

AGENDA ITEM EXECUTIVE SUMMARY: Proposed Instructional Days Amendment Request for FY 2018

Issue

The proposed Instructional Days Amendment Request has been revised to allow charter holders a streamlined process for updating the number of contracted instructional days that will be served in FY 2018. This request is for a temporary change due to unscheduled school closures that began on April 26, 2018.

Summary

In order to amend a charter, the charter holder must submit a charter amendment request to the Board to obtain the Board's consent to a change to a charter. A.A.C R7-5-303 (A). A change to the number of instructional days served by the school is a request that is submitted electronically via ASBCS Online and may be signed by the Executive Director when the request is substantively complete.

Considering the increased number of schools that may need to readjust their number of contracted instructional days in FY 2018 due to unscheduled school closures, Board staff is proposing to eliminate certain submittal requirements for charter holders requesting a temporary change for FY 2018. This change will allow the charter holder to complete an assurances form that addresses the reason for the request and assures the Board that the requested change will still demonstrate compliance with A.R.S. §15-901, regarding annual instructional hours for each grade served in FY 2018 for the schools the charter holder operates.

Requirements for the Submission of the Temporary 2018 Instructional Days Amendment Request

Charter holders will need to submit a temporary Instructional Days Amendment Request, but are only required to provide the assurances document.

Board Materials

The materials listed below are included with this report for review and its consideration:

- Appendix A: Request Instructions
- Appendix B: Assurances Form

Appendix A: Request Instructions

FY 2018 Instructional Days Amendment Request

Purpose

The FY 2018 *Instructional Days Amendment Request* is used to increase or decrease the number of instructional days the charter holder has or will provide in Fiscal Year 2018. This request is for a temporary change to the number of contracted instructional days due to unscheduled school closures that began on April 26, 2018.

*Before submitting this request, **ensure the charter holder is in compliance per the Board's policy**. If a charter holder is not in compliance, the request may be deemed incomplete and the non-compliance may be recorded on the charter holder's operational dashboard.*

Board Consideration

A substantively complete request submitted by a charter holder will be considered for approval by the Executive Director. A finding that the charter holder is not in compliance in one or more areas may result in a delay in consideration of the request.

Instructions for the Request

Work through the form in ASBCS Online, filling in all required fields and uploads (denoted by "*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will be the same at each school, this change can be submitted in the same request.

If the charter holder is changing the instructional days for more than one school under its charter, and the number of instructional days will **not** be the same at each school, separate requests must be submitted for each change.

Form Fields

Field	Instructions
Select School*	Select the school from the list of schools operated under the charter for which the request is being submitted. If the request will be charter-wide, select "Charter Wide".
From	Confirm that the number in <i>From</i> accurately identifies the instructional days approved for the charter contract currently. If not, contact Board staff.
To*	Enter the number of instructional days to be provided in FY 2018 .

Fiscal Year Effective Date* Enter "FY 2018"

Type of Change* Select "Temporary Change"

Attachments

For further information review the administrative and substantive completeness requirements listed in these instructions.

Board Minutes or Board Resolutions*

Upload completed Instructional Days Assurances form

Narrative*

Upload completed Instructional Days Assurances form

School Calendar*

Upload completed Instructional Days Assurances form.

Daily Instructional Schedules*

Upload completed Instructional Days Assurances form.

Administrative Completeness Review

An administratively complete request includes:

- Completed Instructional Days Assurances form that is signed and dated by the charter representative

Substantive Completeness Review

The following criterion will be used to determine substantive completeness for this request.

Review	Criteria
Compliance Check	<input type="checkbox"/> Charter Holder is in compliance per the Board's policy



Appendix B: Assurances Form



Arizona State Board for Charter Schools

Instructional Days Assurances

This form must be completed, signed and dated by the Charter Representative and uploaded as described in the FY 2018 Instructional Days Amendment Request.

Charter Holder Information	
Name of Charter Holder Entity	
Name of Charter Representative	
Name of School(s)	

Check box below to indicate agreement	
<input type="checkbox"/>	<p>The Charter Holder is requesting to amend the instructional days for the school(s) named above. This is a temporary contractual change to the charter, effective only for FY 2018. This change is due to unscheduled school closures that began on April 26, 2018. As the Charter Representative, I confirm that the school(s) named above demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served in FY 2018. Furthermore, I understand that for FY 2019, the number of instructional days will revert back to the number of instructional days as described in our contract and listed on ASBCS Online prior to this amendment request.</p>

Failure to comply with A.R.S. §15-901 may result in a non-compliance issue and be recorded in Measure 1.b of the Charter Holder’s operational performance dashboard.

Signature
Charter Representative’s Signature: _____ Date: _____

