CHARTER SCHOOLS

Purpose and Scope

The County Board when considering charter petitions shall be guided by the intent of the Legislature, that quality charter schools are and should be an integral part of the California educational system. The County Board encourages charter schools in order to create an opportunity to implement accountability-based, school-level reform, support innovations which improve student learning, and provide choice for parents. These schools shall operate under the provisions of their charters, applicable state and federal laws, and the general oversight of the County Board.

The County Board shall only grant a charter if it is satisfied that doing so is consistent with sound educational practice and the petition complies with the applicable requirements of Education Code.

The County Board supports this effort by establishing a clearly defined system for reviewing petitions and determining the effectiveness of the charter schools it authorizes. Charter schools are public schools; as such, their performance is subject to review and comparison with any other publicly funded school and its demographic composition should reflect the school district in which it is located.

Chartering Authority - The agency that grants the charter for a charter school. Under most circumstances, the chartering authority has primary responsibility for monitoring and oversight of the charter school and the authority to reauthorize the charter as well as to revoke the charter if the school does not meet the conditions of its charter or of law. The County Board receives some types of charter petitions directly and receives others only on appeal after denial by a school district board. The County Board may act as the chartering authority to the following:

Direct County Charter – A charter school that serves pupils for whom LACOE would otherwise be responsible for providing direct education and related services. Students must have been expelled and/or currently be on probation. A petition for this type of charter school is submitted directly to the County Board. (Education Code 47605.5)

Countywide Charter – A charter school that operates at one or more sites within the geographic boundaries of the county and provides instructional services not generally provided by LACOE. There must be reasonable justification for why the charter could not be established by petition to a local school district. A petition for this type of charter school is submitted directly to the County Board. (Education Code 47605.6)
CHARTER SCHOOLS (continued)

County Conversion Charter – An existing public school operated by LACOE that converts to a charter school. The petition must be supported by over 50% of the teachers employed at the school and is submitted directly to the County Board. (Education Code 47605.5)

Previously Denied Charter Petition on Appeal – The County Board considers petitions for the establishment of a charter school if a school district board denied the petition and the petitioner wishes to appeal that decision. The County Board may receive petitions on appeal for new and non-renewed charter schools. The County Board shall review and may approve only the same petition that was denied by the school district board except for those changes necessary to reflect the County Board as the authorizer. If the County Board grants the charter, it shall be the chartering authority that has primary responsibility and oversight of the charter school. (Education Code 47605(j)(l)). If the County Board denies the petition, the petitioner may appeal to the State Board of Education

Timelines

Public Hearing – No later than 30 calendar days after receiving a complete petition, or 60 days in the case of a countywide, the County Board shall hold a public hearing on the provisions of the charter. At the public hearing, the County Board shall consider the level of support for the petition by teachers, parents, and other interested parties.

County Board Decision – No later than 60 calendar days after receiving a complete petition, or 90 days in the case of a countywide the County Board shall either grant or deny the charter. The date of the decision may be extended an additional 30 calendar days if both parties agree to the extension.

If the petition was denied by a school district board, the County Board must receive the petition not later than 180 calendar days after the denial action. Any petition received more than 180 calendar days after denial will not be acted upon by the County Board. If the County Board fails to act on a petition received on appeal within 120 days of receipt, the decision of the school district board to deny a petition shall, thereafter, be subject to judicial review.

Approval or Denial of Petitions

All meetings of the County Board at which the granting, revocation, appeal, or renewal of a charter petition is to be discussed shall be subject to the State open meeting laws. (Education Code 46708)
CHARTER SCHOOLS (continued)

The County Board shall grant a charter for the operation of a direct county charter, county conversion charter, or previously denied charter petition appeal only if it is satisfied that granting the charter is consistent with sound educational practice. The County Board may only deny those petitions previously denied by a school district board only if it makes written factual findings, specific to the petition, in support of one or more of the findings stated in 1 through 5, below.

The County Board may grant a charter for the operation of a countywide charter school if the County Board is satisfied that granting the charter is consistent with sound educational practice and the charter school has reasonable justification for why it could not be established by petition to a school district under Education Code 47605. The County Board may impose any additional requirements beyond those of Education Code 47605.6 that it considers necessary for the sound operation of a countywide charter school. The County Board shall deny a petition for the establishment of a countywide charter school if it makes written factual findings, specific to the petition, in support of one or more of the findings stated in 1 through 5, below.

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the required number and type of signatures.
4. The petition does not contain an affirmation that the charter school shall be nonsectarian, shall not charge tuition, shall not discriminate on the basis of ethnicity, national origin, gender, or disability, and, except as specified by law, that admission to the school shall not be determined according to the place of residence of the pupil or his or her parent or guardian within this State.
5. The petition does not contain reasonably comprehensive descriptions of all the required elements as specified by Education Code 47605(b) or Education Code 47605.6 in the case of a countywide.

Additional Requirements

In addition to numbers 1 through 5, above, the County Board must consider the additional requirements of Education Code 47605(c) through (m) for all charters except where the Education Code refers to the State Board. These additional requirements include, but are not limited to, submission of a first year operational budget including startup costs, cash flow and financial projections for the first three years of operation; submission of the annual audit report; teacher credentialing requirements, and the description and location of the proposed charter.
CHARTER SCHOOLS (continued)

A charter school that receives approval of its petition from the County Board on appeal shall be subject to the same requirements concerning geographic location to which it would otherwise be subject if it received approval from the entity to which it originally submitted its petition.

The initial term of an approved charter may be one (1) to five (5) years at the discretion of the County Board.

Charter schools shall comply with all conflict of interest laws that pertain to public agencies including Government Code 1090 and the Political Reform Act. (Government Code 87100 et seq.) The County board’s conflict of interest code includes the filing of the Form 700 Statement of Economic Interests with LACOE.

Charter schools are responsible for complying with the Ralph M. Brown Act and the California Public Records Act.

If the County Board approves a charter, the governing board of the charter school shall, prior to commencing operations, sign the LACOE Monitoring and Oversight Memorandum of Understanding (MOU). Failure of the charter school to sign the MOU may result in the County Board taking action to terminate or revoke the charter.

If the County Board denies the charter, the petitioner may appeal to the State Board except in the case of a countywide.

Material Revisions
A material revision is a change to the content of an authorized charter that affects substantively the process or manner in which the charter school operates. Some examples of material revisions include changes to the vision, mission, instructional design, accountability plan, location of facilities, governance or operational structure, grade levels or number of pupils to be served, admissions requirements or procedures, and changes that affect the charter school’s fiscal status. Material revisions to an authorized charter may be made only with County Board approval. (Education Code 47605(a)(4), 47607(a)(1))

Material revisions are governed by the same standards and criteria in Education Code 47605. Revisions shall include, but are not limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)
CHARTER SCHOOLS (continued)

Waivers

If the governing board of a charter school authorized by the County Board wishes to submit to the State Board an application for a waiver of any Education Code provision, the application must first be presented to the County Board. The County Board shall hold a public hearing on the waiver request no later than 90 days following receipt of the request and prepare a summary of the public hearing to be forwarded with the waiver request to the State Board of Education (SBE). If the County Board recommends against approval of the waiver request, it shall set forth written reasons for its disapproval and forward those reasons to the State Board of Education. (Education Code 33054)

Accountability, Monitoring and Oversight

Charter schools are governed at the school level in accordance with the provisions of the charter and all applicable laws.

The County Board delegates monitoring and oversight of the charter schools it authorizes to the County Superintendent. In fulfilling this statutory responsibility, the County Board is guided by the intent of the Legislature that charter schools shall provide innovative, accountability-based reform that improves student learning and provides choice for parents.

The County Board supports this effort by approving a defined accountability system for monitoring the educational effectiveness, statutory compliance, governance and operational structures, and fiscal condition of the charter schools it authorizes. The County Board also monitors whether the charter school implements the terms of the charter as authorized.

Where provisions of the MOU differ from provisions of the charter, and the difference would not require a material revision to the charter; the provisions of the MOU prevail.

Charter Renewal

The County Board shall renew the charter for a charter school if the school has met one of the academic performance criteria established by Education Code 47607(b) and the charter petition submitted for renewal meets the conditions established by Education Code 47605 except in the case of countywide petition.

The County Board may renew the charter for a county charter school if the school has met one of the academic performance criteria established by Education Code 47607(b), the charter petition submitted for renewal meets the conditions established by Education Code 47605.6 and includes any additional requirement set by the County Board when the charter was granted.
CHARTER SCHOOLS (continued)

All renewal petitions must contain a reasonably comprehensive description of any new requirements of charter schools enacted into law after the charter was granted or last renewed.

Each renewal shall be for a period of five years.

Charter Revocation

The County Board shall hold each charter school it authorizes accountable for fulfilling the terms of its charter and adhering to all applicable state and federal laws. A charter may be revoked by the County Board if it shows substantial evidence that the charter school committed a material violation of any of the conditions, standards, or procedures of its charter, failed to meet or pursue any of the pupil outcomes identified in its charter, failed to meet generally accepted accounting principles, engaged in fiscal mismanagement, or violated any provision of law. (Education Code 47607)

Prior to revocation, the County Board must notify the charter school of the violation and provide it with a reasonable opportunity to remedy the violation, unless the County Board determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of its pupils.

If the County Board revokes the charter, the charter school may appeal to the SBE. If the SBE reverses the decision of the County Board, the County Board continues as the authorizer.

