



Los Angeles County
Office of Education

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CHARTER SCHOOL RENEWALS

Updated May 2024





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Supporting Charter Schools

Los Angeles County is home to unique and diverse communities, students, and families. The Los Angeles County Board of Education (County Board) and Superintendent are committed to working collaboratively with charter schools to provide outstanding learning opportunities to students across the region. With a focus on providing high-quality instruction and maintaining a student-centered approach, the County Board takes action on various charter matters as required by law, including appeals of denied petitions to establish charters from local districts and appeals of non-renewed or revoked charters. Additionally, the County Board may consider countywide or direct-to-county petitions as well as requests for renewal and material revisions of its currently operating charter schools. The historical portfolio of charter schools authorized by the County Board reflects a variety of innovative approaches to meeting student needs, while serving communities spanning the five (5) Supervisorial Districts.

The Superintendent and staff of the Los Angeles County Office of Education (LACOE) accept charter petitions and appeals on behalf of the County Board and are responsible for facilitating the review process. Charter schools authorized by the County Board receive technical assistance as part of ongoing monitoring and oversight. Staff from the Charter School Office (CSO) take the lead in collaborating with other LACOE units including: Business Advisory Services; Educational Services; Facilities & Construction; Human Resource Services; Office of General Counsel; and Risk Management to name a few.



LACOE has adopted the petition review criteria established in California's Education Code (EC), the California Code of Regulations (CCR), County Board Policies (BP), and accompanying Administrative Regulations (AR). The scope of review for charter petitions includes a thorough analysis of the submitted documents, information obtained at capacity interviews, communications with the petitioners/school representatives, site visits, and other publicly available information. The LACOE Review Team considers whether petitions comply with EC and will meet the criteria set forth in the Charter Schools Act.

This guide is meant to be a general resource, and petitioners should contact the CSO for specific questions regarding their individual circumstances should any questions or concerns arise. Further details with links to required forms and submission instructions are located at <https://www.lacoe.edu/services/charter-schools/petitioners> or can be requested via telephone from the CSO at (562) 922-8806.

Legislative Updates for Renewals

The California Department of Education (CDE) provides updates to charter administrators and district/county authorizers on a regular basis, including guidance and data specific to appeals and renewals. On October 3, 2019, [AB 1505](#) was signed and its effects were implemented on July 1, 2020. This represented a large shift for charter authorizers, as the charter appeal and renewal processes substantively changed. Simultaneously, the global COVID-19 pandemic halted some of the provisions related to state reports and performance indicators for schools.

The result is that [EC 47607.4](#) (which was amended by SB 114 in 2023) states that all charters whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two (2) years, and all charters whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one (1) additional year. These extensions were automatically applied by operation of law, with no action required by authorizers or schools.

Overview of LACOE's Renewal Submission Process

To assist petitioners in planning for renewal, the following table provides a glimpse into key actions and timelines. At any point a question or concern arises, petitioners are urged to communicate directly with the CSO staff members designated as points-of-contact throughout the entire review process.

ACTION STEPS	NOTES	DATES
Notice of Submission: Petition to Renew a Charter (form with required documents) is received by the LACOE CSO	Per BP 0420.4, the petitioner is responsible for certifying that the submission is complete. Each renewal petition must fully comply with all legal requirements and provide accurate descriptions of the educational plans, governance, finances, and operations. Access forms at https://www.lacoe.edu/services/charter-schools/petitioners .	A petition to renew a charter authorized by the County Board may be submitted after the CDE releases the California Assessment of Student Performance and Progress (CAASPP) results for the year prior to the last year of the charter term but <u>no later than January 31</u> of the last year of the charter term
Public Hearing	The County Board meets in-person at the LACOE offices in Downey, usually on the first three (3) Tuesdays of each month. The school may make a presentation to the County Board to support its renewal petition. CSO staff will coordinate with the lead petitioner to provide more detailed information prior to the Public Hearing. County Board meeting materials are available at https://www.lacoe.edu/about/board/meetings-agendas .	Within <u>60 days</u> of submission <i>*Request a disability-related accommodation under the ADA at least 24 hours in advance; request a language interpreter at least 48 hours in advance at (562) 922-6128</i>
Staff Review & Analysis, Site Visit, Capacity Interview	LACOE Review Team will analyze the petition to verify its contents and that any new laws enacted since the last charter review are included. A school site visit and/or capacity interview may be scheduled with the petitioner and representatives of charter school's governing board.	Ongoing (up to 75 days after submission)
Staff Report & Superintendent's Recommendation	CSO staff will generate a report summarizing the findings of the LACOE Review Team and other relevant data/information. The Superintendent will make a recommendation for the County Board to take formal action on the request for renewal.	The Report will be publicly available at least 15 days prior to the County Board meeting when the petition will be recommended for approval/denial
County Board Action	The County Board will consider the Report & Recommendation at a public meeting. LACOE staff will make a formal presentation and petitioners will have equivalent time to respond to the recommendations and findings. County Board will vote and take action.	Within <u>90 days</u> of submission (unless a mutually agreed upon extension of up to 30 more days is requested)
Appeal to SBE, as applicable per EC 47605(k)(2)	Should the County Board not vote to renew the charter, the school may appeal to the State Board of Education (SBE) under an abuse of discretion standard. https://www.cde.ca.gov/sp/ch/sbeappeals.asp#renewal .	Petitioner must submit documentation to CDE within 30 days of denial by County Board

