LTCS Board of Directors Charter Compliance 360 Review Tool

July - September

☐ [Review](#) and [Renewal](#) Preparation. Confirm [Position in Review Cycle](#) and plan for preparation.

LTCS is subject to 5 year interval reviews by ASBCS. All reviews will include a pop-in visit. All schools in the Board's portfolio should be prepared for a pop-in by Board staff at any time, regardless of whether they are scheduled for a review in a given year. School Director should review and prepare with [Pop In Checklist](#) annually. The 3rd interval is a Renewal and happens early, in the 14th year. Academic Program Coordinator and School Director should review [ASBCS Guide to the Renewal Process](#) for more information about renewals.
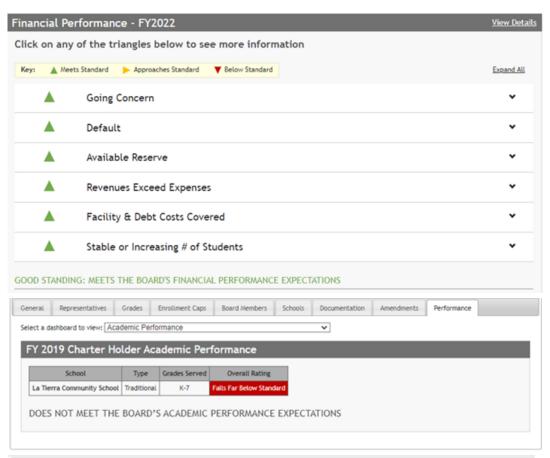
Key Dates:

Date Charter Granted 01/10/2011	Date Charter Signed 04/20/2011	Contract Effective Date 04/20/2011
Renewal Eligibility Date 12/30/2024	**Renewal Application Due Date 03/30/2025**	Expiration Date 06/30/2026

☐ Perform [Proactive Check for Compliance](#) before each 5 year check if necessary..

☐ [Pop-In Preparation Checklist](#) Pop-In Preparation Check-List - Provided to board by Director

☐ [Compliance Statement of Assurances](#) - Director submit to board for review August meeting. Must be submitted to ASBCS by Director by 9/1.

☐ [Website Check-List](#)

☐ [ACC alignment](#) - Must be aligned with current board members

☐ [Meeting Minutes Checklist](#)

☐ ASBCS Dashboard Review - Charter rep will provide documentation to the board ensuring charter holder information is up to date and correct in ASBCS dashboard.

☐ [Performance Dashboards](#) (ASBCS - Academic, Operational, Financial). [ASBCS Performance Frameworks Guidance Page.](#)

October - December

☐ Audit Performed, Accepted by ASBCS, and Reviewed by BOD.

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☐ ASBCS Dashboard Review - Charter rep will provide documentation to the board ensuring charter holder information is up to date and correct in ASBCS dashboard.

☐ [Performance Dashboards](#) (ASBCS - Academic, Operational, Financial). [ASBCS Performance Frameworks Guidance Page.](#)

January - March

☑ Audit Performed, Accepted by ASBCS, and Reviewed by BOD.

☐ [Review Enrollment Compliance](#) - Board will review enrollment packet prior to enrollment window. Director

provides explanation of updates to enrollment documents as well as changes to statutory requirements.

- ☑ [Website Check-List](#)
- ☐ [ACC alignment](#) - Must be aligned with current board members
- ☑ [Meeting Minutes Checklist](#)
- ☑ ASBCS Dashboard Review - Charter rep will provide documentation to the board ensuring charter holder information is up to date and correct in ASBCS dashboard.

April - June

- ☐ [Review Enrollment Compliance](#) - Board will review enrollment packet prior to enrollment window. Director provides explanation of updates to enrollment documents as well as changes to statutory requirements.
- ☐ [Website Check-List](#)
- ☐ [ACC alignment](#) - Must be aligned with current board members
- ☐ [Meeting Minutes Checklist](#)
- ☐ ASBCS Dashboard Review - Charter rep will provide documentation to the board ensuring charter holder information is up to date and correct in ASBCS dashboard.

Performance Dashboards

Financial Performance - FY2022
View Details

Click on any of the triangles below to see more information

Key: ▲ Meets Standard ▶ Approaches Standard ▼ Below Standard   Expand All

▲	Going Concern	⌄
▲	Default	⌄
▲	Available Reserve	⌄
▲	Revenues Exceed Expenses	⌄
▲	Facility & Debt Costs Covered	⌄
▲	Stable or Increasing # of Students	⌄

GOOD STANDING: MEETS THE BOARD'S FINANCIAL PERFORMANCE EXPECTATIONS

General	Representatives	Grades	Enrollment Caps	Board Members	Schools	Documentation	Amendments	Performance

Select a dashboard to view: [Academic Performance ⌄]

FY 2019 Charter Holder Academic Performance

School	Type	Grades Served	Overall Rating
La Tierra Community School	Traditional	K-7	Falls Far Below Standard

DOES NOT MEET THE BOARD'S ACADEMIC PERFORMANCE EXPECTATIONS

Operational Performance Dashboard

Click on any of the measures below to see more information.

