



# A Letter from ASBCS

Brought to you by the Arizona State Board for Charter Schools

Issue #9

Monday, November 27, 2017

## Important Dates

- **December 11, 2017:** Amendment submissions due for [February Board Meeting](#).
- **December 11, 2017:** Next Regular [Board Meeting](#).
- **March 16, 2018:** Amendment submissions due for [May Board Meeting](#).
- **May 14, 2018:** Deadline for FY19 expansions to be considered by the Board.

## Are You Submitting an Amendment Request?

In the past two weeks, Board staff has worked to provide helpful information for each amendment request to include tips and reminders pertaining to compliance, board minutes, and eligibility criteria for expansions. Below are highlights of those helpful tips:

- **Compliance:** Make sure the charter holder is in compliance per the Board's [policy](#) and Rule, and continue to maintain compliance throughout the amendment review process. A finding that the charter holder is not in compliance will delay Board consideration of the request and may be marked on the Charter's Operational dashboard.
- **Board Minutes:** Make sure board minutes provide evidence that the:
  - Proposed change has been approved/addressed by the charter holder,
  - Approving board aligns with what is currently on file with ASBCS, and
  - Board minutes comply with Open Meeting Law, when applicable; **or**
  - If the board is not subject to Open Meeting Law, a Board resolution is signed by all current board members.
- **Required Forms:** Make sure these forms are submitted on the approved ASBCS template.
- **Determining Eligibility:** Make sure the charter holder meets the eligibility criteria along with its Associated Schools and Associated Charters. To learn more read the "Eligibility Criteria for Expansion" section in Appendix C of [The Guide](#).
  - Remember an eligible charter holder must maintain eligibility prior to Board consideration.

## ASR Quick Tip

If you are undergoing a 5-year interval review or are eligible for renewal in FY 2018 you will be receiving an Academic Systems Review visit. Here are a few quick tips to help you prepare.

- The Charter Representative will receive an email notification at least two weeks prior to the site visit that contains detailed information about the types of documents to prepare. Use this as a checklist to help you prepare for the visit.
- Provide paper copies of compliance documents, school map, bell/instructional schedule, and list of instructional staff.
- If possible, on a flash drive, provide electronic copies of other documents.
- Organized and clearly labeled documents generally result in a more efficient visit.
- If you have any questions, please call your assigned Education Program Manager. The list is available on our [website](#).

## November Audit Tip

Through the "Status" item in ASBCS Online (first item in light gray bar), charter representatives are able to monitor the Board's review of their audit reporting packages. Once Board staff reviews the audit, the "Current Year Audit Status" will be changed to either "Audit Reviewed & No Follow-up Required" or "Audit Reviewed & Follow-up Required". If follow-up is required, once the corrective action plan has been completed, the status will be changed to "Audit CAP Reviewed & Closed Out". The "Current Year Audit Status" resets on July 1st.

## FUN FACT

- ♦ Majority of Amendment Requests are deemed incomplete due to required information not being provided.
  - ♦ Be sure to review [request instructions](#), double check and save your work prior to submitting.

## RESOURCES



[Website](#)



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