



# EXPANSION AMENDMENTS

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AUGUST 8, 2016

# Amendments and Notifications

Amendments	Notifications
Make a material change to the charter contract	Notify the Board of a non-material change in the charter's operations
A Compliance Check will be conducted for each request	A Compliance Check may be conducted
Placed on the Board agenda	May be signed off by the Executive Director



# Amendments and Notifications

Amendments	Notifications
<b>Grade Level Change to Charter</b>	Alternative Calendar
<b>Enrollment Cap*</b>	Charter Holder Governance
<b>New School*</b>	Charter Holder Location
<b>Arizona Online Instruction (AOI)</b>	Charter Representative
Charter Holder Status	School Closure
Charter Mission	School Governing Body
Instructional Days	School Name Change
Program of Instruction	School Location
Procurement Laws Exception	Site Specific Change in Grades Served
USFRCS Exception	

BOLDED AMENDMENTS ARE CONSIDERED EXPANSION REQUESTS.

\*PREVIOUSLY CALLED NOTIFICATIONS.



# Academic Eligibility for Expansion Requests

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The expansion process is open to any Charter Holder if 75% or more of its schools eligible to receive an Overall Rating have an Overall Rating of “Meets Standard”, “Above Standard”, or “Exceeds Standard” in the most recent year.



# Performance Standards

1a. A-F Letter Grade State Accountability*	1b. State Designation for School Improvement		
	Not Identified for Support	Identified for Improvement and/or Targeted Support	Identified for Improvement and/or Comprehensive Support
<b>A</b>	Exceeds Standard	Does Not Meet Standard	Falls Far Below Standard
<b>B</b>	Above Standard	Does Not Meet Standard	Falls Far Below Standard
<b>C</b>	Meets Standard	Does Not Meet Standard	Falls Far Below Standard
<b>D</b>	Does Not Meet Standard	Does Not Meet Standard	Falls Far Below Standard
<b>F</b>	Falls Far Below Standard	Falls Far Below Standard	Falls Far Below Standard

\*The State Board of Education is required to adopt appropriate achievement profiles for accommodation schools, alternative schools, and extremely small schools and may develop achievement profiles for AOI and others. If Letter Grades are not used, the metrics and targets will be aligned with state accountability profiles adopted by the SBE pursuant to A.R.S. § 15-241.02 (H).



# Recommendation

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Staff is recommending revisions to the submission requirements and evaluation criteria to correlate with the revised eligibility criteria for expansion requests.



# New Submission Requirements

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For all expansion requests, the following will be required:

- Enrollment Matrix
  - The Charter Holder will identify and justify three year enrollment projections
- Staffing Chart
  - The Charter Holder will identify an anticipated three year staffing plan
- Narrative Prompts
  - Clarifies existing prompts and requires a plan for implementation of the request



# Revisions To Grade Level Change to Charter Amendment

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## ➤ Curriculum Samples

- Charters in which one or more schools have not received an Overall Rating of “Exceeds Standard” or “Above Standard” will be required to provide a complete set of curriculum samples for each grade level being requested.
- Charters in which all schools have received an Overall Rating of “Exceeds Standard” or “Above Standard” will be waived from the curriculum sample requirement.



# Revisions to the New School Amendment

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- Identify and demonstrate a clear understanding of the target population.
- Describe how the school will provide a quality academic option or a unique program of instruction that is currently unavailable to the target population.
- Explain how the Charter Holder will manage all expenses prior to receiving the school's initial payment.



# Administrative Completeness Criteria

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- Administrative completeness criteria will be provided to Charter Holders as a checklist.
  - This checklist will be used by Board Staff in the administrative review.
- A request is administratively incomplete if any required item on the checklist is missing.
  - Administratively incomplete requests are closed.
  - Administratively complete requests continue to substantive review.



# Substantive Completeness Criteria

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- Substantive Completeness Criteria will be provided to Charter Holders as a checklist.
  - A required document or narrative prompt is evaluated as “acceptable” or “not acceptable”.
  - An “acceptable” narrative response:
    - Addresses every applicable part of the prompt;
    - Provides a clear and detailed response; and
    - Is consistent among the components of the request.
- If a submission is deemed substantively incomplete, a Charter Holder will have one opportunity to resubmit before the request is closed.



# Staff Recommendation Criteria

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- Staff has developed criteria by which it will determine whether or not a recommendation for approval will be made to the Board.
- The Staff Report for the request will include a chart identifying which criteria are satisfied, and the justification for each determination.
- A Charter Holder must fulfill all criteria to receive a staff recommendation for expansion.



**Staff Recommendation Criteria**

<p align="center"><b>Grade Level Change (Increase Only)</b></p>	<p align="center"><b>Enrollment Cap (Increase Only)</b></p>	<p align="center"><b>New School</b></p>
<p>Charter has been in operation for three years</p>	<p>Charter has been in operation for three years</p>	<p>Charter has been in operation for three years</p>
<p>Rating of “Meets Operational Standard” in the most recent Fiscal Year</p>	<p>Rating of “Meets Operational Standard” in the most recent Fiscal Year</p>	<p>Rating of “Meets Operational Standard” in the most recent Fiscal Year</p>
<p>Rating of “Meets Financial Performance Standard” in the most recent Fiscal Year</p>	<p>Rating of “Meets Financial Performance Standard” in the most recent Fiscal Year</p>	<p>Rating of “Meets Financial Performance Standard” in the most recent Fiscal Year</p>
<p>Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five mile radius of the school’s location; <b>or</b></p>	<p>Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five mile radius of the school’s location; <b>or</b></p>	<p>Each school operated by the Charter Holder performs at or above the average performance of a majority of schools within a five mile radius of the target area; <b>or</b></p>
<p>School(s) offers a unique program of instruction within a five mile radius of the school’s location</p>	<p>School(s) offers a unique program of instruction within a five mile radius of the school’s location</p>	<p>Proposed school offers a program of instruction unique to the target area</p>
<p>ADM is within 85% of current enrollment cap</p>	<p>ADM is within 85% of current enrollment cap</p>	
<p>Previous cohort(s) is/are at capacity and/or could fill enrollment for new grade(s) requested</p>	<p>Past enrollment trends indicate need for increase within three years</p>	



# The Amendment Guide

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- The Guide is a comprehensive document for Charter Holders that includes information about all components and requirements of the amendment process.
- Provides guidance about the requirements for attachments included in amendment requests (e.g. what must be included in Board Minutes, specifications for Facilities Documentation).
- Information about the purpose, requirements, instructions, and criteria will be included separately for each individual request.
- The Appendix will include a Terms to Know section, as well as templates/copies of required documents (e.g. Enrollment Matrix, Affidavit).

