Overview of the Process for Considering a Renewal Petition for a Charter
Authorized by the County Board

The Los Angeles County Office of Education (LACOE) receives and reviews petitions to renew a charter on behalf of the Los Angeles County Board of Education (County Board).

A renewal petition, and all required documents comprising the Submission Package, shall be submitted after the California Department of Education (CDE) releases the Growth Academic Performance Index (API) report for the year prior to the last year of the charter term but no later than January 31st of the last year of the charter term.

The petition to renew a charter authorized by the County Board is considered to have been received when the petitioner has submitted all of the following:

1. The charter petition and all supporting documents, including budgets (Education Code 47607). The elements of the petition must comply with the applicable section of Education Code pertinent to the type of charter the school is seeking to renew (e.g., EC 47605, 47605.5, or 47605.6). The renewal petition for a countywide (EC 47605.6) must present the elements under Education Code section 47605.6(b).

2. Documentation that the charter school met at least one of the renewal criteria specified in Education Code 47607(b). The County Board shall consider the past performance of the school’s academics, finances, and operation in evaluating the likelihood of future success, along with future plans of improvement, if any.

3. A reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed (California Code of Regulations, Title 5, 11966.4).

4. Completed and signed forms: Notice of Renewal Petition Submission and Required Documents: Renewal Petition for Charter Authorized by the County Board.

Items 1 – 4 constitute a Submission Package; receipt triggers the timeline for County Board Action.

Additional documents: Once the petition is considered to have been received, no additional documents will be considered unless requested by LACOE. Additional information may be requested during the review process.

Incomplete Submissions: If LACOE determines the petitioner has not submitted all required documents, the petitioner will be given the option of withdrawing and resubmitting the petition or informing LACOE that it should complete the review based on documents submitted. LACOE shall inform the petitioner of the applicable statutory and regulatory timelines and permissible extensions of those timelines to support the petitioner in making an informed decision. LACOE submits requests for timeline extensions to the County Board for action.

Review Process

LACOE utilizes a review protocol based on the model and standards developed by the CDE. The protocol has been modified to reflect the County Board as the authorizer.

In addition to determining whether the renewal petition contains a reasonably comprehensive description of the elements and contains all required affirmations and assurances, LACOE will determine whether the charter school has met at least one (1) of the criteria specified in Education Code section 47607(b) and that the petition reflects changes to law since the charter was first authorized or last renewed. When reviewing a petition for renewal, the County Board will consider the past performance of the school with regard to academics, finance, and operation in evaluating the likelihood of success along with any evidence of future plans for improvement (California Code of Regulations 11966.4).
Capacity Interview

LACOE may interview 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 two (2) separate regularly scheduled meetings:

(1) Public Hearing – Held within 30 calendar days of receipt of a Submission Package. It is the petitioner's opportunity to demonstrate support for the charter and provide an overview of the school’s proposed educational program.

(2) Staff Report on Findings of Fact and County Board Action – Held within 60 calendar days of receipt of a Submission Package unless both parties agree to an extension of up to 30 days. The petitioner may address the County Board, and the County Board may ask questions of LACOE staff and the 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](http://www.lacoe.edu/Portals/0/Board/Online%20Calendar.pdf)

Notification

LACOE notifies the petitioner in writing when (1) the Submission Package has been received; (2) the date and time of the Capacity Interview; and (3) the dates of the Public Hearing, Report, and Board Action.

Please review the documents entitled, *Notice of Renewal Petition Submission* and *Required Documents: Renewal Petition for Charter Authorized by the County Board* for further information on submitting a renewal petition.

Petitioners may contact the Charter School Office at (562) 922-8806 for additional information.
Notice of Renewal Petition Submission

Charter Type:
- □ Previously Authorized on Appeal (EC § 47605)
- □ 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:

Enrollment: Current: __________________________ Proposed: __________________________

Grade levels: Current: __________________________ Proposed: __________________________

Current school address: Street __________________________

City __________________________ State/Zip code __________________________

If more than one site, provide main site here; attach list of additional site addresses.