The County Board may consider the appeal of a charter revocation made by a school district board. The County Board may reverse the revocation if it determines that the findings made by the school district board were not supported by substantial evidence. The school district board may appeal the reversal to the SBE. If the County Board does not issue a decision within ninety (90) days or upholds the revocation, the charter school may appeal the revocation to the SBE. If the County Board reverses the decision of the school district board, the school district board remains the chartering authority. (Education Code 47607(h))

Finance

The County Superintendent may charge for the actual costs of oversight of a charter school not to exceed any limits imposed in law. The County Board is not required to provide facilities for charter schools, and will not do so. The County Superintendent of Schools shall not place upon the County Office any additional financial liability for the operation of charter schools.
CHARTER SCHOOLS (continued)

Non-Profit Board of Directors

Should a charter school elect to operate as, or be operated by, a non-profit public benefit corporation, the County Board may appoint a representative to serve on the board of directors of the corporation, and the corporation shall confer upon the appointee all rights and responsibilities exercised by any other director of the corporation. In order to avoid any conflict of interest, the policy of the County Board shall be that the members of this County Board shall not sit on the boards of charter schools it has chartered.
A. Direct Petition Deadlines and Requirements

1. A direct petition must be submitted to the LACOE Board no later than the second Monday of January of the year the petitioners plan to open the school.

2. Petition must include all elements required by Charter School Law (Education Code §47605), LACOE Charter School Policy and Regulations, and Attachment A:

   - Element A  Description of the School’s Educational Program
   - Element B  Measurable Pupil Outcomes
   - Element C  Methods to Assess Pupil Progress Toward Outcomes
   - Element D  School Governance
   - Element E  Employee Qualifications
   - Element F  Health and Safety Procedures
   - Element G  Means to Achieve a Reflective Racial and Ethnic Balance
   - Element H  Admissions Requirements
   - Element I  Financial and Programmatic Audit
   - Element J  Pupil Suspension and Expulsion
   - Element K  Staff Retirement System
   - Element L  Attendance Alternatives
   - Element M  Description of Employee Rights
   - Element N  Dispute Resolution Process
   - Element O  Labor Relations
   - Element P  Procedures to be Used if the Charter School Closes
   - Element Q  Financial Plan
   - Element R  Administrative Services
   - Element S  Charter School Facility
   - Element T  Risk Management Plan

3. The charter school must operate within the geographical and jurisdictional boundaries of the Los Angeles County Office of Education (Education Code §47605.1(f)).

4. The charter petition must show that it will serve students for whom LACOE would otherwise be responsible for providing direct education and related services (Education Code §47605.5). Specifically, the students the charter school will serve must have been expelled and/or currently be on probation.

B. Preliminary Review

1. The petitioners are required to submit an original charter petition and 50 copies.

2. The Charter Schools Office (CSO) staff conducts a preliminary review within 20 working days of receipt of all required documents to determine if the petition is both “complete”
(contains all required elements) and that it meets required jurisdictional elements to come to LACOE as a direct petition.

3. If incomplete, the petitioner is notified in writing and the petition is returned to the petitioner.

4. If complete:
   a. A public hearing is scheduled to take place no later than 30 calendar days from the date the charter school petition is deemed complete (Education Code §47605(b)).
   b. At the public hearing the LACOE Board will consider the level of support for the charter petition by the school district, teachers, employees, and parents of LACOE and the proposed charter school (Education Code §47605(b)).
   c. Lead petitioner and appropriate school district are notified in writing of the public hearing.

5. If staff concludes that the petition does not meet required jurisdictional elements to come to LACOE as a direct petition, it will notify petitioners. Discussion and decision by the LACOE Board on whether the petition is properly being submitted to LACOE as a direct petition will occur at the public hearing referenced above at Section B.4.a.

C. Processing of Completed Petitions

The petition shall be reviewed to determine if:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school;

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition;

3. The petition does not contain the number of signatures required by Education Code §47605(a);

4. The petition does not contain an affirmation of each of the conditions as described in Education Code §47605(d);

5. The petition does not contain reasonably comprehensive descriptions of all of the elements required by Education Code §47605(b), LACOE Charter School Policy and Regulations, and Attachment A;

6. The charter school will be non-sectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate
against any pupil on the basis of ethnicity, national origin, gender, or disability (Education Code §47605(d)(1));

7. The petition provides information regarding the proposed operation of the charter school and impact the charter school may have; specifically, it must explain the facilities to be used by the charter school, where the charter school will be located, the manner in which administrative services in the charter school will be provided, and the potential civil liability for LACOE arising out of the existence of the charter school (Education Code §47605(g));

8. Preference will be given to petitions that demonstrate the capability to provide comprehensive learning experiences to pupils identified by the petitioners as academically low achieving according to the standards established by the State Department of Education under Education Code §54032 (Education Code §47605(h)).

D. LACOE Board Action

1. A date is scheduled for LACOE Board action no later than 60 days from the date the charter school petition was deemed complete, unless a 30 day extension is agreed upon by both the petitioners and LACOE (Education Code §47605(b)).

2. The petitioner and appropriate school district will be notified.

E. Granting Approval of a Charter School Petition

1. The initial charter may be granted for up to five years (Education Code §47607).

2. The Superintendent will notify the petitioner in writing of the LACOE Board’s decision to grant the petition and their responsibility to submit a copy of the approval letter, board minutes, and the petition to the California Department of Education and the State Board of Education (Education Code §47605(i)).

3. The following documents must be submitted 45 days prior to the opening of school:

   a. A signed copy of the memorandum of understanding (MOU) with applicable SELPA
   b. Academic calendar
   c. Comprehensive Safe School Plan and OSHA required written safety programs
   d. Process for charter school closure
   e. Copies of teacher credentials
   f. Written verification of fingerprint clearance on all employees
g. TB test results of all employees
h. Proposed operational budget for first three years
i. Opening date of charter school
j. Personnel Policy Handbook
k. Student Handbook
l. Parent Handbook
m. Copy of facilities lease agreement
n. Copies of all insurance policies including but not limited to Workers’ Compensation and General and Employment Practices Liability
o. Copies of all contracts for services

4. The petitioner shall submit, and the CSO staff shall approve, a detailed timeline to implement the post-approval tasks outlined in the petition and/or MOU prior to the opening of school.

5. Failure to complete any or all of the activities as specified in the timelines may result in a recommendation for revocation.

F. Denial of a Charter School Petition

1. Should the LACOE Board vote to deny the petition, the Superintendent will notify the petitioners of the LACOE Board’s decision. Findings of fact will be included in this notification (Education Code §47605.6(b)).

2. A copy of the board minutes will be sent to the petitioners after approval by the LACOE Board.

Attachment A:
Comprehensive Review Criteria for Charter School Petitions—Direct Petitions

Element A: Description of the School’s Educational Program

A reasonably comprehensive charter describes the following areas:

1. Type of students the school will serve

2. Educational mission of the school, attendance goals, and plan for realizing those goals

3. What it means to be an educated person in the 21st century and how learning best occurs

4. Research or philosophical convictions in support of the educational program

5. The unique features of the school and why the targeted student population needs such a school

6. The school’s curriculum and instructional methods
7. Number and type of staff required to implement the educational program

8. Instructional resources required (e.g., textbooks, technology, assessment tools, budget)

9. How the curriculum conforms to statewide academic standards

10. How the school will remedy the problem of pupils not at grade level

11. Academic calendar for the school (e.g., school day, school year)

12. How services will be provided to English learners

13. How services will be provided to students with disabilities

14. If the school is a high school, how parents will be informed of the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements

Element B: Measurable Pupil Outcomes

The charter school petition must identify the measurable pupil outcomes by describing:

1. The outcomes to be used,

2. How the outcomes chosen are consistent with skills, knowledge, and attitudes expected of the pupils,

3. How the pupil outcomes, including state standards, will drive curriculum decisions, and

4. The matriculation to the next level of education.

Element C: Methods to Assess Pupil Progress Toward Outcomes

The charter school petition must identify the methods for measuring achievement of the pupil outcomes by describing:

1. The assessment tools that will be used to measure baseline performance and pupil achievement,

2. How the assessment is in alignment with state standards,

3. The frequency with which assessment tools will be used,

4. The school’s grading policies, and
5. How it will administer all state required assessments in the same manner as other public schools of the county, i.e., tests required under STAR program, CELDT, CAHSEE, and Fitness Gram.

An annual report to the LACOE Board addressing pupil achievement and charter school accountability of identified outcomes is required.

Element D: School Governance

The charter school petition must describe the governance structure and include a copy of the organizational chart of the board and school. The description must include:

1. The governance and management model proposed;
2. The process for selecting the governing body;
3. The process for parent involvement and instructional staff in the governance of the school;
4. How board meetings will be conducted, including an affirmation that they will be conducted in compliance with the Brown Act;
5. The proposed frequency of the board meetings;
6. The conflict of interest standards to be practiced by the members of the governing body(ies).

If the charter school will be operated by a nonprofit public benefit corporation, the following must be submitted with the petition:

1. Documents establishing the Nonprofit Public Benefit Corporation (Articles of Incorporation and Bylaws).
2. A description of the provisions for the liability of debts and obligations of the charter school.
3. A description of the provisions describing the structure and membership of the corporation in relation to charter school operations.

Element E: Employee Qualifications

The charter school petition must include a description of the qualifications of all of the charter school staff including administrative, clerical, teachers, counselors, etc.