Renewal Requirements

Petitioners are responsible for thoroughly acquainting themselves with all necessary legal and procedural requirements for successful charter renewals. Planning for renewal is an ongoing and dynamic process, necessitating data collection and review, building community involvement and support, and collaborating frequently with the authorizer. Charter renewals are determined in accordance with [EC 47607](#) and [EC 47607.2](#), as well as [5 CCR 11966.5](#). Required elements of charter petitions are detailed in [EC 47605](#), except that renewals do not require signatures described in [EC 47605\(a\)\(1\)-\(3\)](#). The County Board will consider the past performance of the school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, as applicable. It is the shared commitment of County Board, Superintendent, and LACOE staff that charter schools will receive a careful and objective analysis of all statutory factors. For charters currently authorized by the County Board, prior years' documentation may also be considered.¹

The petition is deemed received on the day the petitioner submits a petition to the CSO, accompanied by a signed certification of completeness on LACOE's *Notice of Submission: Petition to Renew a Charter* form. The charter submission must include all of the following:

1. The charter petition and all supporting documents, including budgets in Excel format with SACS codes (electronic file with unlocked and unplugged cells displaying formulas). The elements of the petition must comply with the applicable section of the Education Code pertinent to the type of charter the school is seeking to renew (e.g., [EC 47605](#), [EC 47605.5](#) – direct-to-county, or [EC 47605.6](#) – countywide). The renewal petition for countywide charters must present the elements prescribed under [EC 47605.6\(b\)](#).
2. Description of renewal eligibility based on one of the three performance levels specified in [EC 47607](#) and [47607.2](#), including but not limited to, past performance of academics, finances, and operations in evaluating the school's likelihood of success, along with future plans for improvement, as applicable.
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 or materially revised ([EC 47607\(b\)](#) and [5 CCR 11966.4](#)).
4. Board Approved Minutes (signed by the Board Secretary or President) providing evidence that the school's governing body has approved the petition, proposed budget, and submission of the renewal petition to the County Board.
5. Completed and signed forms: (1) *Notice of Submission: Petition to Renew a Charter* and (2) *Required Documents: Petition to Renew a Charter Authorized by the County Board*.



Renewal petition applications must be submitted in the final school year of the charter term, but not later than January 31 of that academic year.

¹ Such items include, but are not limited to the following: site visit reports; annual instructional and governance reports; records of complaints received by the authorizer against the school; annual and monthly fiscal reports; audit reports; Special Education Local Plan Area (SELPA) reports; notices of concern or violation; compliance with all portions of the LACOE Memorandum of Understanding (MOU); other information regarding the charter school (and its operating entity/governing board, if applicable) received from government/regulatory bodies or publicly-available sources.

Data-Informed Categories for Charter Renewals

The impact of the COVID-19 pandemic is also observable in the data reports available for the 2020-21 and 2021-22 academic years. The state indicators on the California School Dashboard (Dashboard) were waived, so in the absence of statewide data for certain years, authorizers did not have access to two (2) years of performance data. Under AB 1505 charter schools (excluding those categorized as Dashboard Alternative Schools Status, or DASS) are to be placed into three (3) categories: High, Middle, and Low Performing. CDE published the status list in July 2020, and the most recent release was in spring 2024.² Subsequently, authorizers must consider clear and convincing evidence of measurable increases in academic achievement and/or strong post-secondary outcomes demonstrated through verified data³ when evaluating petitions for renewal, a provision set to sunset on January 1, 2026, as additional historical Dashboard data will be available.

[EC 47607](#) clearly defines charter renewal criteria for High, Middle, and Low Performing schools. The table below provides a quick glimpse at some of the major differences in renewal terms, and subsequent sections in this guide will further detail how renewal determinations will be made based on student academic performance. In all cases, if there are substantial fiscal, governance, or student admissions factors that impact the school's ability to successfully implement the program described in the petition, an authorizer may recommend denial by making findings after reasonable attempts to cure violations are unsuccessful (see [EC 47607\(d\)](#) and [\(e\)](#)).