Effective July 1, 2017 and going forward:

An "*" means the noncompliance has been addressed under AAC R7-5-505(F), a complete corrective action plan has been received and implementation is required under AAC R7-5-510(C)(1), the charter holder is complying with the terms of an agreement with the Board, or no further action is required at this time.

A "**" means a corrective action plan has been assigned by another entity, the appeal window for action taken by another entity has not closed, appeal of an action taken by another entity is pending, or is an issue of noncompliance in which another entity oversees.

Measure	2019	2020	2021	2022	2023
1.a. Does the delivery of the education program and operation reflect the essential terms of the educational program as described in the charter contract?	Meets	Does Not Meet	Meets	Meets	--
1.b. Does the charter holder adhere with applicable education requirements defined in state and federal law?	Meets	Meets	Meets	Does Not Meet	--
2.a. Do the charter holder's annual audit reporting packages reflect sound operations?	Meets	Meets	Meets	Meets	--
2.b. Is the charter holder administering student admission and attendance appropriately?	Meets	Meets	Meets	Meets	--
2.c. Is the charter holder maintaining a safe environment consistent with state and local requirements?	Does Not Meet	Does Not Meet	Does Not Meet	Meets	--
2.d. Is the charter holder transparent in its operations?	Does Not Meet	Does Not Meet	Meets	Meets	--
2.e. Is the charter holder complying with its obligations to the Board?	Meets	Does Not Meet	Meets	Meets	--
2.f. Is the charter holder complying with reporting requirements of other entities to which the charter holder is accountable?	Meets	Meets	Meets	Meets	--
3. Is the charter holder complying with all other obligations?	Meets	Meets	Meets	Meets	--
OVERALL RATING	Meets Operational Standard	Meets Operational Standard	Meets Operational Standard	Meets Operational Standard	--
BOARD EXPECTATIONS	Meets Operational Expectations	Meets Operational Expectations	Meets Operational Expectations	Meets Operational Expectations	--

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Charter School Website Self-Check

Use this checklist to ensure that the school website is in compliance with the following requirements from Arizona State Statute and Arizona Administrative Code:

- ☑ **Disclosure statement** indicating where the public body will post individual meeting notices is posted.

    A.R.S. § 38-431.02

- ☑ **Board Meeting Agendas** are posted to the website at least 24 hours before each meeting. A.R.S. § 38-431.02(G)

- ☑ **Point of Contact for Public Records Requests** is posted and includes the name, email address, and phone number. (HB 2587, 55th Legislative, Second Regular Session) A.R.S § 39-171 (effective late September 2022)

- ☑ Link to the **Statutory Handbook of Parental Rights** (published by ADE) prominently posted on the school's website. A.R.S. § 15-249.16 (B)

- ☑ **ASBCS Dashboard** information is properly posted. A.A.C. R7-5-501(E)

- ☑ **Teacher Salary Information** for the current year is posted in a prominent place on the School's Home Page A.R.S. § 15-189.05

- ☑ **Proposed Budget** or a summary of the proposed budget and a notice of the proposed hearing to consider the budget is posted. A.R.S. § 15-185(M)

- ☑ **School's Achievement Profile** (if posted-not required) is accurate and current. If previous year information is used, the applicable year is clearly identified. A.R.S. § 15-114

    The following information is not required, but Board staff often identifies contractual issues with the following information. Therefore, it is encouraged that charter holders confirm that the following information is consistent with information on file in the contract, as amended:

- ☑ **School Name(s)** consistent with ASBCS Online records
- ☑ **School Address(s)** consistent with ASBCS Online records
- ☑ **Mission** consistent with ASBCS Online
- ☑ Sections pertaining to the **Program or Curriculum** are consistent with the Program of Instruction on file in the contract

- ☑ **Board Member names** are consistent with ASBCS Online

Board Meeting Minutes Checklist

Use this checklist to ensure that board meeting minutes are compliant with Arizona Open Meeting Law A.R.S. §§ 38-431 through 38-431.09.

- ☑ Date, Time, and Location of meeting clearly indicated A.R.S. § 38-431.01(B)(1)
- ☑ All members of the board recorded as either present or absent A.R.S. § 38-431.01(B)(2)
- ☑ General description of matters considered A.R.S. § 38-431.01(B)(3)
- ☑ Accurate description of all legal actions proposed, discussed, or taken A.R.S. § 38-431.01(B)(4)
- ☑ Names of persons making statements or presenting material to the public body A.R.S. § 38-431.01(B)(4)
- ☑ Names of members who proposed each motion A.R.S. § 38-431.01(B)(4)
- ☑ Lists the Votes of each member A.R.S. § 38-431.01(B)(4)
- ☑ Discussion and action items align with items on the agenda.
- ☑ (Contractual requirement) Members listed in minutes align with ASBCS Online.