

AGENDA ITEM EXECUTIVE SUMMARY: Board Meeting Calendar

Issue

Each fall the Board approves the proposed calendar for the upcoming calendar year. Board staff is proposing changes to the 2018 and 2019 Board meeting calendars to ensure amendments are approved timely with sufficient time to properly implement the charter's request.

Summary of Changes

The proposed changes to the calendar of meetings expand over a two-year period to allow for charter holders anticipating future expansion adequate time to plan for the timely submission of expansion requests. (Appendix X: 2018 Board Meeting Calendar and the 2019 Tentative Board Meeting Calendar)

Each calendar identifies:

- The window timeframes for submitting amendment requests.
- The Board meetings by when expansion requests must be approved.
- The Board meetings when other agenda items may be considered (e.g. School Improvement Plans at the October meeting).
- The timeframes when no Board meetings will take place.
- Key information for the charter holder.

As noted above, a significant change to the 2018 and 2019 calendars is to include a deadline by when expansion requests must be approved and that at the Executive Director's discretion, this deadline may be waived due to emergency or extreme circumstances. Providing a deadline will ensure the Board considers expansion requests several months in advance of the beginning of the school year in which those changes will be implemented. It benefits the charter holder by promoting a planning process that provides for a marketing and enrollment timeframe between approval of the request and the first day of school.

The second major change seen in both calendars is the number of fewer meetings that will take place annually. The calendar includes a Summer Hiatus during which no Board meetings are scheduled. During the Summer Hiatus, after the June Board Retreat, staff will focus on implementation of changes and development of new projects based on direction and guidance provided by the Board. The proposed tentative 2019 calendar reduces the number of meetings in the spring to allow staff to focus on closing out all monitoring visits prior to the new fiscal year and processing all renewal application packages.

Staff recommends the Board approve the meeting calendar for 2018 and the proposed tentative calendar for 2019 with the option to direct staff to update the 2019 calendar as needed to allow for appropriate time for charter holders to submit and Board staff to process expansion amendment requests based on the feedback and results of the 2018 meeting calendar.

ASBCS BOARD MEETING CALENDAR 2018

AMENDMENT REQUESTS

A change to a charter requires the consent of both the Board and charter holder. To obtain the Board's consent for a change to a charter, the charter holder shall submit an amendment request to the Board. (R7-5-303(A)). Instructions and requirements for amendments are available on the [Board's website](#).

The calendar below includes specific timeframes for the submission of expansion amendment requests. These submission timeframes provide the Board appropriate time to consider expansion requests prior to the beginning of the school year in which those changes will be implemented. Expansion amendments that meet all of the Staff Recommendation Criteria will be placed on the consent agenda. Amendments that are not expansion requests may be approved by the Executive Director.

DEADLINES

- Expansion amendment requests to be implemented in FY 2019 must be submitted by **March 16, 2018**, for approval no later than the **May 14, 2018 meeting**. The Executive Director has the discretion to waive this deadline due to emergency or extreme circumstances.
- Beginning June 14, 2018 expansion amendment requests for FY 2020 may be submitted for consideration after the Summer Hiatus.
- Amendments may be submitted between March 17th and June 14th, to be considered at the September 10, 2018 meeting. Requests submitted during this timeframe must include a document stating that the charter holder has agreed to waive the 60-day timeframe for processing amendment requests described in R7-5-303 (F)(3).

