Los Angeles County Office of Education
Charter School Office
12830 Columbia Way
Downey, CA 90242
(562) 922-8806

Overview of the Process for Considering an Initial Petition for a Countywide or Direct Petition to the County Office of Education

Verification Process
Submission Package: Prior to review of a petition, LACOE verifies that the petition (including budgets and supporting documents) meets the statutory requirements for a petition that can be heard directly by the County Board under Education Code section 47605.6 (countywide) or 47605.5 (a charter that will serve a pupil population a county office would otherwise be responsible to serve).

The petition for a countywide must include a narrative statement explaining the reason pupils to be enrolled in the school could not be served as well by a charter that operates in only one school district in the county and present petition elements as provided in Education Code section 47605.6(b).

Once LACOE determines that all required Submission Package documents have been received, the Submission Package is deemed complete.

Signatures: LACOE verifies the authenticity of petition signatures, that signatories were meaningfully interested in the charter at the time of signature, and had the opportunity to review the petition.

Additional Documents: Once the Submission Package is deemed complete, no additional documents will be considered as part of the Submission Package unless the documents are requested by LACOE.

Petition Review Process
LACOE utilizes a review protocol based on the model and standards developed by the California Department of Education (CDE). The protocol has been modified to reflect the County Board as the potential authorizer.

Capacity Interview
LACOE interviews the governing board and leadership team to help determine if the board has the capacity to govern the school and the leadership team has sufficient experience and knowledge to implement the charter. Information from the interviews is included in the staff report.

Presentations to the County Board (Board Meeting Dates)
The County Board typically considers a petition at three (3) separate regularly scheduled Board meetings:

(1) Public Hearing – Held within 30 calendar days of receipt of a complete Submission Package (60 days for a countywide). It is the petitioner's opportunity to demonstrate support for the charter and provide an overview of the petition.

(2) Staff Report on Findings of Fact – The County Board may ask questions of LACOE staff or the petitioner.

(3) County Board Action – Held within 60 calendar days of receipt of a complete Submission Package (90 days for a countywide) unless both parties agree to an extension of up to 30 days. The Board may ask questions of staff or petitioner.

The County Board typically meets the first three (3) Tuesdays of the month. The Board calendar is available at http://www.lacoe.edu/Portals/0/Board/Online%20Calendar.pdf
Notification

LACOE notifies the petitioner in writing (1) when the Submission Package is deemed complete, (2) when the Capacity Interviews have been scheduled, and (3) when the dates of the Public Hearing, Report, and Board Action have been scheduled.

Please review the documents entitled, Notice of Initial Petition Submission: Direct or Countywide Charter and Required Documents Form: Direct or Countywide Charter Initial Petition for further information regarding submitting a petition directly to the County Board.

Petitioners may contact the Charter School Office at (562) 922-8806 for additional information.
Notice of Initial Petition Submission: Direct or Countywide Charter

Type:  ☐ Direct to County Board (EC § 47605.5)
       ☐ Countywide (EC § 47605.6)

Submit form with petition documents  Please print or type

Name of charter school:

Contact Information:

   Name of lead petitioner(s) / relationship to charter school: ________________________________
   ________________________________
   ________________________________

   Name of lead contact (if not petitioner): _________________________________________________

   Address: Street
     City
     State/Zip code

   Telephone number(s): Office
     Mobile

   FAX number: ________________________________________________
   Email: ________________________________

School Information:

   Proposed enrollment: First year: ____________________ Fully implemented: ____________________

   Proposed grade levels:
     First year: ____________________ Fully implemented: ____________________

   Proposed opening date (if authorized):

   Proposed or actual school location / address: Street
     City
     State/Zip code

Notice of Submission:

   Signature of lead petitioner(s): ________________________________________________

   Date: ________________________________________________

Revised 5/8/13
Required Documents: Direct or Countywide Charter Initial Petition

Submission Package: Submit one (1) set of the following required documents to the Los Angeles County Office of Education (LACOE) Charter School Office.

