessori House, Inc. • February 28, 2019 board meeting for Montessori House, Inc. • March 7, 2019 board meeting for Montessori House, Inc. • March 28, 2019 board meeting for Montessori House, Inc. • April 18, 2019 school governing board meeting for Montessori House Charter School <p>Upon review by Board staff, the following deficiencies were found:</p> <ol style="list-style-type: none"> 1. The March 28, 2019 board meeting minutes list the following members as present: <ul style="list-style-type: none"> - Sherie Richardson - Wayne Strong - Daniel Lovell - Richard Eldridge <p>The minutes do not list member Justen Judd as being present or absent.</p> <p>Sheryl Richardson and Wayne Strong are also members of the 3 member school governing body which is subject to open meeting law. Both members being present at the corporate board meetings (as seen in the January, February and March board meeting minutes) is a quorum of the school governing body and matters related to the school were discussed; therefore, the corporate board meetings during which Sheryl Richardson and Wayne Strong are in attendance are subject to open meeting law (OML) and must comply with OML statute.</p> <ol style="list-style-type: none"> 2. The April 18, 2019 school governing body meeting minutes list the following members as present: <ul style="list-style-type: none"> - Sheryl Richardson - Wayne Strong <p>The meeting minutes also list the following</p>	<p>Provide the following:</p> <ul style="list-style-type: none"> • Documentation from the March 28, 2019 and April 18, 2019- demonstrating compliance with A.R.S. §§38-431.01(B), (C), (D) and -431.03(B) that require public meeting minutes include: <ul style="list-style-type: none"> ○ Date, time, and place of meeting. ○ Names of members of the public body present or absent. ○ A general description of matters considered. ○ An accurate description of all legal actions proposed, discussed, or taken, including a record of how each member voted and the names of members who propose each motion. The minutes shall also include the names of the persons, as given, making statements or representing material to the public body and a reference to the legal action about which they made statements or presented materials.
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attendees and refers to them as “board members present”:

- Daniel Lovell
- Richard Eldridge
- Justen Judd

The school governing body as listed on ASBCS Online consists of Sheryl Richardson, Wayne Strong, and Duane Oakes. Daniel Lovell, Richard Eldridge, and Justen Judd are not school governing body members; however, Daniel Lovell and Richard Eldridge motion and second, respectively, on two actions listed in the minutes. Voting is listed as “unanimous” meaning that Justen Judd participated in voting, as well, as he is listed in the minutes as a board member. Duane Oakes is not listed as present or absent in these minutes. Since the April minutes describe action taken by the school governing body, they are subject to OML and must comply with OML statute.

Recorded in Measure 2.d.: Open Meeting Law

Appendix A:

The screenshot shows a web browser window displaying the Montessori House website. The browser's address bar shows the URL "montessori-house.com". The website's header includes the name "Montessori House" and the subtitle "Elementary Charter School and Preschool". A navigation menu at the top right contains links for "Home", "Donate", "Why Montessori?", and "Employment".

The main content area displays a list of news items:

- we meet with the Arizona State Board for Charter Schools on Monday, January 14, 2019.
- 2018-2019 Proposed Budget
- Teacher's salary is between \$40,000-\$45,000 based on experience and education.
- Parents-All instructional staff Vita's are available in the front office.
- 2018-2019 Proposed Budget Meeting- July 13, 2018 at 6:30 pm. Call (480) 464-2800 to join the conference call.
- 2018-2019 Proposed Budget Board Meeting- June 16, 2018 at 7 am at Montessori House.
- 2017-2018 Proposed Budget
- 2017-2018 Annual Financial Report board meeting- September 30, 2017 at 7 pm at Montessori House.
- 2017-2018 Hearing Notification
- Posting notifications for meetings are located by front office.

The Windows taskbar at the bottom shows the time as 8:57 AM on 5/21/2019.