



A Letter from ASBCS

Brought to you by the Arizona State Board for Charter Schools

Issue #18

Tuesday, September 11, 2018

Important Dates

- **September 11, 2018:** Amendment submissions due for [November Board Meeting](#).
- **September 12, 2018:** Next Financial [Subcommittee Meeting](#).
- **October 15 2018:** Amendment submissions due for December [Board Meeting](#).
- **October 1, 2018 to January 15, 2019:** ADE [Alternative School Application Process for FY19](#).

August Audit Tip

For those of you that operated a charter school during fiscal year 2018, you should have engaged an audit firm by now to conduct your fiscal year 2018 audit. Remember, for most charter holders, a complete fiscal year 2018 audit reporting package must be submitted to the Board by November 15, 2018.

Annual Financial Report

On August 15, 2018, the Office of the Auditor General and Arizona Department of Education ("ADE") released the fiscal year 2018 annual financial report ("AFR") forms. All charters that operated in fiscal year 2018 must accurately complete the AFR, which is required by A.R.S. §§ 15-183(E)(6) and 15-904 and due by October 15, 2018, and the Classroom Site Project Narrative Summary, which is required by A.R.S. § 15-977(J) and due by November 15, 2018. Those charters that participated in the National School Lunch Program must also complete the separate food service AFR Excel document by October 15, 2018.

Before uploading the documents to ADE, each charter should ensure the following:

All line items and sections applicable to the charter's operations have been accurately filled in.

- The AFR "Cover Page" does not include any alerts. If alerts are present, these issues must be addressed before the AFR is submitted to ADE.
- The amount found on line 14 (see column L) on page 4 of the AFR must match the amount found on row 33 of the Classroom Site Project Narrative Summary (Table II).
- The Project 1011 and Project 1012 amounts found on line 13 (see column J) and line 26 (see column J), respectively, on page 3 of the AFR should be totaled and included in the "Teacher Compensation Increases" section (row 28) of the Classroom Site Project Narrative Summary, along with, if applicable, any Project 1013 monies used for teacher compensation increases.
- The Project 1013 related amounts identified on the Classroom Site Project Narrative Summary must not exceed the total found on line 13 (see column L) on page 4 of the AFR.
- The "Additional Classroom Site Project Information" section on page 4 of the AFR does not identify any negative ending project balances. According to USFRCS Memorandum No. 44, "Expenses in any of these projects that would cause the school to exceed the statutory percentages of the revenues in the three individual projects must be reclassified to the Schoolwide Project or other appropriate projects by fiscal year-end before preparing the Annual Financial Report (AFR)."

Failure to timely submit the fiscal year 2018 AFR and Classroom Site Project Narrative Summary may be noted on the charter holder's operational dashboard and may result in the charter being placed on a subsequent Board agenda.



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St. Joseph's Hospital Community Outreach

The Trauma Service at St. Joseph's Hospital and Medical Center has put together a campaign called "Stop the Bleed". It is designed for individuals who have little or no medical training but who can be called upon as immediate responders to provide initial trauma care and bleeding control to a victim of traumatic injury prior to the arrival of emergency medical services.

The course is one hour and is taught by St. Joseph's medical staff free of charge at a location convenient for school staff. Participants will receive a certificate of completion and a bleeding control kit.

For additional information and to schedule a class at your school please contact Melissa Spade: melissa.spade@dignityhealth.org or (602) 406-4220. You may also visit BleedingControl.org.

Enrollment

The Arizona State Board for Charter Schools ("Board") is in the process of reviewing the enrollment policies of sponsored schools to ensure state compliance. All charter schools will be systematically reviewed and contacted if non-compliant policies are found. Beginning October 1, 2018, if a school's enrollment practices are found to be out of compliance with Arizona Revised Statutes or the Arizona Administrative Code, the issue will be marked on Measure 2.b of the charter's Operational Dashboard and the Board will allow 30 days for the charter to come into compliance. Board staff encourages all schools to review their current enrollment practices using the enrollment guidance documents linked here:

<https://asbcs.az.gov/news-events>

If you have questions regarding your enrollment practices, do not hesitate to contact Board staff for clarification. Below are examples of issues to watch out for that have been found during our initial enrollment policy reviews.

- Missing PHLOTE form and PHLOTE questions (note: enrollment forms must ask the 3 PHLOTE form questions AND include the PHLOTE form itself)
- Requiring social security numbers and/or government-issued IDs for parents and/or students
- Requiring birth certificates as proof of identification and age without providing the alternate submission options allowed by law
- Requiring pre- and post-enrollment activities (i.e. tours, essays, GPA requirements, probation periods)
- Charging fees that could be considered tuition
- Expulsion for excessive absenteeism

This list is not exhaustive. Please review and revise enrollment practices, and again, do not hesitate to contact Board staff with questions.

STILL ON THE HOOK!



As we are sailing into the new fiscal year and Charters are making updates and changes to their contracts. It is **IMPORTANT** to know that **ALL** amendment requests must be approved by our Executive Director, Ashley Berg or the Board before the Charter Holder can take action on or implement the changes being requested. This includes changes to the Charter Representative and Corporate/Governing Boards. **PLEASE** keep this in mind when making changes.



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Alternative School Mission Statements

If a school is planning to apply for or recertify its alternative status in FY 2019, the Arizona State Board for Charter Schools (“Board”) will verify that the charter meets certain requirements prior to the Arizona Department of Education approving the alternative status.

Alternative charter schools are encouraged to review their mission statements prior to submitting applications for alternative status. The mission statement must clearly identify that the population served by the school falls under one of the required criteria to be designated as alternative (i.e. at-risk, overaged and under-credited, adjudicated). Indicating that a school serves “non-traditional students” is not sufficient to indicate that a school serves an alternative population.

If the mission statement needs to be updated to clearly indicate that the school serves an alternative population, the charter must file a Charter Mission Amendment Request to the Board no later than October 1, for approval prior to January. If a charter holder is updating the mission statement to change its traditional program to an alternative program or the mission does not align with the program of instruction, as contracted, the amendment will be considered by the Board instead of the Executive Director. For questions about alternative school mission statement requirements, contact Rachel Hannah at Rachel.Hannah@asbcs.az.gov.

SEEKING PUBLIC COMMENT

Board’s Performance Frameworks

The Board seeks out input from the public on the recommended technical changes for the current versions of the Board’s:

- Academic Performance Framework and Guidance
- Financial Performance Framework and Guidance
- Operational Performance Framework and Guidance

Eligibility Criteria for Replication and Transfer Applications

Board staff has been working on revising the current eligibility criteria for replication and transfer applications to allow charter holders to submit an application earlier than the Board’s current process. The Board is requesting feedback from the charter community to ensure transparency and consistency.

Posting Comments

Visit the ASBCS website at this link for more information on how to submit your comments for the performance frameworks and eligibility criteria.

Posting period: September 11, 2018 – October 1, 2018

Information submitted will be considered at a subsequent Board meeting.