All instructional staff must meet the qualifications of the No Child Left Behind Act of 2001 legislation to include:

1. Types of credentials to be held by core curriculum instructional staff;
2. Process to be used for inspection of credentials by LACOE staff;

3. Provisions for professional development to ensure that staff is trained to carry out the instructional programs proposed.

Element F: Health and Safety Procedures

The charter school petition must contain a description of the procedures that will be used to ensure the health and safety of pupils and staff. The description must contain, but is not limited to the following:

1. The method that will be used for conducting required fingerprinting and background checks on employment candidates.

2. An assurance that charter school facilities meet federal, state, and local building and safety codes and requirements, including, but not limited to, the Americans with Disabilities Act, AHERA, Playground Safety.

3. A description of the safety provisions for any auxiliary services such as food services, transportation, etc.

4. Copies of any other safety and health policies and procedures referenced in the charter, including training and procedures for child abuse and neglect reporting, and for discrimination/sexual harassment, and other required safety and employment training.

5. An assurance that staff will have required inoculations upon employment.

Element G: Means to Achieve a Reflective Racial and Ethnic Balance

The petition must contain a description of the efforts that will be employed by the school to achieve a racial and ethnic balance that is reflective of the pupil population served by LACOE.

Element H: Admissions Requirements

The charter school petition must describe the admissions requirements of the charter school. The description must:

1. Identify the specific admissions requirements proposed in the charter, if any;

2. Describe the location and timelines of the recruitment efforts the school will employ;

3. Identify the enrollment period;

4. Include a description of any admission preferences, which are reasonably necessary to achieve the educational mission of the charter school, and which are consistent with the law;
5. Include the procedures for conducting a lottery and public random
drawing procedures, should requests for admission exceed the
capacity of the school;

6. Describe how parents will be notified of their rights and
responsibilities in attendance at the charter school.

Element I: Financial and Programmatic Audit

The charter school petition must include a statement affirming that it will
conduct an annual independent financial audit. The description must also
include:

1. Specifics as to who is responsible for contracting and overseeing the
independent audit;

2. Procedures that will be used for generating and reviewing financial
statements in the required format;

3. An assurance that the audit will be conducted using generally
accepted auditing standards;

4. An assurance that the audit will be conducted at approximately the
same time as LACOE’s audit;

5. An assurance that audit exceptions and deficiencies will be resolved
to the satisfaction of LACOE requirements in an agreed-upon
timeline, meeting LACOE and state requirements;

6. A description of the financial services, which the charter intends to
contract out to LACOE or another provider;

Element J: Pupil Suspension and Expulsion

The charter school petition must include a description of the procedures
by which pupils are suspended or expelled. The description must include,
but is not limited to:

1. Grounds for suspension and expulsion of regular education students
and students with disabilities;

2. Alternative procedures for removing a pupil from school;

3. Due process for disciplinary action, including appeal process;

4. Educational alternatives to be provided for pupils who are expelled;

5. Expulsion procedures for students with disabilities;
6. Whether or not a district or county office staff member will be involved in the expulsion process;

7. The school’s readmission criteria.

Element K: Staff Retirement System

The charter school petition must contain a description of the retirement system that will be offered to the charter school staff. If the charter school selects to offer the State Teacher Retirement System (STRS), all teachers in the school shall participate. A description of all other staff retirement systems must also be included in the petition.

Element L: Attendance Alternatives

The charter school petition must include a description of the public school attendance alternatives available to the students and their parents. The description must:

1. Ensure that the charter designates schools of residence as one of the public school attendance alternatives;

2. Include a statement that LACOE programs are only available if the pupil is eligible;

3. Describe how parents who may be affected by the charter school will be notified of their public school attendance options.

Element M: Description of Employee Rights

The petition must include a description of the rights and return rights of LACOE employees who leave LACOE to work in the charter school.

Element N: Dispute Resolution Process

The charter school petition must identify dispute resolution procedures to resolve disputes relating to the charter.

1. Disputes between the charter school and LACOE will first be expressed in writing by the complainant.

2. Disputes initiated by the charter school shall be framed in writing and addressed to the LACOE Superintendent.

3. Disputes initiated by LACOE shall be framed in writing and addressed to the charter school board.

4. The Superintendent shall meet with the charter school board member(s) to resolve the complaint.

5. The decision of the Superintendent of the Los Angeles County Office of Education shall be final.
Element O: Labor Relations

The petition must include a declaration of whether the charter school will be the exclusive public school employer for EERA (labor relations) purposes.

Element P: Procedures to be Used if the Charter School Closes

The petition must describe the procedures to be used if the charter school closes. The description should include, but is not limited to:

1. Name(s) of person(s) responsible;
2. How long staff will be retained;
3. The final audit, tasks, and timelines;
4. Communication to students’ district of residence for transfer purposes;
5. How and when the pupil records will be sent to the LACOE Charter Schools Office to be maintained following the closure.

Element Q: Financial Plan

Charter schools granted by the LACOE Board shall be held accountable for sound fiscal management. The charter school petition must include, but is not limited to:

1. The first year’s operational budget, start-up costs, cash flow, and financial projections for the first three years;
2. Reasonable estimates, in the operational budget, of all anticipated revenues and expenditures necessary to operate the school, including, but not limited to special education based on historical data from schools or school districts of similar type, size, and location;
3. Budget notes which include, but are not limited to, the description of assumptions pertaining to revenue estimates, the basis for average daily attendance estimates and staffing levels;
4. A budget that, in totality, appears viable, and over a period of no less than three years of projected operations, which includes maintaining a reserve equivalent to 5% of expenditures;
5. Notification if the petitioners have had a direct affiliation with a public or private school which was closed for any reason;
6. A commitment to use the LACOE Human Resource Services (HRS) system for payroll processing and STRS/PERS retirement reporting.
or a description of how the payroll services will be delivered, including how STRS/PERS retirement reporting will meet LACOE defined data interface standards;

7. A description how the daily administrative and accounting functions will be performed, including but not limited to: financial accounting, attendance accounting, and vendor/contract processing;

8. Anticipated timing/schedule for the receipt of revenues;

9. A description and plan for how charter school will secure the services which require expertise in areas of accounting and business management, including identifying the required experience and qualifications;

10. If operated as a private nonprofit public benefit corporation, a copy of the federal and state exempt status;

11. Copy of articles of incorporation and bylaws.

Element R: Administrative Services

The charter school petition must:

1. Describe the manner in which administrative services of the charter school are to be provided;

2. Provide an assurance that the charter school will pay LACOE for actual costs of supervisory oversight not to exceed 1% of the charter school’s revenue;

3. Describe the procedures for records management, including confidential records;

4. Provide an assurance that all records shall be open to inspection by LACOE staff as requested;

5. Indicate which LACOE fee services, if available, will be requested by the charter school for:
   a. Payroll processing
   b. Accounts payable/warrants processing
   c. Fingerprinting and criminal record processing
   d. Standardized test processing
   e. Staff development and training programs

Element S: Charter School Facility

The charter school petition must identify the location of the proposed charter school facility. The petitioner shall:
1. Demonstrate that the cost of the facility can be accommodated within the budget;

2. Provide proof of fire marshal clearance for occupancy of the facility;

3. Comply with all zoning, accessibility, and health and safety requirements;

4. Submit agreements for the acquisition or rental of real property for approval by the LACOE Board.

LACOE will conduct a preliminary inspection to determine the suitability of the proposed facility and compliance with applicable safety standards.

Element T: Risk Management Plan

The charter school petition must describe the school’s liability and insurance concerns. It must contain language that provides:

1. Assurance that the LACOE Board, Superintendent, and LACOE staff is protected against liability arising from charter school operations, including general liability, employment practices liability, director’s and officer’s liability, auto liability, and workers’ compensation benefits. LACOE and its Board must be named as an additional insured or an additional covered party on all insurance policies.

2. Assurance that the charter school board and staff are protected against liability resulting from charter school operations, including general liability, employment practices liability, director’s and officer’s liability, auto liability, property damage or loss, crime and fidelity losses, and workers’ compensation. Liability limits must be a minimum of $15 million. Property limits of at least 80% of property values at replacement cost are recommended.

3. Assurance that the charter school is protected against financial loss via bonding of appropriate personnel.

4. The method for covering liability of the charter school including a review of the adequacy of any self-insurance reserves.

5. A list of all auxiliary services to be used, including legal panel, claims administrators, and related professionals.

6620R Countywide Petitions

A. Countywide Petition Deadlines and Requirements

1. A countywide petition must be submitted to the LACOE Board no later than the second Monday of January of the year the petitioners plan to open the school.
2. Petition must include all elements required by Charter School Law (Education Code §47605.6), LACOE Charter School Policy and Regulations, and Attachment B:

   Element A  Description of the School’s Educational Program
   Element B  Measurable Pupil Outcomes
   Element C  Methods to Assess Pupil Progress Toward Outcomes
   Element D  Location of Facilities
   Element E  School Governance
   Element F  Employee Qualifications
   Element G  Health and Safety Procedures
   Element H  Means to Achieve a Reflective Racial and Ethnic Balance
   Element I  Admissions Requirements
   Element J  Financial and Programmatic Audit
   Element K  Pupil Suspension and Expulsion
   Element L  Staff Retirement System
   Element M  Attendance Alternatives
   Element N  Description of Employee Rights
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   Element Q  Procedures to be Used if the Charter School Closes
   Element R  Financial Plan
   Element S  Administrative Services
   Element T  Risk Management Plan

3. The charter school must begin operations in at least two different school districts within Los Angeles County. The petition must include the location of each school facility that petitioner proposes to operate (Education Code §47605.6(b)(5)(D)).