Renewal Criteria Categories and Distinguishing Features

High Performing EC 47607(c)	Middle Performing EC 47607.2(b)	Low Performing EC 47607.2(a)
5-, 6-, or 7-year renewal term	5-year renewal term	Presumptive denial; option for 2-year renewal term
<ul style="list-style-type: none"> Not applicable for any school identified as eligible for receiving Differentiated Assistance⁴ Streamlined renewal process whereby the school is only required to update petition for any new legal requirements or as necessary to reflect current programs 	<ul style="list-style-type: none"> It is predicted that a large number of charters may fall into this category at the time of renewal Any school not meeting the High or Low criteria will fall into this category 	<ul style="list-style-type: none"> Based on low academic performance, the school shall not be renewed unless the authorizer makes specific findings to allow for a 2-year renewal term The best interest of the pupils is critical as school closure is considered

Note: For DASS charters, authorizers will still analyze the school's Dashboard results; however, achievement on alternative metrics that have been agreed upon by the school and authorizer will be a key factor in determining renewals. These metrics are applicable to the charter school based on the pupil population served, and were mutually agreed upon during discussions in the first year of the charter's term. Pursuant to [EC 47607\(c\)\(7\)](#), the authorizer may deny a DASS renewal by making written findings that the closure of the school is in the best interest of pupils. If a DASS school is approved for renewal, it will be for a 5-year term. For more information about DASS schools, visit <https://www.cde.ca.gov/ta/ac/dass.asp>.

² CDE publishes the charter school performance category data files at <https://www.cde.ca.gov/sp/ch/performcategory.asp>.

³ For a list of State Board of Education (SBE) adopted verified data sources for charter renewals, visit <https://www.cde.ca.gov/sp/ch/verifdataacadprogress.asp#progress>. Verified data can be considered for Middle performing schools until January 1, 2026. For Low performing schools, verified data can be considered if the school was operational on/before June 30, 2020, and only for the school's next (2) renewals until June 30, 2025.

⁴ For general information on California's System of Support and eligibility, see <https://www.cde.ca.gov/sp/ss/t1/cass.asp>.



Material Revisions for County Board-Authorized Charters

In an effort to streamline processes for petitioners and LACOE staff, any request for a material revision to the charter should be considered for submission alongside the renewal request. This will allow for a review of the proposed change(s) to occur simultaneously with the renewal. Such requests may relate to changes in locations or grade levels to be served (see [EC 47607\(a\)\(3\)](#)). While this timing may not be possible in all situations, petitioners should collaborate with their assigned CSO point-of-contact to discuss arrangements. For specific information on material revisions, visit <https://www.lacoe.edu/services/charter-schools/petitioners>.

Basic Renewal Criteria

All charter schools requesting renewal must clearly show that they meet eligibility requirements set forth in Charter Schools Act and further defined in [AB 1505](#). Depending on the findings adopted by the County Board, a charter may be renewed or denied renewal based on these criteria found in [EC 47605](#), [47607](#) and [47607.2](#):

1. Do the petition and supporting documentation reflect a sound educational program for pupils? Are the petitioners likely to successfully implement the program set forth in the petition? Does the petition contain a reasonably comprehensive description of all required elements and affirm the conditions of [EC 47605\(e\)](#)?
2. Is the charter eligible for renewal under the High, Middle, or Low performing category and has the charter provided an argument with sufficient evidence that it has attained the criteria for renewal under that category? Has the charter attained measurable increases in academic achievement schoolwide and for numerically significant subgroups⁵ served by the charter school, and if applicable, does the school have strong postsecondary outcomes?
3. Does the charter school have discriminatory enrollment or dismissal practices? Does the charter have substantial fiscal or governance issues?

⁵ While LACOE acknowledges that the term “subgroup” may hold negative connotations, especially in the context of historically marginalized groups and racial populations, a preferred term such as “student group” is not used in the EC sections for this analysis. Per [EC 52052](#), California’s accountability framework provides for designated subgroups in the following categories: ethnic; socioeconomically disadvantaged; English learners; pupils with disabilities; foster youth; and homeless youth. A subgroup consists of at least 30 pupils.

Performance Categories (for Non-DASS Charter Schools)

