

**Arizona State Board for Charter Schools**

**Arizona State Board of Education**

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[www.asbcs.az.gov](http://www.asbcs.az.gov)

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**INSTRUCTIONAL DAYS AMENDMENT REQUEST**

(Charter Holder Name) Montessori Charter School of Flagstaff (CTDS) 038705000

(Charter Holder Mailing Address) 1000 E Appalachian Rd.

(City, State) Flagstaff, AZ (Zip) 86004

(Charter Representative's Name) James E. Spencer

(Phone Number) 928-774-8685 (Fax Number) 928-774-7690

**Failure to submit all required documentation will result in the Amendment Request being returned without being processed. Faxed copies will not be accepted. Please send originals.**

⚡ Changes in number of contractual days of instruction

Included is the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)

The Arizona State Board for Charter Schools and Montessori Charter School of Flagstaff (Charter Holder), herein agree to amend the terms of the charter contract as follows:

**FROM:** 180 school days required, in the 2008/2009 school year only.

**TO:** 179 school days required, in the 2008/2009 school year only.

In witness whereof, Charter Holder has signed this contract amendment as of this 12th day of May, 2009, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_, 200\_\_, to take effect at such time as it is signed by both parties.

  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools


MINUTES OF A PUBLIC MEETING OF  
THE BOARD OF THE MONTESSORI CHARTER SCHOOL OF FLAGSTAFF  
February 18, 2009

The following matters were unanimously agreed to by members of the board of the Montessori Charter School of Flagstaff at a public meeting held on February 18, 2009 at 7:00 P.M. at 2212 E. Cedar Avenue, in the front classroom.

1. The meeting was called to order by James E. Spencer (JS).
2. The members present were:  
  
James E. Spencer (JS)    Marlane K. Spencer (MS)  
David Dickman (DD)    Anne Dickman (AD)  
Christa Stephens (CS)
3. The minutes of the April 28, 2008 meeting were unanimously approved without amendment.
4. JS explained that the board has to approve the request for a reduction in the number of days in our school year based on the number of total instructional hours we will have in our year. This request is being made to accommodate the number of snow days we will require during this academic year. He explained that we more than meet the required number of hours for all grades that we serve and that our limiting factor is the number of instructional hours we provide to students enrolled in our middle school. Grade 7 & 8 students are required by state statute to have at least 1068 hours of instruction. We provide 1118.75 hours which means we will meet the state requirement after 171 school days (6.25 hours per day times 171 = 1068.75 hours).
5. JS asked for comments and discussion. DD asked if we could approve a school year of 171 days. MS commented that although we could meet the state requirements in 171 days, we probably wouldn't want to petition the state for that number of days unless snow actually prevented our being in school for the 4 snow days provided by our calendar plus 9 more days, which although possible was unlikely. DD responded that we could approve 171 days of school and leave the actual days we petition for up to the chief administrator and the school director. MS agreed. AD moved that we approve reducing the school year to 171 days of school to permit us to meet the state requirements for hours of instruction in the event of extraordinary snowfall or any other emergency that prevented school attendance during this or future years,. CS seconded the motion, and it was passed unanimously.
6. There being no further business, MS moved that the meeting be adjourned. CS seconded the motion. Passed unanimously. JS adjourned the meeting.

Dated this 18th day of February 2009.

BOARD OF THE MONTESSORI CHARTER SCHOOL OF FLAGSTAFF

  
\_\_\_\_\_  
Marlane K. Spencer, Secretary

## Clarification on attendance as per the auditor's office:

Kindergarten is chartered from 8:30 – 2:30 with one hour for lunch. Their school day has 5 hours of instruction. If a child is in attendance for 2.5 hours or more they will be counted as full day. Anything less will be considered absent.

Lower Elementary is 8:30 – 3:00 with a one-hour lunch break. Their school day has 5.5 hours of instruction. The state mandates a minimum of 5 hours of instruction, however we must base attendance on our school day. If a child is in attendance for 4 or more hours of instruction they will be counted as full day. If a child is in attendance for at least 2 hours and 45 minutes of instruction time they will be counted as half day. Anything less than 2 hours 45 minutes of instruction is considered absent.

Upper Elementary is 8:15 – 3:15 with a one-hour lunch. Their school day has 6 hours of instruction which is what the state mandates. If a child is in attendance for at least 4 ½ hours of instruction time they are counted as full day. If a child is in attendance for at least 3 hours of instruction time they are counted as half day. Anything less than 3 hours of instruction is considered absent.

Middle School is 8:00-3:15 with a one hour lunch, their school day has 6 ¼ hours of instruction. If a child is in attendance for at least 4 hours 42 minutes of instruction time they are counted as full day. If they are in attendance for at least 3 hours 8 minutes they will be counted as half day. Anything less than 3 hours 8 minutes is considered absent.

The sign-in/sign-out books used for tardy/late arrival, appointments, and leaving sick, **must match what is recorded in the blue register.**