4. The countywide charter petition must include an abstract that demonstrates how the educational program’s uniqueness requires a countywide charter as opposed to a school district charter.

5. The countywide charter must provide instructional services that are not generally provided by a county office of education (Education Code §47605.6(a)(1)).

6. Notification of intent to open a charter school must be provided to the districts in which the school will be located. Proof of this notification must be submitted to LACOE (Education Code §47605.6(a)(1)(A-B)).

7. The petitioner must demonstrate, in the budget, the fiscal ability to cover the third party monitoring fees as provided in Education Code §47605.6(c).

B. Preliminary Review

1. The petitioners are required to submit an original charter petition and 50 copies.
2. The Charter Schools Office (CSO) staff conducts a preliminary review within 20 working days of receipt of all required documents to determine if the petition is both “complete” (contains all required elements) and meets required jurisdictional elements to come to LACOE as a countywide petition.

3. If incomplete, the petitioner is notified in writing and the petition is returned to the petitioner.

4. If complete:

   a. A public hearing is scheduled to take place no later than 60 calendar days from the date the charter school petition is deemed complete (Education Code §47605.6(b)).

   b. At the public hearing the LACOE Board will consider the level of support for the charter petition by the school district, teachers, employees, and parents of LACOE and the proposed charter school (Education Code §47605.6(b)).

   c. Lead petitioner and appropriate school district are notified in writing of the public hearing.

5. If staff concludes that the petition does not meet required jurisdictional elements to come to LACOE as a direct petition, it will notify petitioners. Discussion and decision by the LACOE Board on whether the petition is properly being submitted to LACOE as a direct petition will occur at the public hearing referenced above at Section B.4.a.

C. Processing of Completed Petitions

The petition shall be reviewed to determine if:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school;

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition;

3. The petition does not contain the number of signatures required by Education Code §47605.6(a)(1)(A-B));

4. The petition does not contain an affirmation of each of the conditions as described in Education Code §47605.6(e) and LACOE Board Policy;

5. The petition does not contain reasonably comprehensive descriptions of all of the elements required by Education Code
§47605.6(b), LACOE Charter School Policy and Regulations, and Attachment B;

6. Any other basis exists that justifies the denial of the petition (Education Code §47605.6(b)(6));

7. The charter school will be non-sectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability (Education Code §47605.6(e)(1));

8. The petition provides information regarding the proposed operation of the charter school and impact the charter school may have; specifically, it must explain the facilities to be used by the charter school, where the charter school will be located, the manner in which administrative services in the charter school will be provided, and the potential civil liability for LACOE arising out of the existence of the charter school (Education Code §47605.6(h));

9. Preference will be given to petitions that demonstrate the capability to provide comprehensive learning experiences to pupils identified by the petitioners as academically low achieving according to the standards established by the State Department of Education under Education Code §54032 (Education Code §47605.6(i)).

D. LACOE Board Action

1. A date is scheduled for LACOE Board action no later than 90 days from the date the charter school petition was deemed complete, unless a 30 day extension is agreed upon by both the petitioners and LACOE (Education Code §47605.6(b)).

2. The petitioner and appropriate school districts will be notified.

E. Granting Approval of a Charter School Petition

1. The initial charter may be granted for up to five years (Education Code §47607).

2. The Superintendent will notify the petitioner in writing of the LACOE Board’s decision to grant the petition and of the petitioner’s responsibility to submit a copy of the approval letter, board minutes, and the petition to the school districts within Los Angeles County, the Superintendent of Public Instruction and the State Board of Education (Education Code §47605.6(j)).

3. The following documents must be submitted 45 days prior to the opening of school:
a. A signed copy of the memorandum of understanding (MOU) with applicable SELPA
b. Academic calendar
c. Comprehensive Safe School Plan and OSHA required written programs
d. Process for charter school closure
e. Copies of teacher credentials
f. Written verification of fingerprint clearance on all employees
g. TB test results of all employees
h. Proposed operational budget for first three years
i. Opening date of charter school
j. Personnel Policy Handbook
k. Student Handbook
l. Parent Handbook
m. Copy of facilities lease agreement
n. Copies of all insurance policies including but not limited to Workers’ Compensation and General and Employment Practices Liability
o. Copies of all contracts for services

4. The petitioner shall submit, and the CSO staff shall approve, a detailed timeline to implement the post-approval tasks outlined in the petition and/or MOU prior to the opening of school.

5. Failure to complete any or all of the activities as specified in the timelines may result in a recommendation for revocation.

F. Denial of a Charter School Petition

1. Should the LACOE Board vote to deny the petition, the Superintendent will notify the petitioners of the LACOE Board’s decision. Findings of fact will be included in this notification (Education Code §47605.6(b)).

2. A copy of the board minutes will be sent to the petitioners after approval by the LACOE Board.

Attachment B:
Comprehensive Review Criteria for Charter School Petitions—Countywide Petitions

Element A: Description of the School’s Educational Program

A reasonably comprehensive charter describes the following areas:

1. Type of students the school will serve
2. Educational mission of the school, attendance goals, and plan for realizing those goals
3. What it means to be an educated person in the 21st century and how learning best occurs
4. Research or philosophical convictions in support of the educational program

5. The unique features of the school and why the targeted student population needs such a school

6. The school’s curriculum and instructional methods

7. Number and type of staff required to implement the educational program

8. Instructional resources required (e.g., textbooks, technology, assessment tools, budget)

9. How the curriculum conforms to statewide academic standards

10. How the school will remedy the problem of pupils not at grade level

11. Academic calendar for the school (e.g., school day, school year)

12. How services will be provided to English learners

13. How services will be provided to students with disabilities

14. If the school is a high school, how parents will be informed of the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements

Element B: Measurable Pupil Outcomes

The charter school petition must identify the measurable pupil outcomes by describing:

1. The outcomes to be used,

2. How the outcomes chosen are consistent with skills, knowledge, and attitudes expected of the pupils,

3. How the pupil outcomes, including state standards, will drive curriculum decisions, and

4. The matriculation to the next level of education.

Element C: Methods to Assess Pupil Progress Toward Outcomes

The charter school petition must identify the methods for measuring achievement of the pupil outcomes by describing:
1. The assessment tools that will be used to measure baseline performance and pupil achievement,

2. How the assessment is in alignment with state standards,

3. The frequency with which assessment tools will be used,

4. The school’s grading policies, and

5. How it will administer all state required assessments in the same manner as other public schools of the county; i.e., tests required under STAR program, CELDT, CAHSEE, and Fitness Gram.

An annual report to the LACOE Board addressing pupil achievement and charter school accountability of identified outcomes is required.

Element D: Location of Facilities

The charter school petition must identify the location of the proposed charter school facility. The petitioner shall:

1. Demonstrate that the cost of the facilities can be accommodated within the budget,

2. Provide proof of fire marshal clearance for occupancy of the facility,

3. Comply with all zoning, accessibility, and health and safety requirements, and

4. Submit agreements for the acquisition or rental of real property for approval by the LACOE Board.

LACOE will conduct a preliminary inspection to determine the suitability of the proposed facility and compliance with applicable safety standards.

Element E: School Governance

The charter school petition must describe the governance structure and include a copy of the organizational chart of the board and school. The description must include:

1. The governance and management model proposed;

2. The process for selecting the governing body;

3. The process for parent involvement and instructional staff in the governance of the school;

4. How board meetings will be conducted, including an affirmation that they will be conducted in compliance with the Brown Act;
5. The proposed frequency of the board meetings;

6. The conflict of interest standards to be practiced by the members of the governing body(ies).

If the charter school will be operated by a nonprofit public benefit corporation, the following must be submitted with the petition:

1. Documents establishing the Nonprofit Public Benefit Corporation (articles of incorporation and bylaws).

2. A description of the provisions for the liability of debts and obligations of the charter school.

3. A description of the provisions describing the structure and membership of the corporation in relation to charter school operations.

Element F: Employee Qualifications

The charter school petition must include a description of the qualifications of all of the charter school staff including administrative, clerical, teachers, counselors, etc.

All instructional staff must meet the qualifications of the No Child Left Behind Act of 2001 legislation to include:

1. Types of credentials to be held by core curriculum instructional staff;

2. Process to be used for inspection of credentials by LACOE staff;

3. Provisions for professional development to ensure that staff is trained to carry out the instructional programs proposed.

Element G: Health and Safety Procedures

The charter school petition must contain a description of the procedures that will be used to ensure the health and safety of pupils and staff. The description must contain, but is not limited to the following:

1. The method that will be used for conducting required fingerprinting and background checks on employment candidates.

2. An assurance that charter school facilities meet federal, state, and local building and safety codes and requirements, including, but not limited to, the Americans with Disabilities Act, AHERA, Playground Safety.
3. A description of safety provisions for any auxiliary services such as food services, transportation, etc.

4. Copies of any other safety and health policies and procedures referenced in the charter, including training and procedures for child abuse and neglect reporting, and for discrimination/sexual harassment, and other required safety and employment training.

5. An assurance that staff will have required inoculations upon employment.

Element H: Means to Achieve a Reflective Racial and Ethnic Balance

The petition must contain a description of the efforts that will be employed by the school to achieve a racial and ethnic balance that is reflective of the population of the communities within Los Angeles County.