High Performing <u>EC 47607(c)</u>	Middle Performing <u>EC 47607.2(b)</u>	Low Performing <u>EC 47607.2(a)</u>
<p>A charter school that for two (2) consecutive years immediately preceding renewal:</p> <p>Received the two (2) highest performance levels [green or blue] schoolwide on all state indicators on the Dashboard</p> <p style="text-align: center;"><u>OR</u></p> <p>For all measurements of academic performance, the school received levels schoolwide that are the same or higher than the state average, AND for a majority of subgroups performing statewide below the state average in each respective year, received levels that are higher than the state average</p> <p><u>Note:</u> A charter eligible for technical (differentiated) assistance does not qualify under this section</p>	<p>For charter schools not designated under either the High or Low Performing criteria, the chartering authority:</p> <p>Shall consider schoolwide performance and performance of all subgroups on the Dashboard, while providing greater weight to performance on measurements of academic performance in determining whether to grant a charter renewal</p> <p>Shall also consider clear and convincing evidence with verified data showing either:</p> <p>(1) The school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school <u>OR</u></p> <p>(2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers.</p> <p><u>Note:</u> MAY DENY ONLY upon making written findings that: (1) the charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to pupils of the school; <u>AND</u> (2) closure is in the best interest of the pupils; <u>AND</u> (3) the decision provided greater weight to the performance on measurements of academic performance.</p>	<p>A charter school that for two (2) consecutive years immediately preceding renewal:</p> <p>Received the two (2) lowest performance levels [red or orange] schoolwide on all state indicators on the Dashboard</p> <p style="text-align: center;"><u>OR</u></p> <p>For all measures of academic performance, the school received performance levels schoolwide that are the same or lower than the state average, AND for a majority of subgroups performing statewide below the state average in each respective year, received levels that are lower than the state average.</p> <p><u>Note:</u> Renewal for a 2-year term may occur only if the following written factual findings are both made:</p> <p>(1) The charter school is taking meaningful steps to address the underlying causes of low performance, and those steps are/will be reflected in a written plan adopted by the school's governing body <u>AND</u></p> <p>(2) There is a clear and convincing evidence, demonstrated by verified data showing either:</p> <p>(a) The school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school</p> <p style="text-align: center;"><u>OR</u></p> <p>(b) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers</p>

Analysis & Determination of the Petition

Within 90 days of receipt of the renewal petition, the County Board shall hold a public hearing at which it will either grant or deny a renewal petition, unless an additional 30 days are mutually agreed upon with the petitioner. The County Board may deny the renewal of a charter petition by making written factual findings based on the particular performance category of the charter school. For all renewals, the underlying petition requirements of [EC 47605](#) must be met. This includes the following components that may affect a charter's case for renewal:

- The charter school presents a sound educational program for the pupils to be enrolled in the charter school
- Petitioners are demonstrably likely to successfully implement the program set forth in the petition
- All affirmations and declarations are made pursuant to [EC 47605\(e\)](#)
- Petition must contain a reasonably comprehensive description of all 15 required elements⁶
 1. Educational Program
 2. Measurable Pupil Outcomes
 3. Measuring Pupil Progress
 4. Governance Structure
 5. Employee Qualifications
 6. Health and Safety
 7. Racial, Ethnic, Special Education, and English Learner Balance
 8. Admission Requirements
 9. Financial Audits
 10. Suspension and Expulsion
 11. STRS, PERS, and Social Security
 12. Public School Attendance
 13. Post-Employment Rights
 14. Dispute Resolution
 15. Closure Procedures
- The petition contains a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school.
- The charter school shall meet all statewide standards and conduct the pupil assessments required pursuant to [EC 60605](#) and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools ([EC 47605\(d\)\(1\)](#)).
- Charter schools shall consult with parents, legal guardians, and teachers regarding the school's educational programs on a regular basis ([EC 47605\(d\)\(2\)](#)).
- The charter school must provide information pertaining to the proposed operation and potential effects of the school per [EC 47605\(h\)](#), which include:
 1. Proposed facilities to be used
 2. The manner in which administrative services of the charter school will be provided
 3. Potential civil liability to the charter school and authorizer
 4. Financial statements that include the proposed first-year operational budget, including startup costs, as well as cashflow and financial projections for the first three (3) years of operation
 5. The petitioner shall provide the names and relevant qualifications of all persons on the governing board of the charter school.



⁶ In the instance of a countywide charter, there are the same required elements plus an additional required element regarding site location(s), for a total of 16 elements (see [EC 47605.6](#))

High Performing Schools

If the charter school meets the established renewal criteria, there is a presumption for renewal with a 5-, 6-, or 7-year term. The County Board will weigh multiple factors when making a decision of the renewal term, and will be guided by the legislative intent of [AB 1505](#) in conducting a more streamlined renewal process for schools that demonstrate positive outcomes for pupils.

A charter that is designated as High Performing must still update its charter petition to include a reasonably comprehensive description of any new requirements enacted into law after the charter was originally granted or last renewed to reflect the current programming offered. As mentioned above, a school that is designated for technical assistance within California's System of Support is not eligible for renewal under this criteria.

Low Performing Schools

If the charter school meets the non-renewal criteria, there is a presumption of non-renewal.

The law allows for a further review opportunity and only a 2-year renewal term if the authorizer makes written factual findings that the charter is taking meaningful steps to address the underlying causes of its low performance **and** has

clear and convincing evidence of either one year's progress for each year in school or strong postsecondary outcomes. The school must provide a written plan formally adopted by the charter's governing board provided along with clear and convincing evidence of having met the criteria for further consideration. The authorizer will then examine the verified data provided by the charter school showing attainment of measurable increases in pupil academic achievement (at least one year's progress for each year in school), and/or strong postsecondary outcomes as defined by college enrollment, persistence, and completion rates equal to similar peers. The mandated use of verified data is effective until June 30, 2025, at which time this provision will sunset.



