

# First Year Review Compliance Report

CHARTER INFORMATION			
Charter Holder Name	<b>Unbound Academic Institute</b>	School Name	Unbound Academy
Charter Holder Entity ID	1002639	Virtual Review Date	August 20, 2025
		Report Date	<b>September 5, 2025</b>

As part of the Board's statutory requirement to provide general supervision over the charter schools it sponsors (A.R.S. §15-182(E)(1)), Board staff conducted a First Year Review of the Charter Holder and Unbound Academy. After reviewing the submitted documents, Board staff met virtually with Donnie Yee, Operations and Support; and Michael Goto, Head of School.

## School Background

School Name	Month/Year Open	Location	Grade Levels Served
Unbound Academy	August 2025	AOI (Statewide)	4-8

## Contractual Compliance Review

Specific areas of the charter contract are reviewed to ensure the Charter Holder is in compliance. If Board staff identified contractual or legal non-compliance issues at the site visit, each issue is reflected on the Charter Holder's Operational Performance Dashboard, with required submissions to come into compliance due on October 5, 2025. The table below identifies the contractual or legal compliance components that are out of compliance. In the case of operational non-compliance issues, the table specifies what the Charter Holder is required to submit by October 5, 2025.

Failure to provide required follow-up, as described below, by October 5, 2025, will be recorded in Measure 2.e. of the Charter Holder's operational performance dashboard.

Additionally, failure to submit timely may result in the remaining issues being placed on a subsequent Board meeting agenda for possible disciplinary action pursuant to R7-5-505(G), in which the Board may take action, including withholding up to ten percent of the monthly state aid apportionment, issuing a notice of intent to revoke the charter, or other remedial actions.



In accordance with R7-5-501(H), if the specified deadline has not passed, Board staff may grant a charter holder an extension to the specified deadline. In order to request an extension, please send an email to [charterschoolboard@asbcs.az.gov](mailto:charterschoolboard@asbcs.az.gov).

Compliance Item	Findings	Required Submission
<b>Mission Statement</b>	The mission statement on school materials aligns with the mission on file in the contract, as amended and reflected in ASBCS Online, and the mission statement reported to the Arizona Department of Education. The school is in compliance.	NO FOLLOW-UP REQUIRED
<b>School Calendar</b>	The school's calendar was reviewed. The number of instructional days on the school calendar is consistent with the minimum number of instructional days on file in the contract, as amended and reflected in ASBCS Online. The school is in compliance.	NO FOLLOW-UP REQUIRED
<b>Instructional Hours</b>	The minimum required instructional hours are met for all grade levels, per A.R.S. §15-901. The school is in compliance.	NO FOLLOW-UP REQUIRED
<b>Fingerprint Clearance Cards and Fingerprint Checks</b>	Fingerprint information was reviewed by Board staff. Pursuant to A.R.S. §15-183(C)(5) and specified in A.R.S. §15-106, all instructional staff members must have a valid identity verified fingerprint (IVP) clearance card. Non-instructional staff must have a valid fingerprint clearance card or have been fingerprint checked through the Arizona Department of Public Safety pursuant to A.R.S. §15-512. The school is in compliance.	NO FOLLOW-UP REQUIRED
<b>Open Meeting Law</b>	<p>The governing body meeting notices, agendas, and minutes were reviewed pursuant to A.R.S. §§38-431.01-09, and are NOT in compliance with Open Meeting Law for the reason(s) that:</p> <p>Pursuant to A.R.S. § 38-431.01(C)(2), minutes of public meetings must include the members of the public body recorded as either present or absent.</p>	<p>NO FOLLOW-UP REQUIRED</p> <p>The Charter Holder is advised to ensure that all future meeting minutes comply with all provisions of A.R.S. §§38-431.01(B), (C), (D) and -431.03(B) requiring that public meeting minutes include:</p> <ul style="list-style-type: none"> <li>• the members of the public body recorded as either present or absent.</li> </ul>



