

Los Angeles County Office of Education

Charter School Office
12830 Columbia Way
Downey, CA 90242
(562) 922-8806

Overview of the Process for Considering a Material Revision

The Los Angeles County Office of Education (LACOE) receives and reviews material revisions to charters authorized by the Los Angeles County Board of Education (County Board) on its behalf.

A material revision is considered to have been received when the charter school has submitted all of the following to the Charter School Office:

1. A letter addressed to the Los Angeles County Superintendent of Schools requesting a material revision to the charter. The letter should state the reason for the revision and its impact to the school (include specific details of the change such as any change in the number of classrooms, staff, grade levels, total enrollment, specific location, start date, financial impact, etc. and identify the charter element(s) to be revised).
2. Attachment of any documents supporting the material change such a Certificate of Occupancy, lease agreement, revised bylaws or Articles of Incorporation, school performance or other data.
3. A Board-approved budget and assumptions/narrative that reflect the impact of the revision (include this information for each remaining year in current charter term).
4. Revised charter petition: The description of the material revision shall be submitted as a revised charter document and shall include a reasonably comprehensive description of any new requirement of law since the charter was approved or last renewed pursuant to *Education Code* section 47607(a)(2). Language to be deleted shall be identified by strike-out and language that is new shall be identified by underline.
5. Evidence that the charter school's governing board has approved the submission of the material revision's request and supporting documentation (e.g., signed board resolution or meeting minutes).

Items 1 – 5 constitute a Submission Package; receipt of all required documentation triggers the timeline for County Board action.

Review Process

Material revisions of charters are governed by the standards and criteria in *Education Code* section 47605.

Presentations to the County Board (Board Meeting dates)

The County Board shall consider a material revision at its regularly scheduled open meetings.

Public Hearing: Held within 30 calendar days of receipt of a Submission Package. It is the petitioner's opportunity to present the background and reason for the requested material change to the charter.

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 calendar is available at <http://www.lacoe.edu/Portals/0/Board/Online%20Calendar.pdf>.

Notification

LACOE notifies the petitioner in writing when the Submission Package is received and when the dates of the Public Hearing, Report, and Board Action have been scheduled.

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