The charter school should submit verified data at the time of submission of the renewal petition to bolster its case for renewal. LACOE staff will review the verified data to ensure that it is based on SBE-approved instruments and that the data provides evidence to support a recommendation for a 2-year term. If a charter is renewed under this provision, it must submit a new renewal petition in two (2) years with then-current Dashboard data to make the case for renewal in alignment with its corresponding future performance level.

Middle Performing Schools

For many charters currently operating, there is a strong likelihood that they may not fall into the High or Low Performing categories. For these Middle Performing schools, the importance of additional data is a key component of the renewal process. As [EC 47607.2\(b\)](#) describes, the authorizer shall consider the schoolwide performance and performance of all subgroups of pupils served by the charter school on both the state and local indicators on the Dashboard, while providing greater weight to the performance on measurements of academic performance contained therein. The authorizer will examine verified data showing an attainment of measurable increases in pupil academic achievement (at least one year's progress for each year in school), and strong postsecondary outcomes as defined by college enrollment, persistence, and completion rates equal to similar peers. For Middle Performing schools, this mandated use of verified data is currently effective until this provision ends as of January 1, 2026.

For Middle Performing schools, the authorizer will consider performance on academic indicators with greater weight,

including those listed within the school's Measurable Pupil Outcomes. Based on California's Dashboard, the charter's performance schoolwide and for all subgroups on the state and local indicators will be thoroughly analyzed. The academic indicators are reflected in student performance in English Language Arts, Mathematics, English Language Performance Indicator (ELPI), and College/Career Indicator (CCI)—these indicators carry the greatest importance in determining academic performance.

As some of the data used to determine Dashboard indicators only reflect certain grade levels, charters are highly encouraged to utilize and track student metrics by providing the authorizer with verified data to highlight its success and academic achievement or postsecondary outcomes for its pupils—both schoolwide and for subgroups. This verified data is especially helpful to illustrate the school's ongoing efforts to respond to the needs of its unique student population. When Dashboard metrics show a combination of areas of strength and areas for growth, a school can present strong evidence of its success and thereby make a case for renewal.

Non-renewal for a Middle Performing school may only be made if the authorizer makes factual findings that the school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to pupils of the school, including the school's Measurable Pupil Outcomes, and that the school's closure is in the best interest of the pupils (see [EC 47607.2\(b\)\(6\)](#)). In making this determination, the authorizer must show that it provided the greatest weight to the performance on measures of academic performance.

Fiscal, Governance, and Student Enrollment Factors

In addition to meeting performance level criteria and adhering to all statutorily required petition components, [EC 47607\(d\)](#) allows an authorizer to examine whether there are student enrollment or dismissal patterns that warrant further investigation as to whether all pupils who wish to attend are served by the charter school.

Additionally, if the authorizer determines that substantial fiscal or governance factors contribute to the school being demonstrably unlikely to successfully implement the program set forth in the petition, then a finding for denial of a renewal may be made (see [EC 47607\(e\)](#)). The school's failure to successfully correct any violations after given a 30-day notice and opportunity to cure, or any severe and pervasive violation that makes a corrective action plan unviable are both grounds for non-renewal.

APPENDIX A: VERIFIED DATA SOURCES (as of January 2024)

SBE-Adopted Academic Progress Indicators

The following academic progress indicators are on the approved verified data list:

- Achieve3000 by McGraw Hill, Grades 2–12
- ACT by ACT, Inc, Grades 11–12
- Adaptive, Diagnostic Assessment of Mathematics (ADAM)/Diagnostic Online Math Assessment (DOMA) by Let's Go Learn, Grades K–9
- aimswebPlus by Pearson Assessments, PreK–12
- California Assessment of Student Performance and Progress (English Language Arts/Literacy and Mathematics), Grades 3–8 and Grade 11
- Developmental Reading Assessment, Third Edition (DRA3) by Pearson Assessments, Grades K–8
- Diagnostic Online Reading Assessment (DORA) by Let's Go Learn, Grades K–12
- easyCBM by Riverside Insights, Grades K–8
- English Language Proficiency Assessments for California (ELPAC) by Educational Testing Service, Grades K–12
- Exact Path by Edmentum, Grades K–12
- FastBridge by Illuminate, Reading Grades K–12, Math Grades K–8
- i-Ready 9–12 by Curriculum Associates, Grades 9–12
- i-Ready K–8 by Curriculum Associates, Grades K–8
 - Formerly approved as iReady by Curriculum Associates
- Istation's Indicators of Progress (ISIP) by Istation, Grades K–8
- IXL Real-Time Diagnostic: Math and ELA by IXL, Grades K–12
- MAP Growth by NWEA, Grades K–12
 - Formerly approved as Measures of Academic Progress by Northwest Evaluation Association (NWEA)
- Math Growth Measure by Houghton Mifflin Harcourt, Grades K–12
 - Formerly approved as Math Inventory by Houghton Mifflin Harcourt
- mCLASS by Amplify, Grades K–6
- PreACT and PreACT 8/9 by ACT, Inc., Grades 8–10
- RAPID by Lexia Learning, Grades K–12
- Reading Growth Measure by Houghton Mifflin Harcourt, Grades K–12
 - Formerly approved as Reading Inventory by Houghton Mifflin Harcourt
- SAT Suite by College Board, Grades 8–12
- Star Assessments by Renaissance, Grades K–12
- Test of English Language Learning (TELL) by Pearson Assessments, Grades K–12

