

**Arizona State Board for Charter Schools
Policy, Rule and Contracts Subcommittee
February 23, 2010
1700 W. Washington Street
Phoenix, Arizona 85007
Room B-56**

MINUTES

Present-

Norm Butler – President
Dana Krals – Committee Chair
Peter Bezanson– Charter School Operator (telephonically)
Jake Logan – Business Member

Members Absent

Doug Ducey – Business Member

Meeting began at 8:05 a.m.

Agenda Item A: Roll Call

Executive Director DeAnna Rowe confirmed a quorum.

Agenda Item B: Call to Public

Ms. Krals welcomed everyone and stated that the call to the public will occur informally and during the discussion of the various agenda items.

Agenda Item C: Discussion, review and possible consideration of a revised charter contract.

Ms. Rowe introduced the item and stated that all revisions had been reviewed by legal counsel. Ms. Rowe further stated that the revisions were developed drawing from previous experiences in using the contract to hold charter operators accountable for the intended terms of the contract. In reviewing the sections and the changes, Ms. Rowe pointed out the following proposed changes:

- Responsibilities of the charter representative related to communication with the Board
- Specific language identifying the charter holder's responsibility to: maintain records to document daily pupil attendance and shall make such records available for inspection upon request of the Arizona State Board for Charter Schools and the Arizona Department of Education; maintain personnel, financial and student records in accordance with the Arizona State Library, Archives and Public Records Retention Schedules; and timely submit financial and other reports required by the Arizona Department of Education for the Charter Holder's receipt of federal grant funds.
- Contract effective dates beginning July 1 of a given fiscal year and ending June 30.
- Indemnification and acknowledgement clauses required in all state contracts.
- Academic Performance Indicators and Evaluation section added the following: Charter holders shall develop and meet outcome measures as directed by the Arizona State Board for Charter Schools and meet or demonstrate sufficient progress toward the level of adequate academic performance as set and modified periodically by the Board.
- Financial section added the following: using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures; Charter Holder shall pay debts as they fall due or in the usual course of business; and shall not commit or engage in gross incompetence or systematic and egregious mismanagement of the school's finances or financial records.
- The clarification of technical assistance being Review, Evaluation and Investigative Teams, Audits and Records
- The statement that the Charter Holder must maintain valid fingerprint clearance cards on all officers, members, partners, and boards of the Charter Holder and submit all changes in members through the process stated in Paragraph 10.
- Special Education Training requirement prior to opening school.
- Release of Funding: A Charter Holder may not receive state equalization funding until a current certificate of occupancy, fire inspection report, and county health permit for educational use are provided for each site listed in Paragraph 6 (and each site subsequently approved by the Arizona State Board for Charter Schools). A Charter Holder may not receive state equalization funding until documentation has been provided to the Arizona State Board for Charter Schools that the Charter Representative has attended the Special Education training stated in Paragraph 23.

Jake Logan clarified that the charter representative is the Board's primary point of contact for communication related to the

contract and the school's operations.

Peter Bezanson asked for clarification of the requirement to attend special education training for multiple charters if the charter representative is the same. Staff confirmed that once a charter representative is on record as having attended a workshop he/she does not have to attend again for a different charter.

Jake Logan made a motion to approve the revised charter contract and move to the full Board for consideration. Norm Butler seconded the motion. The motion passed unanimously.

Agenda Item F: Discussion, review and possible consideration of revisions to the Transfer Application.

Ms. Rowe introduced the item and stated that the transfer application is used when seeking to transfer sponsorship or transferring an existing site to its own charter. The proposed changes include:

- A charter holder seeking to transfer sponsorship or any charter site currently operating under an existing charter seeking to transfer to its own charter must have three years of academic data prior to submitting a transfer application package.
- A change in the number of copies required and the inclusion of an electronic submission.
- A change in the timeframe for submission of proposals to be considered to open in the subsequent fiscal year.

Norm Butler asked if the document should be called Authorizer Transfer. Staff clarified that because it could also be used to transfer a site and therefore that title might be too limiting.

Jake Logan made a motion to approve the revisions to the transfer application and move to the full board for consideration. Norm Butler seconded the motion. The motion passed unanimously.

Agenda Item E: Discussion, review and possible consideration of revisions to the Replication Application.

Ms. Rowe introduced the item and stated that the proposed changes include:

- Removal of the pilot status for the application.
- A change in the deadline for the letter of intent to December 1.
- A change in the application deadline of February 1.
- Requiring all schools associated with the charter being replicated meet the Board's level of adequate academic performance.
- Eliminating the Performing school profile level as a qualifier and requiring a current school profile of Excelling or Highly Performing for eligibility.

Jake Logan made a motion to approve the revisions to the replication application and move to the full board for consideration. Norm Butler seconded the motion. The motion passed unanimously.

Agenda Item D: Discussion, review and possible consideration of revisions to the New Charter Application for the 2011-2012 Cycle.

Ms. Rowe introduced the item and stated the proposed changes include:

- A new format to the application which will be accessed and submitted online. Relevant instructions and evaluation criteria are linked to each section of the application.
- An Education Plan portion which includes identifying the Strands, Concepts and Performance Objectives for the required curriculum samples for the content areas.
- Inclusion of a requirement to complete a Performance Management Plan for reading and mathematics.
- An Organization Description portion of the application, including a section on Educational Service Providers and a section on Contracted Services.
- A Business Plan portion that includes budget information.

Ms. Rowe said that the budget now distinguishes certain line items related to an education service provider. This is in an effort to determine actual expenses and revenue and if they go hand in hand with using a CMO or EMO.

Peter Bezanson said he thought it was wise to have required performance objectives for the curriculum samples.

Ms. Rowe stated that the new application deadline has been moved up by a month this year. The application will be

available to the public by the end of March and due around the first of July.

Dr. Mark Francis from the Arizona Department of Education spoke as a public member and gave information on the Arizona Charter School Incentive Program, a CSP grant program, and the opportunity for new charter operators to receive additional funding to support school quality.

Jake Logan made a motion to approve the revisions to the new charter application for the 2011-2012 cycle and move to the full board for consideration. Norm Butler seconded the motion. The motion passed unanimously.

(Peter Bezanson disconnected telephonically from the meeting.)

Agenda Item G: Discussion, review and possible consideration of an amendment process for an existing charter holder to add an Arizona Online Instruction School to its charter.

Ms. Rowe introduced the item by stating that there are ramifications of the implementation of this program. This is a huge undertaking. The legislative staff and the Governor's staff were informed that we do not have the resources to implement. For the Board's purposes, the AOI application only works for an existing charter to add a program of distance learning. For new applicants, they must go through the regular application process and then, once approved, complete an AOI application.

Jake Logan made a motion to approve the content of the Arizona Online Instruction application and move to the full board for consideration. Norm Butler seconded the motion. The motion passed unanimously.

Agenda Item H: Adjournment

Meeting ended at approximately 10:00 a.m.


Signature


Date