Element I: Admissions Requirements

The charter school petition must describe the admissions requirements of the charter school. The description must:

1. Identify the specific admissions requirements proposed in the charter, if any;

2. Describe the location and timelines of the recruitment efforts the school will employ;

3. Identify the enrollment period;

4. Include a description of any admission preferences, which are reasonably necessary to achieve the educational mission of the charter school, and which are consistent with the law;

5. Include the procedures for conducting a lottery and public random drawing procedures, should requests for admission exceed the capacity of the school;

6. Describe how parents will be notified of their rights and responsibilities in attendance at the charter school.

Element J: Financial and Programmatic Audit

The charter school petition must include a statement affirming that it will conduct an annual independent financial audit. The description must also include:

1. Specifics as to who is responsible for contracting and overseeing the independent audit;
2. Procedures that will be used for generating and reviewing financial statements in the required format;

3. An assurance that the audit will be conducted using generally accepted auditing standards;

4. An assurance that the audit will be conducted at approximately the same time as LACOE’s audit;

5. An assurance that audit exceptions and deficiencies will be resolved to the satisfaction of LACOE requirements in an agreed-upon timeline, meeting LACOE and state requirements;

6. A description of the financial services, which the charter intends to contract out to LACOE or another provider.

Element K: Pupil Suspension and Expulsion

The charter school petition must include a description of the procedures by which pupils are suspended or expelled. The description must include, but is not limited to:

1. Grounds for suspension and expulsion of regular education students and students with disabilities;

2. Alternative procedures for removing a pupil from school;

3. Due process for disciplinary action, including appeal process;

4. Educational alternatives to be provided for pupils who are expelled;

5. Expulsion procedures for students with disabilities;

6. Whether or not a district or county office staff member will be involved in the expulsion process;

7. The school’s readmission criteria.

Element L: Staff Retirement System

The charter school petition must contain a description of the retirement system that will be offered to the charter school staff. If the charter school selects to offer the State Teacher Retirement System (STRS), all teachers in the school shall participate. A description of all other staff retirement systems must also be included in the petition.

Element M: Attendance Alternatives
The charter school petition must include a description of the public school attendance alternatives available to the students and their parents. The description must:

1. Ensure that the charter designates schools of residence as one of the public school attendance alternatives;

2. Include a statement that LACOE programs are only available if the pupil is eligible;

3. Describe how parents who may be affected by the charter school will be notified of their public school attendance options.

Element N: Description of Employee Rights

The petition must include a description of the rights and return rights of LACOE employees who leave LACOE to work in the charter school.

Element O: Dispute Resolution Process

The charter school petition must identify dispute resolution procedures to resolve disputes relating to the charter.

1. Disputes between the charter school and LACOE will first be expressed in writing by the complainant.

2. Disputes initiated by the charter school shall be framed in writing and addressed to the LACOE Superintendent.

3. Disputes initiated by LACOE shall be framed in writing and addressed to the charter school board.

4. The Superintendent shall meet with the charter school board member(s) to resolve the complaint.

5. The decision of the Superintendent of the Los Angeles County Office of Education shall be final.

Element P: Labor Relations

The charter petition must include a declaration of whether the charter school will be the exclusive public school employer for EERA (labor relations) purposes.

Element Q: Procedures to be Used if the Charter School Closes

The petition must describe the procedures to be used if the charter school closes. The description should include, but is not limited to:

1. Name(s) of person(s) responsible;
2. How long staff will be retained;

3. The final audit, tasks, and timelines;

4. Communication to students’ district of residence for transfer purposes;

5. How and when the pupil records will be sent to the LACOE Charter Schools Office to be maintained following the closure.

Element R: Financial Plan

Charter schools granted by the LACOE Board shall be held accountable for sound fiscal management. The charter school petition must include, but is not limited to:

1. The first year’s operational budget, start-up costs, cash flow, and financial projections for the first three years;

2. Reasonable estimates, in the operational budget, of all anticipated revenues and expenditures necessary to operate the school, including, but not limited to special education based on historical data from schools or school districts of similar type, size, and location;

3. Budget notes which include, but are not limited to, the description of assumptions pertaining to revenue estimates, the basis for average daily attendance estimates and staffing levels;

4. A budget that, in totality, appears viable, and over a period of no less than three years of projected operations, which includes maintaining a reserve equivalent to 5% of expenditures;

5. Notification if the petitioners have had a direct affiliation with a public or private school which was closed for any reason;

6. A commitment to use the LACOE Human Resource Services (HRS) system for payroll processing and STRS/PERS retirement reporting or a description of how the payroll services will be delivered, including how STRS/PERS retirement reporting will meet LACOE defined data interface standards;

7. A description how the daily administrative and accounting functions will be performed, including but not limited to: financial accounting, attendance accounting, and vendor/contract processing;

8. Anticipated timing/schedule for the receipt of revenues;

9. A description and plan for how charter school will secure the services which require expertise in areas of accounting and
business management, including identifying the required experience and qualifications;

10. If operated as a private nonprofit public benefit corporation, a copy of the federal and state exempt status;

11. Copy of articles of incorporation and bylaws;

12. The petitioner must demonstrate in the budget the fiscal ability to cover the third party monitoring fees as provided in Education Code 47605.6(c).

Element S: Administrative Services

The charter school petition must:

1. Describe the manner in which administrative services of the charter school are to be provided;

2. Provide an assurance that the charter school will pay LACOE for actual costs of supervisory oversight not to exceed 1% of the charter school’s revenue;

3. Describe the procedures for records management, including confidential records;

4. Provide an assurance that all records shall be open to inspection by LACOE staff as requested;

5. Indicate which LACOE fee services, if available, will be requested by the charter school for:

   a. Payroll processing
   b. Accounts payable/warrants processing
   c. Fingerprinting and criminal record processing
   d. Standardized test processing
   e. Staff development and training programs

Element T: Risk Management Plan

The charter school petition must describe the school’s liability and insurance concerns. It must contain language that provides:

1. Assurance that the LACOE Board, Superintendent, and LACOE staff is protected against liability arising from charter school operations, including general liability, employment practices liability, director’s and officer’s liability, auto liability, and workers’ compensation benefits. LACOE and its Board must be named as an additional insured or an additional covered party on all insurance policies.
2. Assurance that the charter school board and staff are protected against liability resulting from charter school operations, including general liability, employment practices liability, director’s and officer’s liability, auto liability, property damage or loss, crime and fidelity losses, and workers’ compensation. Liability limits must be a minimum of $15 million. Property limits of at least 80% of property values at replacement cost are recommended.

3. Assurance that the charter school is protected against financial loss via bonding of appropriate personnel.

4. The method for covering liability of the charter school including a review of the adequacy of any self-insurance reserves.

5. A list of all auxiliary services to be used, including legal panel, claims administrators, and related professionals.

6630R Previously Denied Petitions on Appeal

A. Previously Denied Petition Deadlines and Requirements

1. A previously denied petition on appeal must be submitted to the LACOE Board no later than the second Monday of January of the year the petitioners plan to open the school. Petitions received after the second Monday in January will be accepted for review with a presumption that if approved by the LACOE Board the date of opening will be determined by the Superintendent. A petition received by LACOE more than 180 days after district denial shall not be acted upon by the LACOE Board (5 Cal. Code Regs. §11967(a)).

2. The petitioner shall provide:
   a. A complete copy of the original petition submitted to the school district;
   b. The district’s written factual findings and Board action denying the petition;
   c. A version of the original petition that includes any changes necessary to reflect recent amendments to the law and/or to designate LACOE as the chartering authority. These changes shall be indicated in legislative format (5 Cal. Code Regs. §11967(b)).

3. Petitions submitted to the LACOE Board following a denial will be restricted to the geographic boundaries of the school district that denied the petition (Education Code §47605(j)(1)).
4. Petition must include all elements required by Charter School Law (Education Code §47605), LACOE Policy and Regulations, and Attachment C:

   Element A  Description of the School’s Educational Program
   Element B  Measurable Pupil Outcomes
   Element C  Methods to Assess Pupil Progress Toward Outcomes
   Element D  School Governance
   Element E  Employee Qualifications
   Element F  Health and Safety Procedures
   Element G  Means to Achieve a Reflective Racial and Ethnic Balance
   Element H  Admissions Requirements
   Element I  Financial and Programmatic Audit
   Element J  Pupil Suspension and Expulsion
   Element K  Staff Retirement System
   Element L  Attendance Alternatives
   Element M  Description of Employee Rights
   Element N  Dispute Resolution Process
   Element O  Labor Relations
   Element P  Procedures to be Used if the Charter School Closes
   Element Q  Financial Plan
   Element R  Administrative Services
   Element S  Charter School Facility
   Element T  Risk Management Plan

B. Preliminary Review

1. The petitioners are required to submit 50 copies of the petition on appeal.

2. The Charter School Office (CSO) staff conducts a preliminary review within 20 working days of receipt of all required documents to determine if the petition is complete.

