

AGENDA ITEM EXECUTIVE SUMMARY: Compliance Matters — Vision Charter School, Inc.

Issue

Vision Charter School, Inc. (“Charter Holder”) is out of compliance with its contract, Arizona Revised Statute (“A.R.S.”), and the Arizona Administrative Code (“A.A.C.” or “Rule”) due to its number of provided instructional days not being in alignment with its contract, lack of a statement on its website indicating where public notices of meetings will be posted, and an enrollment packet that violates A.R.S. §15-184 and A.A.C. R7-2-306(B). Pursuant to A.A.C. R7-5-505(G), the Board shall require a charter holder that fails to demonstrate that all identified compliance issues have been addressed to appear before the Board and may subject the charter holder to additional oversight pursuant to A.A.C. R7-5-601(D).

Background

Board staff conducts a contractual compliance review of a charter holder’s operational performance when the charter holder completes a five-year interval review. At the site visit conducted by Board staff, the following compliance issues were identified:

- The number of instructional days listed on ASBCS Online (202) did not match the number of days on the school calendar (186);
- The website operated by the Charter Holder was in violation of Open Meeting Law because there was no statement posted on its website stating where all public notices of its meetings would be posted, as required by A.R.S. §38-431.02(A)(1); and
- The Charter Holder’s enrollment packet was in violation of A.R.S. §15-828, §15-184, and A.A.C. R7-2-306(B) because it required a birth certificate for enrollment, required participation in an orientation prior to enrollment, contained questions about previous suspensions, and did not contain the required home language survey questions on the enrollment form.

The Charter Holder has corrected two of the four issues with the enrollment packet, but has not fully brought its enrollment policies and packet into compliance.

Communication Timeline

April 12, 2018	Board staff conducted a Five-Year Interval Review site visit. During the visit, the Charter Holder was notified that: <ul style="list-style-type: none">• The number of instructional days listed on ASBCS Online (202) did not match the number of days on the school calendar (186).• The website operated by the Charter Holder was in violation of Open Meeting Law, because there was no conspicuous statement stating where all public notices of meetings will be posted.• The Enrollment Packet used by the Charter Holder was in violation of A.R.S. §15-828, A.R.S. §15-184, and A.A.C. R7-2-306(B).
April 27, 2018	Board staff emailed Charter Representative notifying her that the Five-Year Interval Review Final Report was available on the ASBCS Online system. The report outlined the non-compliance issues and the submissions required to come into compliance.

	<p>Board staff marked the Charter Holder’s dashboard for the non-compliance issues identified in the report.</p> <p>The Charter Holder was given a deadline of May 27, 2018 to:</p> <ul style="list-style-type: none"> • Submit an administratively complete Instructional Days Amendment Request updating the number of instructional days provided by the Charter Holder; • Provide an updated Enrollment Packet via email demonstrating compliance with Statute and Rule; and • Provide a screenshot or link to the Charter Holder’s website via email demonstrating compliance with Open Meeting Law.
May 16, 2018	The Charter Holder submitted an Instructional Days Amendment Request.
May 26, 2018	The Charter Holder submitted a second Instructional Days Amendment Request, which was a duplicate request. Therefore, this second request was rejected.
June 14, 2018	<ol style="list-style-type: none"> 1. The Charter Representative emailed the Board’s Office Manager, requesting confirmation that all necessary submissions had been received. 2. The Charter Representative sent a second email to the Board’s Office Manager, stating that an attached document was a screen shot of the Charter Holder’s website. The attached document was a screen shot of instructions on how to take a screen shot.
June 18, 2018	The Instructional Days Amendment Request was deemed administratively complete.
June 19, 2018	The Instructional Days Amendment Request was deemed substantively incomplete.
June 26, 2018	<ol style="list-style-type: none"> 1. Board staff spoke to the Charter Representative on the phone, and discussed the following required submissions: <ol style="list-style-type: none"> a. Updating website with information about board meeting postings. b. Emailing board staff an updated Enrollment packet. c. Revising the Instructional Days Amendment Request. 2. Board staff sent a follow up email to the Charter Representative reiterating the required submissions as discussed during the phone conversation. Board staff also included information about the Open Meeting Law requirement for Board minutes. 3. The Charter Representative emailed Board staff the following attachments: <ol style="list-style-type: none"> a. Screen shot of the school’s website “Application” page, which was determined to be insufficient. b. Copy of the school’s Enrollment Packet, which partially met the requirements (see review conducted on July 24, 2018). c. Agenda from Vision Charter School’s Governing Board meeting from April 23, 2014, which was insufficient. d. Minutes from Vision Charter School’s Governing Board meeting from April 23, 2014 in which the board approved a motion to reduce instructional days from 201 to 186, which was insufficient.

