

## 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 Charter Petition Received on Appeal: Charter Renewal

The Los Angeles County Office of Education (LACOE) receives and reviews petitions on behalf of the Los Angeles County Board of Education (County Board). The appeal of a previously denied petition to renew a charter is considered to have been received when the petitioner has submitted all of the following:

1. A complete copy of the charter petition *as denied* by the school district board including all supporting documents provided to the district without change or omission; and budget documents.

The petition to **renew** a charter must additionally contain documentation that the charter school met at least one of the renewal criteria specified in *Education Code (EC) 47607(b)* and 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, section 11966.4*).

**The petitioner is responsible to provide district verification that the petition and supporting documents submitted to the County Board are the ones on which the district board based its denial.**

2. Evidence of the school district board's action to deny the petition (e.g., meeting minutes) and its written factual findings specific to the particular petition, setting forth specific facts to support one or more of the grounds for denial as specified in *EC 47605(b)*.<sup>1</sup>
3. A description of any changes to the petition necessary to reflect the County Board as the chartering entity. The description shall be submitted as a separate document that identifies where substantive changes to the petition may be necessary to reflect the County Board as the chartering entity based on the inherent structure of the county office or County Board Policies (e.g., special education, dispute resolution, closure procedures, fiscal reporting). It is not necessary to identify each technical adjustment where the name of the district would change to the County Board or LACOE. The document should identify petition elements and page numbers where the proposed changes would be made. *Do not submit as a "redline" or "track-changes" version of the petition.*
4. Documentation that the school's governing body has approved the petition, proposed budget and submission of the petition to the County Board.
5. Completed and signed forms: *Notice of Submission: Appeal of a Denied Charter Petition to Renew* and *Required Documents: Appeal of a Denied Charter Petition to Renew*.

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

*Additional Documents:* If the petitioner elects to submit a rebuttal to the district board's findings, it must be submitted with the petition. Once the petition is considered to have been received, no additional documents will be considered unless requested by LACOE to clarify and/or substantiate the petition and/or budget content. Additional information may be requested during the review process.

### Verification Process

Prior to reviewing a petition, LACOE verifies:

1. The appeal was received within the statutory timelines: The appeal of a denied petition to renew a charter must be received within 30 calendar days of the district's denial action.
2. The submitted petition (including budgets and all supporting documents) is the same one acted on by the local district.

---

<sup>1</sup> If a district board denies a petition to establish or renew a charter without written findings of fact the County Board will not hear the appeal.

**Los Angeles County Office of Education**  
Charter School Office

3. The submission complies with statutory and regulatory requirements. 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 to evaluate petitions. The protocol is based on the model and standards developed by the California Department of Education (CDE). It has been modified to reflect the County Board as the authorizer.

In the case of a renewal, LACOE will also determine whether the charter school has met at least one (1) of the criteria specified in *EC 47607(b)* and that the petition reflects changes to law since the charter was first authorized or last renewed. When considering 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 11966.5(c)(1)).

In addition to reviewing the petition and supporting documents, LACOE reviews publicly available information regarding the school, the petitioners, and other schools the petitioners have been associated with. Information reviewed includes school level data available through the CDE DataQuest website, as well as other publicly available documents such as news articles and financial audits.

**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 the background necessary to implement and maintain the charter. Information from the interview 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 including the school's mission, the educational design and how the proposed school will fulfill the legislative intent of the *Charter Schools Act (EC 47601)*.
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 request for an extension must be made prior to the County Board taking a vote to approve or deny the charter petition.) 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 County Board calendar is available at <https://www.lacoe.edu/Board-of-Education/Board-Agendas-Minutes-Meetings>.

**Notification**

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

Please review the documents entitled *Notice of Submission: Appeal of a Denied Charter Petition to Renew* and *Required Documents: Appeal of a Denied Charter Petition to Renew* for further information regarding submitting a petition on appeal.

Petitioners may contact the Charter School Office (CSO) 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: Appeal of a Denied Charter Petition to Renew**

*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: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

FAX number: \_\_\_\_\_

Email: \_\_\_\_\_

**School Information:**

Proposed enrollment: \_\_\_\_\_

Proposed grade levels: \_\_\_\_\_

Proposed opening date: \_\_\_\_\_

Proposed or actual school location/address: \_\_\_\_\_

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

**Notice of Appeal:**

Signature of lead petitioner(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Los Angeles County Office of Education**  
Charter School Office

**Required Documents: Appeal of a Denied Charter Petition to Renew**

**Directions:**

- Submit all documents within the submission package noted below simultaneously in a loose-leaf (3-ring) binder with numbered dividers inserted to match the sections noted below.
- Continuously page number (paginate) the entire document (excluding dividers) and ensure the pagination is accurately reflected within the Table of Contents.
- Also submit an electronic copy via Flash Drive of all items and sections to directly mirror the hardcopy.
  - Items 1 – 2 may be combined as one file
  - Table of Contents and each section shall be submitted as separate files.
  - Submit Section III as two (2) separate files (III.1, III.2).
  - Submit Section IV as ten (10) separate files; budgets and projections must be submitted as unlocked spreadsheets in excel format (displaying formulas).