3. If incomplete, the petitioner is notified in writing and the petition is returned to the petitioner.

4. If complete:

   a. A public hearing is scheduled to take place no later than 30 calendar days from the date the charter school petition is deemed complete (Education Code §47605(b)).

   b. At the public hearing the LACOE Board will consider the level of support for the charter petition by the school district, teachers, employees, and parents of LACOE and the proposed charter school (Education Code §47605(b)).

   c. Lead petitioner and appropriate school district are notified in writing of the public hearing.
C. Processing of Completed Petition

The petition shall be reviewed to determine if:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school;

2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition;

3. The petition does not contain the number of signatures required by Education Code §47605(a);

4. The petition does not contain an affirmation of each of the conditions as described in Education Code §47605(d);

5. The petition does not contain reasonably comprehensive descriptions of all of the elements required by Education Code §47605(b), LACOE Charter School Policy and Regulations, and Attachment C;

6. The charter school will be non-sectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability (Education Code §47605(d)(1));

7. The petition provides information regarding the proposed operation of the charter school and impact the charter school may have; specifically, it must explain the facilities to be used by the charter school, where the charter school will be located, the manner in which administrative services in the charter school will be provided, and the potential civil liability for LACOE arising out of the existence of the charter school (Education Code §47605 (g));

8. Preference will be given to petitions that demonstrate the capability to provide comprehensive learning experiences to pupils identified by the petitioners as academically low achieving according to the standards established by the State Department of Education under Education Code §54032 (Education Code §47605(h)).

D. LACOE Board Action

1. A date is scheduled for LACOE Board action no later than 60 days from the date the charter school petition was deemed complete, unless a 30 day extension is agreed upon by both the petitioners and LACOE (Education Code §47605(b)).

2. The petitioner and appropriate school district will be notified.
E. Granting Approval of a Charter School Petition

1. The initial charter may be granted for up to five years (Education Code §47607).

2. The Superintendent will notify the petitioner in writing of the LACOE Board’s decision to grant the petition and their responsibility to submit a copy of the approval letter, board minutes, and the petition to the California Department of Education and the State Board of Education (Education Code §47605(i)).

3. The following documents must be submitted 45 days prior to the opening of school:
   a. A signed copy of the memorandum of understanding (MOU) with applicable SELPA
   b. Academic calendar
   c. Comprehensive Safe School Plan and OSHA required written safety programs
   d. Process for charter school closure
   e. Copies of teacher credentials
   f. Written verification of fingerprint clearance on all employees
   g. TB test results of all employees
   h. Proposed operational budget for first three years
   i. Opening date of charter school
   j. Personnel Policy Handbook
   k. Student Handbook
   l. Parent Handbook
   m. Copy of facilities lease agreement
   n. Copies of all insurance policies including but not limited to Workers’ Compensation and General and Employment Practices Liability
   o. Copies of all contracts for services

4. The petitioner shall submit, and the CSO staff shall approve, a detailed timeline to implement the post-approval tasks outlined in the petition and/or MOU prior to the opening of school.

5. Failure to complete any or all of the activities as specified in the timelines may result in a recommendation for revocation.

F. Denial of a Charter School Petition

1. Should the LACOE Board vote to deny the petition, the Superintendent will notify the petitioners of the LACOE Board’s decision. Findings of fact will be included in this notification (Education Code §47605.6(b)).

2. A copy of the board minutes will be sent to the petitioners after approval by the LACOE Board.
Element A: Description of the School’s Educational Program

A reasonably comprehensive charter describes the following areas:

1. Type of students the school will serve
2. Educational mission of the school, attendance goals, and plan for realizing those goals
3. What it means to be an educated person in the 21st century and how learning best occurs
4. Research or philosophical convictions in support of the educational program
5. The unique features of the school and why the targeted student population needs such a school
6. The school’s curriculum and instructional methods
7. Number and type of staff required to implement the educational program
8. Instructional resources required (e.g., textbooks, technology, assessment tools, budget)
9. How the curriculum conforms to statewide academic standards
10. How the school will remedy the problem of pupils not at grade level
11. Academic calendar for the school (e.g., school day, school year)
12. How services will be provided to English learners
13. How services will be provided to students with disabilities
14. If the school is a high school, how parents will be informed of the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements

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The charter school petition must identify the measurable pupil outcomes by describing:

1. The outcomes to be used,
2. How the outcomes chosen are consistent with skills, knowledge and attitudes expected of the pupils,

3. How the pupil outcomes, including state standards, will drive curriculum decisions, and

4. The matriculation to the next level of education.

Element C: Methods to Assess Pupil Progress Toward Outcomes

The charter school petition must identify the methods for measuring achievement of the pupil outcomes by describing:

1. The assessment tools that will be used to measure baseline performance and pupil achievement,

2. How the assessment is in alignment with state standards,

3. The frequency with which assessment tools will be used,

4. The school’s grading policies, and

5. How it will administer all state required assessments in the same manner as other public schools of the county, i.e., tests required under STAR program, CELDT, CAHSEE, and Fitness Gram.

An annual report to the LACOE Board addressing pupil achievement and charter school accountability of identified outcomes is required.

Element D: School Governance

The charter school petition must describe the governance structure and include a copy of the organizational chart of the board and school. The description must include:

1. The governance and management model proposed;

2. The process for selecting the governing body;

3. The process for parent involvement and instructional staff in the governance of the school;

4. How board meetings will be conducted, including an affirmation that they will be conducted in compliance with the Brown Act;

5. The proposed frequency of the board meetings;

6. The conflict of interest standards to be practiced by the members of the governing body(ies).
If the charter school will be operated by a nonprofit public benefit corporation, the following must be submitted with the petition:

1. Documents establishing the Nonprofit Public Benefit Corporation (articles of incorporation and bylaws).
2. A description of the provisions for the liability of debts and obligations of the charter school.
3. A description of the provisions describing the structure and membership of the corporation in relation to charter school operations.

Element E: Employee Qualifications

The charter school petition must include a description of the qualifications of all of the charter school staff including administrative, clerical, teachers, counselors, etc.

All instructional staff must meet the qualifications of the No Child Left Behind Act of 2001 legislation to include:

1. Types of credentials to be held by core curriculum instructional staff;
2. Process to be used for inspection of credentials by LACOE staff;
3. Provisions for professional development to ensure that staff is trained to carry out the instructional programs proposed.

Element F: Health and Safety Procedures

The charter school petition must contain a description of the procedures that will be used to ensure the health and safety of pupils and staff. The description must contain, but is not limited to the following:

1. The method that will be used for conducting required fingerprinting and background checks on employment candidates.
2. An assurance that charter school facilities meet federal, state, and local building and safety codes and requirements, including, but not limited to, the Americans with Disabilities Act, AHERA, Playground Safety.
3. A description of safety provisions for any auxiliary services such as food services, transportation, etc.
4. Copies of any other safety and health policies and procedures referenced in the charter, including training and procedures for
child abuse and neglect reporting, and for discrimination/sexual harassment, and other required safety and employment training.

5. An assurance that staff will have required inoculations upon employment.

Element G: Means to Achieve a Reflective Racial and Ethnic Balance

The petition must contain a description of the efforts that will be employed by the school to achieve a racial and ethnic balance that is reflective of the population of the school district in which it will be located.

Element H: Admissions Requirements

The charter school petition must describe the admissions requirements of the charter school. The description must:

1. Identify the specific admissions requirements proposed in the charter, if any;

2. Describe the location and timelines of the recruitment efforts the school will employ;

3. Identify the enrollment period;

4. Include a description of any admission preferences, which are reasonably necessary to achieve the educational mission of the charter school, and which are consistent with the law;

5. Include the procedures for conducting a lottery and public random drawing, should requests for admission exceed the capacity of the school;

6. Describe how parents will be notified of their rights and responsibilities in attendance at the charter school.

Element I: Financial and Programmatic Audit

The charter school petition must include a statement affirming that it will conduct an annual independent financial audit. The description must also include:

1. Specifics as to who is responsible for contracting and overseeing the independent audit;

2. Procedures that will be used for generating and reviewing financial statements in the required format;

3. An assurance that the audit will be conducted using generally accepted auditing standards;
4. An assurance that the audit will be conducted at approximately the same time as LACOE’s audit;

5. An assurance that audit exceptions and deficiencies will be resolved to the satisfaction of LACOE requirements in an agreed-upon timeline, meeting LACOE and state requirements;

6. A description of the financial services, which the charter intends to contract out to LACOE or another provider.

Element J: Pupil Suspension and Expulsion

The charter school petition must include a description of the procedures by which pupils are suspended or expelled. The description must include, but is not limited to:

1. Grounds for suspension and expulsion of regular education students and students with disabilities;

2. Alternative procedures for removing a pupil from school;

3. Due process for disciplinary action, including appeal process;

4. Educational alternatives to be provided for pupils who are expelled;

5. Expulsion procedures for students with disabilities;

6. Whether or not a district or County Office staff member will be involved in the expulsion process;

7. The school’s readmission criteria.

Element K: Staff Retirement System

The charter school petition must contain a description of the retirement system that will be offered to the charter school staff. If the charter school selects to offer the State Teacher Retirement System (STRS), all teachers in the school shall participate. A description of all other staff retirement systems must also be included in the petition.

Element L: Attendance Alternatives

The charter school petition must include a description of the public school attendance alternatives available to the students and their parents. The description must:

1. Ensure that the charter designates schools of residence as one of the public school attendance alternatives;
2. Include a statement that LACOE programs are only available if the pupil is eligible;

3. Describe how parents who may be affected by the charter school will be notified of their public school attendance options.

Element M: Description of Employee Rights

The petition must include a description of the rights and return rights of LACOE employees who leave LACOE to work in the charter school.

Element N: Dispute Resolution Process

The charter school petition must identify dispute resolution procedures to resolve disputes relating to the charter.

1. Disputes between the charter school and LACOE will first be expressed in writing by the complainant.

2. Disputes initiated by the charter school shall be framed in writing and addressed to the LACOE Superintendent.

3. Disputes initiated by LACOE shall be framed in writing and addressed to the charter school board.

4. The Superintendent shall meet with the charter school board member(s) to resolve the complaint.

5. The decision of the Superintendent of the Los Angeles County Office of Education shall be final.

Element O: Labor Relations

The petition must include a declaration of whether the charter school will be the exclusive public school employer for EERA (labor relations) purposes.