SBE-Adopted Postsecondary Indicators

The following postsecondary indicators are on the approved verified data list:

- California Department of Education DataQuest College-Going Rate
- California State University Enrollment Dashboard Student Origin
- California Partnership for Achieving Student Success (Cal-PASS) Plus High School to Community College Transition Report
- National Student Clearinghouse StudentTracker
- University of California Admissions by School Source
- University of California Undergraduate Graduation Rates

APPENDIX B: Notice of Submission: Petition to Renew a Charter

Submission Directions: Petition to Renew a Charter Authorized by the County Board:

- Submit all documents within the submission package noted below.
- Continuously paginate the entire submission and ensure the pagination is accurately reflected within the Table of Contents.
- Submit via flash drive all items and sections below:
 - Items 1 - 2 may be combined as one file
 - Table of Contents and each section shall be submitted as separate files
 - Submit Section I as six (6) separate files (I.1, I.2, I.3, I.4, I.5, I.6)
 - Submit Section II as 9 separate files; budgets and projections must be submitted as unlocked spreadsheets in excel format (displaying formulas)

Submission Package: Submit the following required documents to the LACOE Charter School Office:

Check items submitted and submit this form with petition documents

- ☐ 1. Completed and signed Notice of Submission: Petition to Renew a Charter Form
- ☐ 2. Completed and signed Required Documents: Petition to Renew a Charter Authorized by the County Board Form
- ☐ 3. Reporting on Measurable Pupil Outcomes in Current Charter Term (Appendix C)
- ☐ 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 the petitioner
- ☐ I.2 Description of the school's renewal eligibility based on the CDE's published list of renewal charter school data, its governing board approved action plan if the school qualified in the middle- or low-performing categories, as well as sufficient evidence that the school has attained the criteria for renewal under that category which may include clear and convincing evidence as demonstrated by verified data (Appendix D). Since a DASS school will not receive a performance category, it should provide evidence of meeting student measurable pupil outcomes in the narrative of the charter petition. [EC 47607\(c\)\(7\)](#) requires a chartering authority to consider a DASS school's performance on the Dashboard (all performance indicators and local indicators) as well as on performance on "alternative metrics" based on the student population served, as agreed upon with the authorizer during the first year of the charter school's term.
- ☐ I.3 Charter Petition pursuant to [EC 47605](#) (Appeal), [47605.5](#) (County Direct), or [47605.6](#) (Countywide): Begin each of the 15 elements 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 or materially revised ([EC 47607\(b\)](#) and [California Code of Regulations, Title 5, section 11966.4](#)).
- ☐ I.4 If the petition is for a countywide charter, include a rationale addressing [EC 47605.6\(a\)](#)¹
- ☐ I.5 List of board members and resumes with contact information for all key individuals (petitioner(s), school leadership, etc.)
- ☐ I.6 Evidence the school's governing body approved submission of the petition to the County Board

¹ [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. 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.

Section II

- ☐ II.1 Budget projections for the first three (3) years of operation during the next charter term (multi-year projection) in Excel format with SACS codes (electronic file with unlocked cells including formulas), with the following supporting documents:
 - (1) Budget Narratives and Assumptions
 - (2) LCFF Calculator (i.e., FCMAT LCFF calculator) for three (3) years
 - (3) Three-Year Cash Flow projections
 - (4) Staffing Salary Schedule with object codes, position, salary, and benefits
- ☐ II.2 Organizational Chart including CMO and any related parties (if applicable)
- ☐ II.3 Copies of the three (3) most recent Independent Financial Audits of 501(c)(3) (if applicable)
- ☐ II.4 Fiscal Policies with evidence that they were approved by the governing board
- ☐ II.5 Year-to-date General Ledger for both the non-profit entity holding the charter (CMO) if applicable, and the charter school
- ☐ II.6 Debt Schedule including total principal, interest due, and term of debt (if applicable). Include all loans, bonds, lines of credit, inter-company borrowing or transfer agreements including repayment terms and commitment letters (e.g., sale of receivables)
- ☐ II.7 All bank statements, including any related foundations such as Parent Teacher Organization (PTO), as well as petty cash accounts with monthly reconciliation for the three (3) months prior to petition submission to the Charter School Office (if applicable)
- ☐ II.8 Contracts (if applicable):
 - Board approved contract and shared allocated costs agreement (i.e., CMO fees, indirect cost, or any fees charged by the non-profit entity holding the charter)
 - Signed Contracts exceeding \$5,000 annually
- ☐ II.9 Public Charter Schools Grant Program (PCSGP) application and budget (if applicable)