Will the school remain at the current site(s)? Yes/No __________________________

If no, attach explanation and new address(es).

Notice of Submission:

Signature of lead petitioner(s): __________________________

Date: __________________________
Required Documents: Renewal Petition for Charter Authorized by the County Board

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 Renewal Petition Submission Form
☐ 2. Completed and signed Required Documents: Renewal Petition for Charter Authorized by the County Board Form

☐ Table of Contents for Sections I through IV (identify page number for each required element)

Section I

☐ I.1 List of Affirmations and Assurances signed by petitioner
☐ I.2 Documentation that the Charter School is eligible for renewal under at least one of the criteria established under EC § 47607(b)
☐ I.3 Charter Petition pursuant to Education Code section 47605 (Appeal), 47505.5 (Direct), or 47605.6 (Countywide) Begin the description of each element by citing the specific Education Code section. The petition must include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed (California Code of Regulations, Title 5, 11966.4).
☐ I.4 A reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed (California Code of Regulations, Title 5, 11966.4).
☐ I.5 If the petition is for a countywide charter, include a justification addressing EC § 47605.6(a)
☐ I.6 Resumes for petitioner(s) 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)

Section III

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

Section IV

☐ IV.1 Lease/Rental or Proposition 39 Agreement(s) or Similar Document(s)
☐ IV.2 Certificate(s) of Occupancy

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1 County Board Policy: The County Board may grant a charter for the operation of a countywide charter school if … the charter school has reasonable justification for why it could not be established by petition to a school district under EC 47605. The County Board may impose any additional requirements beyond those of EC 47605.6 that it considers necessary for the sound operation of a countywide charter school.

EC §47605.6 (a) (1): 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.
IV.3 Include a copy of the student/parent handbook, school safety plan, employee handbook, and any procedure the school will follow to ensure the health and safety of students and staff, if there are changes from the last submission.

IV.4 Copy of the student application form and enrollment form

Submit all documents simultaneously in a loose-leaf (3-ring) binder with numbered dividers inserted between sections. Copies are to be single-sided. Also submit an electronic copy of items 1 – 2, Table of Contents, and Sections I – IV via CD or Flash Drive. Items 1 – 2 may be combined as one file; Table of Contents and each section shall be submitted as separate files. Section II (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 the Table of Contents and Sections I through IV.

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.

LACOE may conduct a facilities inspection as part of the petition review process and will conduct an inspection of any new sites.

**Petitioner’s Required Certification**

Submission of a petition and this signed document certifies that the charter school’s governing board has approved the submission of the renewal petition and will adhere to the requirements outlined in this document, the *Overview of the Process for Considering a Renewal Petition for a Charter*, Los Angeles County Board Policies regarding Charter Schools, Los Angeles County Office of Education Administrative Regulations regarding Charter Schools** and the *Charter School Monitoring and Oversight Memorandum of Understanding (MOU)***.

Printed name of Board authorized signatory: ____________________________________________

Signature of Board authorized signatory:__________________________________________________

Title:__________________________________________  Date:___________________

Printed name of lead petitioner (if different from above):____________________________________

Signature of lead petitioner (if different from above): _________________________________________

Title:__________________________________________  Date:___________________

*Please review the document, Overview of the Process for Considering a Renewal Petition for a Charter Authorized by the County Board or contact the Charter School Office for additional information.

**Los Angeles County Board Policies (6000 Series: BP 0420.4(a)) and Regulations are available at http://gamutonline.net/district/lacoe/****

***The Charter School Monitoring and Oversight MOU is available at http://www.lacoe.edu/Portals/0/LACOE/CharterSchools/Monitoring%20&%20Oversight%20MOU_Templat e%20for%20CSO%20Webpage_March%202013%20SAMPLE.pdf*