Check items submitted and submit form with petition documents

☐ 1. Completed and signed Notice of Initial Petition Submission Form
☐ 2. Completed and signed Required Documents: Direct or Countywide Charter Initial Petition Form

Section I

☐ I.1 Table of Contents for Sections I through V (identify page number for each required element)
☐ I.2 List of Affirmations and Assurances signed by petitioner
☐ I.3 Charter Petition pursuant to Education Code sections 47605 and 47505.5 (Direct) or 47605.6 (Countywide) Identify each element by Education Code section reference
☐ I.4 Abstract addressing EC § 47605.6(a) for a countywide charter* (if applicable)
☐ I.5 Resumes for petitioners and members of the Board of Directors

Section II

☐ II.1 Proposed first year operational budget including start-up costs, cash-flow, and assumptions
☐ II.2 Financial projections for the first three years of operation
☐ II.3 Most recent Independent Financial Audit of 501(c)(3) (if applicable)
☐ II.4 Copy of the Public Charter Schools Grant Program Application and budget (if applicable)

Section III

☐ III.1 Required signatures of meaningfully interested parents (include name, mailing address, telephone number, age(s) of child(ren)) or teachers (include name, mailing address, telephone number)
☐ III.2 Credentials for meaningfully interested teachers (if teacher signatures were submitted)

Section IV

☐ IV.1 Bylaws of 501(c)(3) (if school operated as/by a nonprofit)
☐ IV.2 Articles of Incorporation of 501(c) 3 (if school operated as/by a nonprofit)

Section V

☐ V.1 Lease/Rental Agreement(s) or Similar Document (if site has been secured)
☐ V.2 Certificate of Occupancy(ies) (if site has been secured)

Submit all documents simultaneously in a loose-leaf (3-ring) binder with numbered dividers inserted between sections. Copies are to be single-sided. Continuously page number (paginate) the entire document (excluding dividers) beginning with Section I. Also submit an electronic copy of items 1 – 2 and Sections I – V via CD or Flash Drive. Items 1 – 2 may be combined as one file; Sections I – V shall be submitted as five (5) separate files. Section II.1 and II.2 (Budgets) shall be submitted as unlocked spreadsheets.

Once LACOE verifies that all required documents have been submitted, it will notify the petitioner in writing. The petitioner shall have no less than five (5) working days to submit 20 collated, two-sided (back-to-back), three-hole punched, rubber banded copies of Sections I through V.

Revised 5/8/13
As part of the review process, LACOE conducts Capacity Interviews of the governing board (to help determine whether it understands its role and responsibilities, and has the capacity to govern the school) and the leadership team (to help determine whether it has experience and expertise in curriculum, instruction, assessment, finance, and school administration sufficient to successfully implement the charter.)

LACOE reserves the right to request additional documents and information as necessary to provide the County Board with a complete understanding of the proposed charter.

If an initial petition, LACOE will conduct a facilities inspection as part of the petition review process or prior to opening, if authorized.

If a renewal petition, LACOE may conduct a facilities inspection as part of the renewal process.

Submission of a petition and this signed document acknowledges receipt, understanding, and the intent to adhere to the requirements outlined in this document as well as County Board Policies and Regulations with respect to Charter Schools**.

**LACOE Board Policies and Regulations are available at http://gamutonline.net/district/lacoe/.

Charter Review Timelines

Timeline becomes effective the date LACOE deems the Submission Package complete.

Direct County Charter:
- Public Hearing within 30 days of receipt of all required Submission Package documents
- Action by the County Board within 60 days of receipt of all required Submission Package documents
- Optional: 30 days extension of timeline for County Board action if agreed to by both parties (petitioner and County Board)

Countywide Charter:
- Public Hearing within 60 days of receipt of all required Submission Package documents
- Decision by the County Board within 90 days of receipt of all required Submission Package documents
- Optional: 30 days extension of timeline for County Board action if agreed to by both parties (petitioner and County Board)

The County Board considers a petition in three steps: Public Hearing, Report to the Board, and the Superintendent’s Recommendation for action. The petitioner is given written notice of County Board meeting dates when calendared.

*Per LACOE Board Policy: A petition for a countywide charter must contain an abstract addressing EC §47605.6 (a) (1) which states, “A county board of education may only approve a countywide charter if it finds, in addition to the other requirements of this section, that the educational services to be provided by the charter school will offer services to a pupil population that will benefit from those services and that cannot be served as well by a charter school that operates in only one school district in the county.”

**LACOE Board Policies and Regulations are available at http://gamutonline.net/district/lacoe/.