**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 this form with petition documents*

- 1. Completed and signed *Notice of Submission: Appeal of a Denied Charter Petition to Renew Form*
- 2. Completed and signed *Required Documents: Appeal of a Denied Charter Petition to Renew Form*
- Table of Contents for Sections I – VII with page numbers**

**Section I**

- I.1 Evidence of the school board’s action of denial (signed letter and/or stamped board minutes)
- I.2 School board’s written Findings of Fact specific to the denied petition
- I.3 Petitioner’s response to Findings of Fact (optional)
- I.4 Evidence the school’s governing body approved submission of the petition appeal to the County Board

**Section II**

- A separate narrative containing a description of changes to the petition necessary to reflect the County Board as the authorizer (e.g., special education, dispute resolution, closure procedures, fiscal reporting). Indicate page numbers and elements of changes. *Do not submit as redline or “track-change” petition.*

**Section III**

- III.1 Complete copy of charter petition as denied by local school board (verified by the district)
- III.2 All supporting documents to the petition submitted to the district

**Los Angeles County Office of Education**  
Charter School Office

**Section IV**

- IV.1 Proposed first year operational budget, including start-up costs, cash-flow, budget narratives and assumptions as denied by the local district board
- IV.2 Financial projections for the first five (5) years of operation during the next charter term (multi-year projection) in excel format
  - (1) Budget Narratives and Assumptions
  - (2) Three-Year Cash Flow
  - (3) Staffing Salary Schedule with object codes, position, salary and benefits
- IV.3 Organizational Chart including CMO if applicable
- IV.4 Copies of the three (3) most recent Independent Financial Audit(s) of 501(c)(3) (if applicable)
- IV.5 Fiscal Policies with evidence that they were approved by the governing board
- IV.6 General Ledger for both the non-profit entity holding the charter and the school for the three (3) months prior to petition submission to local district (if applicable)
- IV.7 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 (sale of receivables)
- IV.8 All Bank Statements including any related foundations such as Parent Teacher Organization (PTO), petty cash accounts with monthly reconciliation for the three (3) months prior to petition submission to local district (if applicable)
- IV.9 Contracts (if applicable):
  - Board approved contract and share 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
- IV.10 Public Charter Schools Grant Program application and budget (if applicable)

**Section V**

- V.1 List of Board members and Resumes with contact information for all key individuals (petitioner(s), school leadership, etc.)

**Section VI**

- VI.1 Bylaws of 501(c)(3) (if not included in petition)
- VI.2 Current Approved and Stamped Articles of Incorporation of 501(c)(3) (if not included in section 3.1)

**Section VII**

- VII.1 Lease/Rental Agreement(s) or Similar Documents (if not included in section 3.1)
- VII.2 Certificate(s) of Occupancy (if not included in section 3.1)

**Los Angeles County Office of Education**  
Charter School Office

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 13 collated, two-sided (back-to-back), three-hole punched, rubber-banded copies of Sections I through VII. These documents are made available to the public as well as 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.) prior to submission of these copies.

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 submitted petition and budget.
2. The governing board has taken action to approve submission of the petition to the County Board.
3. The governing board and lead petitioner(s) have **read, understand, and intend** to adhere to the requirements outlined in this document, the *Overview of the Process for Considering a Charter Petition Received on Appeal\**; Los Angeles County Board Policies and Administrative Regulations regarding Charter Schools\*\*; and the *Charter School Monitoring and Oversight Memorandum of Understanding (MOU)\*\*\**.

Printed name of board signatory: \_\_\_\_\_

Signature of board signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of lead petitioner(s): \_\_\_\_\_

Signature of lead petitioner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\*Please review the document, *Overview of the Process for Considering a Charter Petition Received on Appeal* or contact the Charter School Office for additional information.

\*\**Los Angeles County Board Policies and Regulations are available at*  
*<http://gamutonline.net/district/lacoe/PolicyCategoryList/2422/0>*

\*\*\**The Charter School Monitoring and Oversight MOU is available at*  
*[https://www.lacoe.edu/Portals/0/LACOE/CharterSchools/1%20MOU\\_Template\\_FINAL\\_11-2018.pdf](https://www.lacoe.edu/Portals/0/LACOE/CharterSchools/1%20MOU_Template_FINAL_11-2018.pdf)*