Element P: Procedures to be Used if the Charter School Closes

The petition must describe the procedures to be used if the charter school closes. The description should include, but is not limited to:

1. Name(s) of person(s) responsible;

2. How long staff will be retained;

3. The final audit, tasks, and timelines;

4. Communication to students’ district of residence for transfer purposes;
5. How and when the pupil records will be sent to the LACOE Charter Schools Office to be maintained following the closure.

Element Q: Financial Plan

Charter schools granted by the LACOE Board shall be held accountable for sound fiscal management. The charter school petition must include, but is not limited to:

1. The first year’s operational budget, start-up costs, cash flow, and financial projections for the first three years;

2. Reasonable estimates, in the operational budget, of all anticipated revenues and expenditures necessary to operate the school, including, but not limited to special education based on historical data from schools or school districts of similar type, size, and location;

3. Budget notes which include, but are not limited to, the description of assumptions pertaining to revenue estimates, the basis for average daily attendance estimates and staffing levels;

4. A budget that, in totality, appears viable, and over a period of no less than three years of projected operations, which includes maintaining a reserve equivalent to 5% of expenditures;

5. Notification if the petitioners have had a direct affiliation with a public or private school which was closed for any reason;

6. A commitment to use the LACOE Human Resource Services (HRS) system for payroll processing and STRS/PERS retirement reporting or a description of how the payroll services will be delivered, including how STRS/PERS retirement reporting will meet LACOE defined data interface standards;

7. A description how the daily administrative and accounting functions will be performed, including but not limited to: financial accounting, attendance accounting, and vendor/contract processing;

8. Anticipated timing/schedule for the receipt of revenues;

9. A description and plan for how charter school will secure the services which require expertise in areas of accounting and business management, including identifying the required experience and qualifications;

10. If operated as a private nonprofit public benefit corporation, a copy of the federal and state exempt status;

11. Copy of articles of incorporation and bylaws.
Element R: Administrative Services

The charter school petition must:

1. Describe the manner in which administrative services of the charter school are to be provided;

2. Provide an assurance that the charter school will pay LACOE for actual costs of supervisory oversight not to exceed 1% of the charter school’s revenue;

3. Describe the procedures for records management, including confidential records;

4. Provide an assurance that all records shall be open to inspection by LACOE staff as requested;

5. Indicate which LACOE fee services, if available, will be requested by the charter school for:
   a. Payroll processing
   b. Accounts payable/warrants processing
   c. Fingerprinting and criminal record processing
   d. Standardized test processing
   e. Staff development and training programs

Element S: Charter School Facility

The petitioner shall:

1. Demonstrate that the cost of the facility can be accommodated within the budget;

2. Provide proof of fire marshal clearance for occupancy of the facility;

3. Comply with all zoning, accessibility, and health and safety requirements;

4. Submit agreements for the acquisition or rental of real property for approval by the LACOE Board.

   LACOE will conduct a preliminary inspection to determine the suitability of the proposed facility and compliance with applicable safety standards.

Element T: Risk Management Plan

The charter school petition must describe the school’s liability and insurance concerns. It must contain language that provides:
1. Assurance that the LACOE Board, Superintendent, and LACOE staff is protected against liability arising from charter school operations, including general liability, employment practices liability, director’s and officer’s liability, auto liability, and workers’ compensation benefits. LACOE and its Board must be named as an additional insured or an additional covered party on all insurance policies.

2. Assurance that the charter school board and staff are protected against liability resulting from charter school operations, including general liability, employment practices liability, director’s and officer’s liability, auto liability, property damage or loss, crime and fidelity losses, and workers’ compensation. Liability limits must be a minimum of $15 million. Property limits of at least 80% of property values at replacement cost are recommended.

3. Assurance that the charter school is protected against financial loss via bonding of appropriate personnel.

4. The method for covering liability of the charter school including a review of the adequacy of any self-insurance reserves.

5. A list of all auxiliary services to be used, including legal panel, claims administrators, and related professionals.

**6640R Special Education Requirements for All Charter Schools Approved by the Los Angeles County Board**

**A. A Charter School as a Local Education Agency (LEA)**

1. A charter school that has obtained the status of a Local Education Agency (LEA) within a Special Education Local Planning Area (SELPA) must participate in the Special Education Plan of that SELPA pursuant to the SELPA policies.

2. A charter school that is an LEA shall provide LACOE with verifiable, written assurances (the assurance statement listed on page one of each Local Plan) that the charter school will comply with the federal laws related to students with disabilities.

3. A charter school that is an LEA is responsible for disputes related to special education services and procedural safeguards.

4. A charter school that is an LEA is financially responsible for all special education services pursuant to the SELPA policies.

**B. Charter School Deemed a Public School within LACOE (Non-LEA)**

1. A charter school that has not attained the status of an LEA shall, for special education purposes, be considered a public school within LACOE.
2. The petition must contain assurances that the charter school will comply with state and federal laws related to students with disabilities and their parents and/or legal guardians.

3. During the review process, the County Superintendent shall determine the SELPA placement for the proposed charter school.

4. The CSO will notify the director of the selected SELPA of the potential charter school.

5. The SELPA director will either participate in the review process of the petition or delegate the review of the petition to a different SELPA director where LACOE is the administrative unit (AU).

6. The designated LACOE staff will develop an annual contract/memorandum of understanding (MOU) between the charter school and the County Superintendent identifying:
   a. The manner in which students with disabilities will be served by the SELPA and/or the charter school;
   b. The funding allocation to the charter school pursuant to the SELPA policies;
   c. The representative for the charter school in the SELPA;
   d. Technical support to be provided by the SELPA, according to the unique needs of both;
   e. If a nonpublic school or agency provides services to the charter school, a copy of the contract for services must be submitted to the CSO;
   f. Identification of dispute resolution procedures between LACOE, the SELPA, and the charter school regarding the provision of special education services in the charter school.

6650R Monitoring and Reporting

A. Annual Report

1. No later than six months following the close of the fiscal year, the charter school will present an annual report to the LACOE Board that addresses student performance, fiscal solvency, and charter specific accountabilities.

2. The charter school will be responsible for informing their independent auditors of the date and time of the annual report to the LACOE Board so that the auditors will present the financial report.
B. Ongoing Monitoring and Reporting

1. Instructional Program

Each charter school shall provide evidence that the school is implementing:

a. The mission and instructional program outlined in the charter,

b. Appropriate instructional strategies for students with disabilities and other special needs,

c. Effective, appropriate instructional strategies for English learners,

d. Acquisition of pupil outcomes which are compatible with state content standards in each of the “core” academic subjects,

e. An appropriate assessment plan that effectively measures the pupil outcomes, including student growth over time,

f. Administration of all required state assessments, and

g. A coherent, comprehensive system for collecting, analyzing, and reporting student performance data and for using this data to make decisions that improve school instruction.

2. Operations

Each charter school must demonstrate that it has:

a. Established a governing board or entity as described in its charter that is effectively engaged in policy-making and oversight of the school,

b. Maintained minutes of all board meetings,

c. Employed persons who possess the qualifications listed in the charter and required by law,

d. Copies of all teachers’ credentials on file and available for inspection,

e. Verified clearance of all employees fingerprint reports on file,

f. Health and safety procedures in operation in the following areas:
1) Fire drills (as required by law)
2) Disaster drills (as required by law)
3) Established safety committee
4) First Aid and/or CPR certification of staff on file and available for inspection
5) Immunization verification records of students and staff must be maintained and available for inspection
6) Fire extinguishers must be appropriately mounted and inspected annually
7) Exit signs must be clearly visible
8) Staff training schedule related to health and safety including child abuse and sexual harassment reporting

g. maintained records of all school suspensions and expulsions that demonstrate due process and procedural safeguards are practiced at the school.

C. Fiscal Monitoring and Reporting

LACOE’S Business Services staff will perform monitoring, review, and analysis for each LACOE-approved charter school in the following areas:

1. Monitoring

The charter school must have available, for review by LACOE staff, information that demonstrates that the school is meeting the following at all times:

a. Adequate cash to meet its daily operations.

b. Monthly reconciled bank statements.

c. School budget monitored regularly and regular reports provided to the governing board of the charter school.

d. Any changes and/or amendments to the budget must be approved by the charter school’s board.

e. Internal controls and policies to ensure the legal and proper use of charter school funds, such as requiring two signatures on all checks written from discretionary bank accounts.

f. Adequate insurance coverage for general liability, workers’ compensation, property risks, and other necessary insurance.

2. Reporting
Charter schools must use reporting forms and methods prescribed by LACOE.

a. The following documents are to be received in the LACOE Charter Schools Office (CSO) by August 1st of each year, and at anytime during the year within 15 business days should there be changes or amendments. The CSO will forward copies of listed documents to the appropriate division in LACOE’s Business Services.

