

**AGENDA ITEM:** Proposed substantive changes to the following amendment/notification requests: Program of Instruction Amendment, School Closure Notification, School Location Notification, and School Specific Change in Grades Served Notification and the removal of the Alternative Calendar Notification.

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**Issue**

Consideration of revisions to Amendment and Notification requests to align instructions and format to expansion requests, increase clarity in narrative prompts, and remove a notification request that is no longer necessary.

**Background**

On June 13, 2016, the Board approved changes to the Academic Performance Framework. These changes necessitated revisions to the expansion requests, which were approved on August 8, 2016. As a result, a review of the remaining Amendment and Notification requests indicates a need for consistency in the content of the requests, as well as an alignment of requirements among all requests in order to provide additional clarity and transparency to charter holders.

**Substantive Revisions to each Amendment or Notification Request**

The following tables describe the proposed revisions for each Amendment and Notification specified.

Request	Proposal	Rationale
Program of Instruction	Narrative prompt added to explain the plan for transitioning to the amended program of instruction.	Replaces the prompt that required the Charter Holder to identify a timeline for implementing the change. The new prompt more specifically asks for timeframes, but also the specific changes needed within those timeframes. The change provides greater clarity to allow the Charter Holder to explain its plan for implementation.
School Closure	Narrative prompt added to explain the Charter Holder's rationale for closing the school.	For closed schools the ASBCS Online system identifies the reason for the closure of a school to allow members of the public to know the reason a specific school closed. The answer to this prompt provides this information to Board staff as a component of the request.



Request	Proposal	Rationale
School Location	<p><i>Board Consideration</i> For a location change of five miles or less, the Executive Director would continue to sign off on notifications. If a school is relocating more than five miles, the notification would be placed on the Board agenda.</p>	<p>Schools moving less than five miles are likely to serve the same or very similar population. Moving the location of a school more than five miles may change the target population served by a school.</p>
	<p><i>Documentation</i> Required documentation that demonstrates the following:</p> <ul style="list-style-type: none"> <li>• Building capacity that holds the required number of students;</li> <li>• Assurances of a secured building, insurance coverage, and agricultural land regulation; and</li> <li>• An Enrollment Matrix identifying the number of students served at the school.</li> </ul>	<p>The requirement of additional occupancy documentation (e.g. capacity documentation, insurance coverage) allows Board staff to confirm that the Charter Holder has appropriate facilities to serve students. This is in alignment with other requests that involve facilities (e.g. New School, Enrollment Cap).</p> <p>The addition of the Enrollment Matrix allows the Charter Holder to identify the number of students served at the school. This allows Board Staff to confirm numbers for capacity documentation and understand the Charter Holder’s plan for continued enrollment numbers after the relocation.</p>
	<p><i>Narrative Prompts</i> Narrative prompts added:</p> <ul style="list-style-type: none"> <li>• Describe how the Charter Holder will meet the enrollment targets identified in the Enrollment Matrix.</li> <li>• Discussion of the percentage of students that will be reenrolling after the relocation.</li> <li>• Identify and demonstrate a clear understanding of the target population (A charter holder will only respond to this prompt if it is moving the school more than five miles).</li> </ul>	<p>The Enrollment Matrix narrative allows the Charter Holder to identify and justify the numbers included in the matrix. This is consistent with other requests requiring the Enrollment Matrix and provides a context for these numbers.</p> <p>The reenrollment narrative provides the Board with an understanding of whether the school will maintain a similar population, or if the relocation will result in changes to the student population.</p> <p>If the school is moving more than five miles, its relocation may result in changes to the student population. The target population prompt is consistent with the prompts found in the Replication Application and New School Amendment. This informs the Board as to whether the target population at the new location will be consistent with the previous location, and if the Charter Holder has considered the potential needs of a new population.</p>



Request	Proposal	Rationale
School Specific Change in Grades	<p><i>Name Change</i> Name change to “School Specific Change in Grades”</p>	
	<p><i>Documentation</i> Additional documentation required:</p> <ul style="list-style-type: none"> <li>• An Enrollment Matrix identifying the number of students served at the school; and</li> <li>• A Staffing Chart identifying an anticipated three year staffing plan.</li> </ul>	<p>The addition of the Enrollment Matrix allows the Charter Holder to identify the number of students served at the school, including the planned numbers with the addition of students. This replaces the previously used narrative prompt that required a timeline and projected number of students.</p> <p>The Staffing Chart provides information that was previously included in the narrative prompt requesting a timeline. The chart provides the Charter Holder the opportunity to demonstrate its intended staffing for the current and new grade level(s).</p>
	<p><i>Narrative Prompts</i> Narrative prompts added:</p> <ul style="list-style-type: none"> <li>• Provide a justification for the enrollment targets identified in the Enrollment Matrix.</li> <li>• Explaining how staffing will change as a result of the request, and the plan to recruit, hire, and train new staff.</li> </ul>	<p>The Enrollment Matrix narrative allows the Charter Holder to identify and justify the numbers included in the matrix. This is consistent with other requests including the Enrollment Matrix.</p> <p>The staffing narrative allows the Charter Holder to explain the plan for implementing the intended staffing. This is consistent with other requests including the Staffing Chart.</p>
	<p><i>Eliminated Prompt</i> Narrative prompt requiring a timeline and projected number of students has been eliminated and replaced by the Enrollment Matrix and accompanying narrative prompt.</p>	<p>This information is now captured in the Enrollment Matrix and Staffing components of the request.</p>



Request	Proposal	Rationale
Alternative Calendar	Eliminate the request	At the time the request was added, the law allowed charter schools operating on an approved alternative calendar to count pupils as having attended full time in any week for which the pupil was enrolled in and physically attended at least 20 hours of instruction during that week. This provision was removed after Title 15 was amended to discontinue adjusting a school's funding for excessive absences. Due to the statutory change, this request is no longer applicable.

**Technical Changes to Amendments and Notifications**

With the exception of the Alternative Calendar Notification, each of the above listed requests is being transferred to new formatting that includes administrative and substantive completeness checklists. All Amendment and Notification Requests are undergoing these revisions to increase clarity and transparency. Charter Holder Governance, Charter Holder Location, Charter Mission, Charter Representative, Instructional Days, School Governing Body, and School Name Change, as well as the requests listed in the table above, are experiencing technical changes in the wording of instructions and narrative prompts. These changes include shifting all narrative prompts to statements, rather than questions, and clarifying language to more clearly communicate expectations. Required forms for requests have also been updated to provide more consistency in charter holder submissions.

**Board Options—Substantive Changes to Non-expansion Amendment and Notification Requests**

Option 1: Approve the substantive changes to the Amendment and Notification Requests as presented. Staff recommends the following language:

I move to approve the substantive changes to the instructions and forms for the Alternative Calendar, Program of Instruction Amendment, School Closure Notification, School Location Notification, and Site Specific Change in Grades Served Notification as presented today (or with modifications discussed) and request staff to move forward with the use of the specific forms to be made available through ASBCS Online for implementation.

Option 2: Approve the changes with modifications

I move to approve the substantive changes to the instructions and forms for the Alternative Calendar, Program of Instruction Amendment, School Closure Notification, School Location Notification, and Site Specific Change in Grades Served Notification as presented today with the incorporation of the modifications discussed (provide specific information as necessary) and request staff to move forward with the use of the specific forms to be made available through ASBCS Online for implementation.