Section III

- ☐ III.1 Current board-approved and signed Bylaws of 501(c)(3)
- ☐ III.2 Current Approved and Stamped Articles of Incorporation of 501(c)(3)

Section IV

- ☐ IV.1 Lease/Rental or Proposition 39 Agreement(s) or similar document(s)
- ☐ IV.2 Certificate(s) of Occupancy (if applicable)
- ☐ IV.3 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
- ☐ IV.4 Copy of the student application (lottery) form and enrollment form

Petitioner's *Certificate of Completeness* will provide an assurance that the petition submission is complete. Following the charter submission, LACOE will notify the petitioner in writing of charter submission receipt.

In preparation for a scheduled public hearing, the petitioner shall have no less than five (5) working days to confirm that the submitted files for Sections I through IV do not require redaction and may be published as-is. These documents are made available to the public as well as to the County Board and LACOE staff. It is the petitioner's responsibility to redact sensitive information (i.e., personal contact information, bank account numbers, etc.) 10 days prior to posting of the electronic copy for the public hearing.

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 or prior to opening, if authorized.

Additional Documents: Once the petition is considered to have been received, no additional documents will be considered unless requested by LACOE to clarify and/or substantiate petition/budget content. 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 required elements and all required affirmations and assurances, LACOE will determine whether the charter school has met the performance criteria specified in [EC 47607](#) or [EC 47607.2](#) and that the petition reflects changes to law since the charter was first authorized or last renewed or materially revised. 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, Title 5, section 11966.4](#)).

LACOE reviews publicly available information regarding the school (in the case of a renewal), the petitioners, and other schools with which the petitioners have been associated. Information reviewed includes school level data available through the CDE DataQuest website and Dashboard data, as well as other publicly available documents, and financial audits.

Capacity Interview

LACOE may interview the school's governing board and leadership team to help determine if the board has the capacity to govern the school and the leadership team has the background necessary to implement the charter. Information from the interview may be included in the staff report.

Notification

LACOE will notify the petitioner in writing when (1) the Submission Package is received; (2) the date and time of the Capacity Interview is set; (3) the dates of the Public Hearing, Report, and Board Action are established; and (4) posting of Report and Recommendation including staff findings 15 days prior to Board Action.

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

Petitioners may contact the LACOE Charter School Office at (562) 922-8806 for additional information.

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

Notice of Submission: Petition to Renew a Charter

- 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

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

_____ City

_____ State/Zip code

Will the school remain at the current site(s)? Yes/No address(es) _____ If no, attach explanation and new

Notice of Submission:

Signature of lead petitioner(s): _____

Date of Charter Petition Appeal Submission: _____

Petitioner's certification will provide an assurance that the petition submission is complete. Following the charter submission, LACOE will notify the petitioner in writing of charter submission receipt.

In preparation for a scheduled public hearing, the petitioner shall have no less than five (5) working days to confirm that the submitted files for Sections I through IV do not require redaction and may be published as-is. These documents are made available to the public as well as to the County Board and LACOE staff. It is the petitioner's responsibility to redact sensitive information (i.e., personal contact information, bank account numbers, etc.) 10 days prior to posting of the electronic copy for the public hearing.

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 or prior to opening, if authorized.

Required Certification

Submission of a petition and this signed document certifies that:

1. The governing board has taken action to approve the submittal of the renewal petition, including budgets and supporting documents to the County Board.
2. The governing board and lead petitioner(s) have **read, understand, and intend to adhere to** the requirements outlined in this document, *The Charter School Renewals* guide, as well as the Los Angeles County Board Policies and Administrative Regulations regarding Charter Schools*; and the *LACOE Monitoring and Oversight Memorandum of Understanding (MOU)***.
3. The governing board and lead petitioner(s) certify that this charter petition submission is deemed complete, true, and correct.

