



# A Letter from ASBCS

Brought to you by the Arizona State Board for Charter Schools

Issue #5

Wednesday, September 13, 2017

## Important Dates

- **September 14, 2017:**  
[Amendment submissions due for November Board meeting.](#)
- **October 10, 2017:** Next Regular [Board Meeting](#) is on a Tuesday

## September Audit Tip

Along with your budget and AFR, ADE uses your engagement letter when determining the amount of your charter's base support level adjustment for audit service expense (audit cost reimbursement). Since the Board provides your engagement letter to ADE, if you haven't submitted it already, please email your fiscal year 2017 engagement letter to [Audits@asbcs.az.gov](mailto:Audits@asbcs.az.gov).

## Compliance in Action for FY 2018

The Board's [Operational Performance Framework](#) communicates to the charter holders and public, the Board's compliance-related expectations. At the end of FY 2017, many charter holders had met the operational performance expectations. Way to go! Now, we want to continue to support compliance in action for FY 2018.

A charter holder's operational performance is reviewed by Board staff primarily through:

- A compliance check (pursuant to R7-5-505 and [policy](#))
- An Academic Systems Review site visit and first year site visit
- A review of amendment request materials
- The annual audit
- A request from a lending institution

Board staff monitors a charter holder's operational performance year round and when an operational noncompliance issue is identified, the charter holder's operational dashboard is updated to record the issue. At that time, the charter holder is sent a notification describing the noncompliance issue(s) identified, the required follow-up information, and the due date to come into compliance.

Coming into compliance means that the required information submitted by the charter holder is an amendment request that is administratively complete or the supporting documentation addresses the noncompliance issue by the due date. 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.

To request an extension, please email [charterschoolboard@asbcs.az.gov](mailto:charterschoolboard@asbcs.az.gov).

### Tips for Staying in Compliance

**TIP #1:** In order to ensure compliance with the charter's contract terms, the charter holder should review the information on file with the Board. To view the information currently on file with the Board:

- Log in to your ASBCS online account.
- Once logged into the system, you will be taken to the Dashboard.
- On the Dashboard, choose the Charter Holder's section or tab and click on Charter Holder Name.
- On the Dashboard, select "Detailed Information" under the "Charter Holder" heading.

**TIP #2:** Review the information on the Arizona Corporation Commission (ACC) website ([ecorp.azcc.gov](http://ecorp.azcc.gov)) and make sure the charter holder is in "Good Standing" and that the board membership listed on file with the Board aligns with those listed on ACC.

**TIP #3:** Review the FY 2017 and FY 2018 operational performance dashboards to make sure any measures marked as "Does Not Meet Standard" have been corrected.

When in doubt, please reach out to the [Education Program Manager assigned](#) to your charter for assistance.