



A LETTER FROM ASBCS

"To improve public education in Arizona by sponsoring charter schools that provide quality educational choices"

Board Meeting Summary & Updates

A Letter from President Lee

To Our Charter Community,

As we close out the year, I wanted to take a moment to express my gratitude to you all for your work throughout 2021. To say that the last two years have been tumultuous for the education world would be an incredible understatement. Faced with a pandemic, uncertain enrollment, stretched budgets, and more, you all have continued to serve Arizona's students through your commitment and caring. For that and so much more, the Board thanks you.

With the holidays upon us, I believe there is a tendency in education work to spend so much time focused on our wonderful students that we often do not take the necessary time to look inward and care for ourselves, in order to be the best teachers, faculty, and board members that we can be. With that in mind, I sincerely hope that you are able to take time this holiday break to spend with your own families, relax, and recharge.

Though we may not know exactly what 2022 has in store for us, I can say with confidence that Arizona's families can rely on our charter schools to provide a high-quality education and safe environment for their kiddos. Thank you again for all of your efforts this year, and for the dedication and love with which you approach this work. Happy holidays, merry Christmas, and happy New Year!

With love,

Mary Ellen Lee
ASBCS Board President

December Board Meeting Summary

The ASBCS December Board Meeting was held Thursday, December 16, 2021. The Board was joined by Rachele Morris and Samantha Thompson, representatives of Student Choice High School, who presented on the Implementation of NAEA Exemplary Practices. The Board was excited to hear about the unique ways in which Student Choice High School is addressing student dropout rates and creating an innovative approach for students that need something different! See the full presentation [here](#).

The Board's December meeting is the annual meeting at which new charter applications are brought before the Board as the final step in the application process. This year, the Board approved three new charter applications: [Arizona Goodwill Education Services](#), [Desert Sage School](#), and [Explore Academy-Peoria](#). Click on the links to learn more about each of the approved applications.

Congratulations to these applicants on their new charter schools!

See all Board action taken at the December 2021 meeting [here](#).

The next Board meeting is scheduled for Monday, January 10, 2022 at 9 am.

Pop-in Process Updates

Board staff has completed its first three weeks of school pop-in visits. First and foremost, we wish to thank the schools that welcomed us in the last three weeks. Our staff, which is mostly comprised of former teachers, was delighted to be back in classrooms observing students and teachers. We enjoy being among "our people."

After completing our first pop-ins, we wanted to circle back to you, our charters, to provide you some helpful guidance. Our goal is to be in and out of your schools in less than three hours. We want to preserve the time of your staff and create minimal disruption in your school buildings. In order to do this, preparedness is key.

As a reminder, all schools in a scheduled board process (such as interval review) will receive a pop-in visit in the scheduled review year. These visits can occur prior to or after the virtual document review. It is important to note that any school in the portfolio could receive a pop-in visit at any time throughout a school year, and Board staff hopes to visit as many schools as possible this year.

Pop-ins are intended to familiarize Board staff with schools, build relationships with charter and school leaders, and to see the hard and good work schools do each and every day. At a pop-in visit, Board staff will conduct classroom observations, review key compliance documentation, and meet with school administration (if available) for a quick conversation.

Pop-in Preparedness Tips:

- Prepare Front Desk Staff (or anyone that might be covering the front desk)
 - Let them know Board staff may arrive for a visit at any time
 - Familiarize them with the documents Board staff may ask for
 - Tell them what you expect from them (who to contact, where to have Board staff sit, etc.)
- Prepare Teaching Staff
 - Ensure that they know that Board staff visits schools and classrooms regularly
 - Let them know that when we pop-in, they should just continue their instruction as usual
 - Reassure them that we are not evaluating their instruction, but rather, verifying compliance with the contractual program of instruction
- Have Documents readily available
 - Use the Pop-in Preparation Checklist to ensure you have items ready for review anytime we visit your school
 - Consider having a monthly check of these documents to ensure they are up to date (specifically the fire marshal inspection, staff list, and fingerprint cards)

For more information about Pop-in visits, please review the following documents on our website.

Fingerprinting Facts & Reminders

Board staff has seen an increase in the number of fingerprinting issues found in school reviews. As a result, we wish to offer the following reminders to all charters:

1. All staff, including contractors and subcontractors, must be fingerprinted, and those cards (or Department of Public Safety fingerprint checks—depending on the individual's role) must be available for review at all times. This includes service providers for students with disabilities (OT, PT, etc.), IT contractors, maintenance people, night janitors, etc.
2. All instructional staff must have a current, valid IVP fingerprint card. A standard level one card is not sufficient for instructional positions, including aides.
3. The emergency hire provision only applies to teaching staff. Additionally, if this provision is being utilized, all components must be fulfilled, and documentation of all components must be available for review. Board staff has [guidance](#) available to help schools complete this process on our website, which was developed directly from A.R.S. §15-183(C)(5).

Memo: October 1 Enrollment Data for Fiscal Year 2022

From the Arizona Department of Education

Dear School Leaders,

To ensure compliance with federal reporting and program requirements for the fiscal year 2022, the Arizona Department of Education (ADE) is compiling data for students' information on October 1, 2021. Reports will be prepared using enrollment data that has been submitted by Arizona school districts, charter schools, and other public education agencies (PEAs) via their respective student information systems to ADE and has Passed Integrity in AzEDS accordingly.

Student-level enrollment and program data reported by public education agencies are critically important to funding and program determinations for all education programs. ADE uses the data to manage eligibility, calculate funding of limited federal dollars, comply with federal reporting requirements, and serve as the basis for general population statistics about Arizona schools.

October 1 data is used for many internal and external accountability reports such as statewide dropout rate and to identify students in certain subgroups. Therefore, schools must review, and if applicable, correct this data as soon as possible so we can produce accurate numbers for federal reporting. The OCT1 report within the AzEDS portal can be used to validate your October 1 enrollment information.

What are the important deadlines?

Arizona school districts, charter schools, and other PEAs should have submitted most student-level enrollment and program data by this time. **The final October 1 enrollment data deadline is Tuesday, January 18, 2022.** Between now and January 18, PEAs are strongly encouraged to review and correct data submissions, using ADE program area staff for support.

What are the consequences of not submitting accurate, valid, and timely October 1 Enrollment Data?

Information submitted after **5:00 PM on January 18, 2022**, will not be included in the grants or reports indicated in the chart below. Incomplete, inaccurate, or late reporting may result in a delay of state and/or federal funds, possible sanctions, and in some cases, a loss of potential funding for these grants and systems.

Please read the below memo for further information and guidance.

[Read the Memo](#)

Reminders

Next Regular Board Meeting

Date: Monday, January 10, 2022

Time: 9:00 AM

Location: Virtual & In-Person

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