	<p>4. The Charter Representative emailed Board staff additional materials related to the Instructional Days Amendment Request. Board staff responded, explaining that amendment request materials must be uploaded into the online system as part of an amendment request.</p>
June 29, 2018	<p>1. Board staff emailed the Charter Representative. This email was a reminder that the revised submission was due the next day. Board staff informed the Charter Representative that she could contact the Quality Assurance and Accountability Manager with questions related to the request.</p> <p>2. The Charter Representative emailed Board staff stating that she believed the request had been submitted.</p>
June 30, 2018	<p>Revisions to the Instructional Days Amendment Request were not received by this deadline.</p>
July 9, 2018	<p>1. The Charter Representative emailed Board staff stating that a new Instructional Days Amendment Request had been submitted. This was not reflected in the system.</p> <p>2. Board staff emailed the Charter Representative requesting a phone call.</p>
July 11, 2018	<p>The Charter Holder submitted revisions to its Instructional Days Amendment Request.</p>
July 24, 2018	<p>Board staff reviewed submitted Enrollment Packet, found the following:</p> <ul style="list-style-type: none"> • Language regarding Birth Certificate requirement was corrected and found to be in compliance. • Language regarding discipline impacting enrollment was still <i>not in compliance</i>. • PHLOTE questions were still not found on the enrollment form, therefore, this requirement was still <i>not in compliance</i>. • Parent Orientation requirement was removed from packet and was in compliance.
July 27, 2018	<p>Board staff deemed the revised submission of the Instructional Days Amendment Request administratively incomplete.</p>
September 28, 2018	<p>A Failure to Submit 30-Day Required Submission was sent to Charter Representative. The Charter Holder was notified of following required submissions and given seven days to come into compliance:</p> <ul style="list-style-type: none"> • Screen shot evidence of online posting. • Removing request for disciplinary records from Enrollment Packet. • Adding 3 PHLOTE questions to Enrollment Packet.
October 25, 2018	<p>Board staff sent a Failure to Submit Final 7-Day Required Submission to the Charter Representative by email indicating that the Charter Holder had failed to submit the required submissions by the deadline. The Charter Holder was given a final opportunity to submit the required materials by November 1, 2018.</p> <p>The Charter Holder's Operational Dashboard was marked in Measure 2e. Timely Submission.</p>

November 1, 2018	The Charter Holder submitted a third Instructional Days Amendment Request, but failed to submit the other required materials by the deadline.
November 19, 2018	<ol style="list-style-type: none">1. Board staff emailed the Charter Representative a document that included a chart explaining the outstanding compliance issues.2. The Charter Representative responded by email and stated, "I am very confused why I am still receiving out of compliance notices."
November 20, 2018	<ol style="list-style-type: none">1. Board staff spoke to the Charter Representative on the phone regarding the outstanding compliance issues.2. The Instructional Days Amendment Request was deemed administratively incomplete. The reasons for this determination included that the submission was missing an Instructional Hours Matrix.3. Board staff emailed the Charter Representative a link to the Instructional Hours Matrix.