1) Evidence of insurance
   - General Liability
   - Workers’ Compensation
   - Employment Practices Liability, Director’s and Officer’s Liability and Automobile Liability

2) Copies of any agreements/contracts as proposed or negotiated
   - Labor
   - Facility lease or rental
   - Commercial or public loans

3) Documentation that staff members are covered by the State Teachers’ Retirement System (STRS), Public Employees’ Retirement System (PERS), or Federal Social Security

4) Notification of anticipated loan requests

5) Notification of any contingency which may have fiscal impact on the charter school

6) Detailed inventory of all assets

b. The charter school is required to submit the following additional reports:

1) Annual audit report of the previous year conducted by an independent auditor who is certified and knowledgeable in school accounting and who uses Generally Accepted Accounting Principles. Reports are due as follows:
   - LACOE – November 30th
   - State Controller – December 15th
   - State Department of Education – December 15th
Should the audit report indicate any audit exceptions, the charter school must submit to LACOE, within 30 days of the completion of the audit report, an implemented plan of corrective action of how the charter school will abate the audit exceptions. The plan of corrective action must include responsible parties and timelines and be approved by LACOE. The charter school will be responsible for informing their independent auditor(s) of the date and time the annual report is to be presented to LACOE’s Board and be available to answer any questions pertaining to the report.

2) State reports submitted to LACOE in Standardized Account Code Structure (SACS):

- Budget approved by the charter school’s governing board – April 15th
- Unaudited Actuals – August 15th
- First Interim Financial Report – November 5th
- Second Interim Financial Report – February 5th

3) Monthly financial reports due 30 days after the end of the previous month:

- Cash flow statements
- Financial statements, e.g. income statement and balance sheet
- Statement of fund balance
- Budget to actual
- Current year budget forecast

4) Attendance reports using state approved attendance accounting system:

- Monthly – due within five days after the end of the school month
- First Period, P-1 Report – January 5th
- Second Period, P-2 Report – April 20th
- Annual – July 5th

5) Copies of current year Payroll Tax Reports:

- Federal Quarterly – 30 days following the end of the quarter
- State Quarterly – 30 days following the end of the quarter
- Federal Unemployment – 30 days following the end of the year
- State Annual – 30 days following the end of the year
• Proof of payment of monthly payroll tax liability deposits – due within five business days after the deposits are made

6) Annual Tax Returns for each year:

• Return of Exempt Organization Federal – May 15th
• Return of Exempt Organization State – May 15th

7) Additional fiscal and/or business reports as identified by LACOE, such reports and report formats will be reviewed with the charter school administration at least 30 days before the due date of said reports.

6660R Fiscal Accountability

A. Solvency Requirements

LACOE-approved charter schools must:

1. Deposit in the county treasury, all public funds generated by the charter school;

2. Maintain at all times positive fund and cash balances to meet daily operations of the charter school;

3. Ensure continuous solvency throughout each fiscal year in operation such as but not limited to positive cash balance.

Failure to remain solvent has dire consequences for charter school staff and pupils, and is grounds for revocation of the charter.

As a chartering entity, LACOE:

1. Will not disburse any funds without verification of a positive cash balance for the charter school;

2. Will not provide funds to meet charter school operations or obligations;

3. Will not under any circumstances augment revenues for its charter schools;

4. Will not under any circumstances assume any liabilities/obligations of the charter school.

B. Loan Approval Requirements
Public, private, or commercial loans or other debt instruments may not be accepted by a LACOE-approved charter school without prior approval by the Superintendent; loan requests must be consistent with sound fiscal practices and repayment schedules included in budget proposal and other appropriate financial reports.

Loan requests should include but not limited to the following:

1. Charter school board approval to obtain loan
2. Purpose of loan, type of loan (secured or unsecured), and funding source
3. Amount, duration, and interest rate of loan
4. Type of collateral for secured loan
5. Proposed loan repayment schedule
6. Narrative on how loan will be repaid
7. Current Income Statement and Balance Sheet
8. Current verification of cash balance in bank
9. Revised budget to include loan and charter school board approval

Loan requests will be reviewed in a timely manner upon receipt by LACOE’s Controller’s Office which will then make a recommendation to the Superintendent.

6670R Renewals and Material Revisions of Charter Petitions

A. Renewal Petitions

1. The CSO must receive a petition for renewal no later than January 1st of the year the original charter will expire.

2. The petition to renew a charter will be subject to approval or denial on the same basis as the petitions for new charter schools being submitted to LACOE (i.e., a direct petition, a countywide petition, or a petition on appeal). In addition, the renewal petitioner must provide an abstract delineating:
   a. Student achievement data as described in Education Code §47607
   b. Any changes or additions to the previously approved charter
   c. A five-year budget plan
3. The renewal petitioner must agree that, at the end of the fourth year of operation, it will meet one of the criteria of Education Code §47607(b) as a condition of continuing their charter (failure to meet those criteria, at that time, will be grounds for revocation).

4. Any approval for renewal of a charter school shall be for a period of five years from the expiration date of the original charter.

5. The renewal of a countywide petition shall provide for an agreement that a third party will be selected by LACOE to oversee, monitor, and report on the operations of the charter school at the charter school’s expense, as provided by Education Code §47605.6(c).

6. A charter school petition that was brought to the County on appeal must submit its renewal petition to the school district in which it is located.

7. In order to be renewed, a charter school must have maintained fiscal solvency throughout its existence and must demonstrate the ability to remain fiscally solvent.

8. The charter school must have successfully complied with all LACOE requirements pertaining to charter schools.

9. The charter school must submit with renewal petitions the following:

   a. Three year operational budget plan with assumptions that include but are not limited to:
      
      - Revenue estimates
      - Basis for Average Daily Attendance
      - Salary and Benefit Schedule
      - Any significant increase in planned expenditures, for example, the addition of new school sites, facility construction, or other capital expenditures
   
   b. Cash Flow Statement to reflect the school’s budget and reflect all expenses and revenues for the reporting period, which includes loan payments and temporary borrowing for cash flow purposes.

10. The charter school renewal petition must comply with all current LACOE Board policy and regulations.

B. Material Revisions
1. Any proposed material revision must be approved by the charter school’s board and must immediately thereafter be submitted for review to LACOE.

2. At a public hearing, the LACOE Board will consider testimony and staff input regarding the proposed material revisions of a charter school petition.

3. At the next regular LACOE Board meeting, following the public hearing, the LACOE Board will either grant or deny the proposed revisions of the charter.

4. Revisions of an approved charter must have charter school board and LACOE Board approval prior to implementation.

6680R Revocation of a Charter

A. Reasons for Revocation

The LACOE Board may revoke a charter upon finding that the charter school:

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter;

2. Failed to meet or pursue any of the pupil outcomes identified in the charter;

3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement;

4. Violated any provision of the law;

5. Failed to comply with LACOE Board Charter School policy or regulations.

B. Disputes Raised by the Charter School or LACOE Regarding Revocation

1. Disputes raised by the charter school:
   a. Must be submitted in writing to the County Superintendent with a copy sent to the CSO.
   b. The Superintendent will respond in writing to the issue within a reasonable time.
   c. If the Superintendent’s response does not satisfy the charter school, the charter school’s governing board may address these concerns to the LACOE Board in writing.
d. The charter school will be notified in writing of the date the LACOE Board will take action. The LACOE Board’s decision will be final.

2. Disputes raised by LACOE:
   
a. Must be submitted in writing to the charter school’s director and governing board.

b. The charter school must respond with a written description of its plan to resolve the issues in accordance with the timeline specified by LACOE.

c. The charter school shall take any necessary action to resolve the issue to the full satisfaction of LACOE. LACOE staff will verify that all items in the complaint are to LACOE’s satisfaction.

d. Failure to resolve the issues may result in revocation of the charter.

C. Process for Revocation

1. If the Superintendent finds that there are grounds to revoke the charter, the charter school’s governing board shall be notified in writing of the specific reasons for which the charter may be revoked.

2. The charter school will be granted a reasonable amount of time to correct the concern, unless the alleged violation presents a severe and imminent threat to the health and safety of the students.

3. A date will be set for the LACOE Board’s determination whether to revoke the charter, and the Superintendent will notify the charter school’s director and governing board of the date.

D. Charter School Closure

Prior to a charter petition being granted, the charter school petitioner shall submit written affirmation that the charter school will comply with LACOE Board policy and regulations relating to closure of the charter school.

When a charter school is closing, whether that closure shall be due to a decision voluntarily to close, a non-renewal by the LACOE Board, or a revocation by the LACOE Board, the charter school will take the following actions:

1. Within three business days following the decision to close the charter school, the charter school director and a member of the charter school’s governing board shall meet with the LACOE
Superintendent or designee to review the orderly closing of the charter school.

2. At this meeting:
   a. The charter school shall provide LACOE with a complete and accurate roster of all students enrolled in the charter school which will include the following information:
      • Student name
      • Parent(s) name
      • Address
      • Phone number
      • Grade level
      • Public school of residence
   b. The charter school shall provide LACOE with a copy of the letter notifying parents of the school closure.
   c. The charter school shall provide LACOE with a copy of the letter notifying the students’ previous district of residence of the date of the school closure and the anticipated number of returning students.
   d. The charter school shall provide LACOE with the names(s) of the person(s) at the charter school responsible for closing the school.

3. Before closing day, the charter school staff shall hold an exit IEP for all special education students.

4. All student records remaining on closing day, including current exit IEPs, shall be delivered to the CSO.

5. The following documents shall be delivered to the CSO:
   a. Final Independent Audit Report, performed at the charter school’s expense, within 60 days of the charter school’s closure.
   b. Year-end financial reports to LACOE.
   c. A plan for the disbursement or liquidation.
   d. Documentation of a plan to return restricted funds to their respective sources.
f. Pending Department of Fair Employment and Housing (DFEH) or Equal Employment Opportunities Commission (EEOC) complaints.

LACOE will not absorb any of the charter school’s liabilities due to closure.

08/02/05