Printed name of board signatory: _____

Signature of board signatory: _____ Date: _____

Printed name of lead petitioner(s): _____

Signature of lead petitioner(s): _____ Date: _____

*Los Angeles County Board Policies and Regulations are available at <https://www.lacoe.edu/about/board/policies>

**The Charter School Monitoring and Oversight MOU is available at https://www.lacoe.edu/content/dam/lacoeedu/documents/generalcounsel/charter-school-office/1%20MOU_Template.pdf

APPENDIX C: Measurable Pupil Outcomes Table

Reporting on Measurable Pupil Outcomes in Current Charter Petition: Each charter school is required to report on all the Measurable Pupil Outcomes outlined in their current charter petition. The outcomes of each Measurable Pupil Outcome should address increases in student academic achievement schoolwide and for all numerically significant student groups served by the charter school. These pupil outcomes must be in line with the state priorities applicable to the grade levels served by the charter school. For each outcome, specify whether it was achieved or not.

Suggested Format:

Progress Toward Meeting the Measurable Pupil Outcome in Current Charter

Measurable Pupil Outcome	Performance on MPO		Outcome Met
100% of teachers are appropriately assigned and fully credentialed in the subject area and for the students they are teaching in accordance with applicable law and the charter petition	Year	Teacher Credentials and Assignments (Data Source – e.g., DataQuest, Dashboard, etc.)	Yes/No?
	20XX		
	20XX		
	202X		
	202X		
	202X		
100% of students have sufficient access to the standards-aligned instructional materials	Year	Access to Standards-Aligned Inst. Materials (Data Source – e.g., DataQuest, Dashboard, etc.)	Yes/No?
	20XX		
	20XX		
	202X		
	202X		
	202X		
Continue with ALL MPOs – Make sure to replicate your MPOs exactly as they are written in the charter petition.	Year	Name of Metric (Data Source – e.g., DataQuest, Dashboard, etc.)	Yes/No?
	20XX		
	20XX		
	202X		
	202X		
	202X		

APPENDIX D: Verified Data Tables

[EC 47607.2](#) requires charter school authorizers to consider “verified data” for renewals of certain charter schools. Pursuant to [EC 47607.2](#), “verified data” is defined as “assessment data from nationally-recognized, valid, peer-reviewed, and reliable sources that are externally produced.” It also includes postsecondary outcomes which is defined as “college enrollment, persistence, and completion rates equal to similar peers.” Pursuant to [EC 47607.2\(c\)\(2\)](#), the SBE, at its May 2023 meeting, adopted an updated approved list of valid and reliable assessments that can be used to measure increases in academic achievement.

i-Ready Table

Name of Report: *Diagnostic Growth Report* – “Final Diagnostic” or “Spring (March 2 – End of Year)” - For All Student and each Numerically Significant Student Group Data Reports

For each year, provide the Annual Typical Growth⁷ percentage as well as the participation rate, including the numerator, denominator, and overall percentage for each applicable grade level and numerically significant student group. Specify whether both requested metrics were achieved or not. Use the same table to provide i-Ready Math data.

Suggested Format:

Grade	2021-2022			2022-2023			2023-2024		
	i-Ready Reading	Participation Rate	Outcome Met	i-Ready Reading	Participation Rate	Outcome Met	i-Ready Reading	Participation Rate	Outcome Met
3	Annual Typical Growth	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Annual Typical Growth	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Annual Typical Growth	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
4	Annual Typical Growth								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
5	Annual Typical Growth								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								

⁷ i-Ready’s Typical Growth marks the annual growth of an average student at a given placement. Typical Growth values were derived using the median, or 50th percentile, of student growth at each grade and placement level on the i-Ready Diagnostic. CDE guidelines define at least one year’s progress as Progress \geq 100%.

NWEA MAP Table

Name of Report: *Student Growth Summary Report – For All Student and each Numerically Significant Student Group*

For each year, provide the Conditional Growth Index⁸ as well as the participation rate, including the numerator, denominator, and overall percentage for each applicable grade level and numerically significant student group. Specify whether both requested metrics were achieved or not. Use the same table to provide NWEA Math data.

Grade	2021-2022			2022-2023			2023-2024		
	NWEA MAP Reading	Participation Rate	Outcome Met	NWEA MAP Reading	Participation Rate	Outcome Met	NWEA MAP Reading	Participation Rate	Outcome Met
3	Conditional Growth Index	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Conditional Growth Index	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Conditional Growth Index	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
4	Conditional Growth Index								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
5	Conditional Growth Index								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								

⁸ Also known as a z-score, the CGI expresses student growth in standard deviation units above or below the growth norms. A CGI score of zero indicates a student showed the same amount of growth as the growth norms. Positive CGI scores indicate that a student's growth exceeded the growth norms, whereas negative CGI scores indicate that a student's growth was less than the growth norms. CDE defined at least one year's progress for a group of students as a CGI ≥ -0.2 to factor in statistical error.





**Los Angeles County
Office of Education**

Charter School Office | 9300 Imperial Highway, Downey, CA 90242 | (562) 922-8806

<https://www.lacoe.edu/services/charter-schools>