FISCAL YEAR	BOARD MEETING	SUBMISSION WINDOW		EXPANSION REQUESTS	BOARD CONSIDERATION
		OPEN	CLOSED		
FY 2018	JANUARY 16, 2018	Oct 17, 2017	Nov 13, 2017	FY 2019	Consideration of F schools.
FY 2018	FEBRUARY 12, 2018	Nov 14, 2017	Dec 11, 2017	FY 2019 and FY 2020	
FY 2018	MARCH 12, 2018	Dec 12, 2017	Jan 10, 2018	FY 2019 and FY 2020	
FY 2018	APRIL 9, 2018	Jan 11, 2018	Feb 15, 2018	FY 2019 and FY 2020	
FY 2018	MAY 14, 2018	Feb 16, 2018	Mar 16, 2018	FY 2019 and FY 2020	All Expansion Requests, besides an increase in enrollment cap, for FY 2019 must be approved by May 14, 2018.
FY 2018	JUNE - BOARD RETREAT*	SUMMER HIATUS			
FY 2019	JULY - NO MEETING				
FY 2019	AUGUST - NO MEETING				
FY 2019	SEPTEMBER 10, 2018	Jun 14, 2018	Jul 18, 2018	FY 2020	
FY 2019	OCTOBER 15, 2018	Jul 19, 2018	Aug 15, 2018	FY 2020	The Board will receive summary information regarding the school improvement plans submitted by charter schools it authorizes, in accordance with ARS 15-241.02(C); Consideration of F schools
FY 2019	NOVEMBER 13, 2018	Aug 16, 2018	Sep 11, 2018	FY 2020	Consideration of F schools continued.
FY 2019	DECEMBER 10 & 11 [†] , 2018	Sep 12, 2018	Oct 15, 2018	FY 2020	New Charter Applications; Consideration of F schools continued.

Expansion eligibility is reevaluated when the academic, operational, and financial dashboards are updated based on new data. Eligibility must be maintained until the Charter Board approves the expansion amendment request, failure to maintain eligibility for expansion will result in the request being closed.

* Amendments will not be considered at the Board Retreat

† Possible two-day meeting depending on number of applications.

ASBCS BOARD MEETING CALENDAR 2019

AMENDMENT REQUESTS

A change to a charter requires the consent of both the Board and charter holder. To obtain the Board's consent for a change to a charter, the charter holder shall submit a charter amendment request to the Board. (R7-5-303(A)). Instructions and requirements for amendments are available on the [Board's website](#).

The calendar below includes specific timeframes for the submission of expansion amendment requests. These submission timeframes provide the Board appropriate time to consider expansion requests prior to the beginning of the school year in which those changes will be implemented. Expansion amendments that meet all of the Staff Recommendation Criteria will be placed on the consent agenda. Amendments that are not expansion requests may be approved by the Executive Director.

DEADLINES

- Expansion amendment requests to be implemented in FY 2020 must be submitted by **March 16, 2019**, for approval no later than the **May 13, 2019** meeting. The Executive Director has the discretion to waive this deadline due to emergency or extreme circumstances. Beginning June 13, 2019 expansion amendment requests for FY 2021 may be submitted for consideration after the Summer Hiatus.
- Amendment may be submitted between December 12, 2018 and February 15, 2019 to be considered at the **May 13, 2019** meeting and March 17 and June 12th, to be considered at the September 9, 2019 meeting. Requests submitted during these timeframes must include a document stating that the charter holder has agreed to waive the 60-day timeframe for processing amendment requests described in R7-5-303 (F)(3).

FISCAL YEAR	BOARD MEETING	SUBMISSION WINDOW		EXPANSION REQUESTS	BOARD CONSIDERATION
		OPEN	CLOSED		
FY 2019	JANUARY 14, 2019	Oct 16, 2018	Nov 12, 2018	FY 2020	Consideration of F schools.
FY 2019	FEBRUARY 11, 2019	Nov 13, 2018	Dec 11, 2018	FY 2020	
FY 2019	MARCH - NO MEETING				
FY 2019	APRIL - NO MEETING				
FY 2019	MAY 13, 2019	Feb 16, 2019	Mar 16, 2019	FY 2020	All Expansion Requests, besides an increase in enrollment cap, for FY 2020 must be approved by May 13, 2019.
FY 2019	JUNE - BOARD RETREAT*				
FY 2020	JULY - NO MEETING				SUMMER HIATUS
FY 2020	AUGUST - NO MEETING				
FY 2020	SEPTEMBER 9, 2019	Jun 13, 2019	Jul 18, 2019	FY 2021	
FY 2020	OCTOBER 15, 2019	Jul 19, 2019	Aug 25, 2019	FY 2021	The Board will receive summary information regarding the school improvement plans submitted by charter schools it authorizes, in accordance with ARS 15-241.02(C); Consideration of F schools
FY 2020	NOVEMBER 21, 2019	Aug 26, 2019	Sep 10, 2019	FY 2021	Consideration of F schools continued.
FY 2020	DECEMBER 9 & 10 [†] , 2019	Sep 11, 2019	Oct 15, 2019	FY 2021	New Charter Applications; Consideration of F schools continued.

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