	<ul style="list-style-type: none"> <li>On the July 31, 2025 board meeting minutes, Stefanie Badiria, Timothy Eyerman, Andrew Price, and Mackenzie Price are not marked as present or absent.</li> </ul>	
<b>Alignment of Officers, Directors, Members, and/or Partners of the Corporation</b>	<p>Officers, Directors, Members, and/or Partners of the corporation were found not to be consistent between the contract, as amended and reflected in ASBCS Online and the Arizona Corporation Commission ("ACC"). Andrew Lee, Chase Garrett, Jason Corder, Tanis Jorge, and Zach Capra are listed on ACC, but are not listed on ASBCS.</p> <p>Recorded in 2.e.: Timely Submission: Board Alignment with ASBCS</p>	<p>An administratively complete Charter Holder Governance Amendment Request updating the current board membership as discussed during the virtual review call.</p>
<b>Enrollment Policies</b>	<p>The school's documents related to enrollment policies and procedures were reviewed. Although the practices used by the school may be in compliance, the documentation was found to be in conflict with A.R.S. §§ 15-828(A), 15-901(A)(1), and the Arizona Department of Education's (ADE's) School Finance Manual "Defining Excused Absences" G-1.</p> <p><b>Issue One:</b> Although the practices used by the school may be in compliance, the documentation was found to be in conflict with A.R.S. § 15-828(A).</p> <p>In the Unbound Academy Application Document Upload section, it reads, "<b>Student's Proof of Identification</b> One of the following must be provided to verify the student's age and identity:</p> <ul style="list-style-type: none"> <li>•A certified copy of the pupil's birth certificate</li> <li>•Government issued ID</li> <li>•The pupil's baptismal certificate</li> <li>•An application for a social security number</li> <li>•Original school registration records</li> <li>•A notice to Provider or other other [sic] letter from the authorized representative of an agency having custody of the pupil"</li> </ul> <ul style="list-style-type: none"> <li>At the time of enrollment, a charter school must notify the person enrolling the pupil in writing that <b>within thirty days</b> the person must provide one of the allowable options listed</li> </ul>	<p>Submit to Board staff a copy of updated Unbound Academy Application Document and Student Rights and Responsibilities Handbook documents demonstrating compliance with A.R.S. §§ 15-828(A), 15-901(A)(1), the Arizona Department of Education's (ADE's) School Finance Manual "Defining Excused Absences" G-1, A.R.S. § 15-185(B)(6), and Article 11 of the Arizona Constitution.</p> <p>The updated documentation must be emailed to ryan.lang@asbcs.az.gov.</p>



	<p>under A.R.S. § 15-828(A) to document proof of the pupil's age and identity.</p> <ul style="list-style-type: none"> <li>• The enrollment policy does not indicate that families have up to 30 days to provide proof of age and identity following enrollment.</li> </ul> <p><b>Issue Two:</b></p> <p>The documentation was found to be in conflict with A.R.S. § 15-901(A)(1) and the Arizona Department of Education's (ADE's) School Finance Manual "Defining Excused Absences" G-1.</p> <p>On page seven of the Student Rights and Responsibilities Handbook, it states, "Students are expected to attend each school day to ensure best learning outcomes. Excused absences include illness, medical appointments, family emergencies, religious observances, and pre-approved trips communicated with school administration. All other absences are unexcused."</p> <ul style="list-style-type: none"> <li>• This is in conflict with ADE's "Defining Excused Absences" G-1, which states "Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions."</li> <li>• In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per A.R.S. § 15-807(B).</li> </ul> <p><b><u>Technical Assistance is given for the following item:</u></b></p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--



	<p>On pages ten and eleven of the Student Rights and Responsibilities Handbook, it reads, “<b>Tuition Policy</b> Annual tuition rates are set by the Unbound Academy and communicated to families by [date]. Families may pay annually by [date] with a [%] discount or choose monthly payments due on the 1st from [month] through [month] with a \$[amount] enrollment fee. <b>Late Payment and Collections:</b> Late payments incur a \$[amount] fee after 10 days. Accounts over 30 days past due may result in suspension of student access to virtual classes. Students with accounts over 60 days past due may be withdrawn from enrollment. <b>Refunds and Financial Assistance:</b> Tuition is non-refundable after [date] of each semester. Families withdrawing before this date may receive prorated refunds. Technology and enrollment fees are non-refundable. Need-based financial assistance is available on a limited basis with applications due by [date]. Families are responsible for maintaining current payment information.”</p> <ul style="list-style-type: none"> <li>● Pursuant to A.R.S. § 15-185(B)(6), a charter school shall not charge tuition for pupils who reside in this state, levy taxes or issue bonds.</li> <li>● Furthermore, Article 11 of the Arizona Constitution guarantees children that are residents of Arizona a free public education. A charter school shall not charge tuition for pupils that are residents of Arizona. <ul style="list-style-type: none"> <li>○ During the virtual review call, school leadership clarified that this tuition policy is exclusively for any out-of-state student enrollment and was unintentionally included in the enrollment materials with incomplete language in its present form.</li> </ul> </li> </ul> <p>Recorded in Measure 2.b.: Enrollment Processes</p>	
<b>Website</b>	The school’s website was reviewed for compliance with all applicable statute, rules, and policies. The school is in compliance.	NO FOLLOW-UP REQUIRED



<b>School Location</b>	<p><b><u>Technical Assistance is given for the following item:</u></b></p> <p>Pursuant to A.A.C. R7-5-303(A), a change to a charter requires the consent of both the Board and charter holder. To obtain the Board's consent to make a change to a charter, the charter shall submit a charter amendment request. A.A.C. R7-5-303(B) stipulates that the charter holder shall not act in a manner contrary to the terms of the charter without obtaining the Board's prior consent to the change. This requirement extends to changing the mailing or physical address of a charter school.</p> <p>Contractually, the physical address of Unbound Academy is: 1846 East Innovation Park Drive, Oro Valley, Arizona 85755.</p> <p>On page three of the Student Rights and Responsibilities Handbook the address for the school was listed as: 4539 N 22nd St, Ste R, Phoenix, AZ 85016.</p> <p>In the submitted Unbound Academy Board Meeting Minutes for July 31, 2025, the address for the school was listed as: 15150 West Park Place, #2039, Goodyear, AZ 85395.</p>	<p>Submit an administratively complete School Location Amendment Request to align the locations where students are being served with the contractual location of the school.</p>
------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

