

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 Petition to Renew 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 California Assessment of Student Performance and Progress (CAASPP) results 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 is deemed received on the day the petitioner submits a petition to LACOE's Charter School Office, along with a signed certification that the petitioner deems the petition to be complete.

A complete charter submission includes all of the following:

1. The charter petition and all supporting documents, including budgets (*Education Code (EC) 47607*). 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*, *47605.5*, or *47605.6*). The renewal petition for a countywide (*EC 47605.6*) must present the elements 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*.
 - a. High-performing school – analysis of student achievement and student groups compared to the state average on CA State Dashboard
 - b. Middle-performing school – description and analysis of renewal criteria eligibility utilizing verified data
 - c. Low-performing school – description and analysis of renewal criteria eligibility utilizing verified data and board-approved action plan that addresses causes of low performance

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 (*EC 47607(b)* and *California Code of Regulations*, Title 5, section 11966.4).
4. Documentation 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: *Notice of Submission: Petition to Renew a Charter* and *Required Documents: Petition to Renew a Charter Authorized by the County Board*.

Items 1 – 5 constitute a Submission Package; receipt of all required documentation 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 to clarify and/or substantiate petition/budget content. Additional information may be requested during the review process, especially if the school is already in operation.

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.

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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 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. 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, as well as other publicly available documents, such as news articles and financial audits.

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 the background necessary to implement 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 separate regularly scheduled meetings:

1. Public Hearing – Held within 60 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 90 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 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 and time of the Capacity Interview are 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 Charter School Office at (562) 922-8806 for additional information.

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

Notice of Submission:

Signature of lead petitioner(s): _____

Date of Charter Petition Appeal Submission: _____

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Required Documents: Petition to Renew a Charter Authorized by the County Board

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 I as six separate files (I.1, I.2, I.3, I.4, I.5, I.6)
 - Submit Section II as 10 separate files; budgets and projections must be submitted as unlocked spreadsheets in excel format (displaying formulas)

Submission Package: Submit one 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 Submission: Petition to Renew a Charter Form*
- 2. Completed and signed *Required Documents: Petition to Renew a 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 the petitioner
- I.2 Description of the school's renewal eligibility based on the CDE's published list of renewal charter school data, and its action plan if the school qualified in the middle- or low-performing performance outcomes. Since DASS schools do not receive a performance category, it should provide evidence of meeting student measurable pupil outcomes in the narrative of the charter petition.
- I.3 Charter Petition pursuant to *EC 47605 (Appeal)*, *47505.5 (County Direct)*, or *47605.6 (Countywide)*: Begin 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 (*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.

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Section II

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

Section III

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

Section IV

- IV.1 Lease/Rental or Proposition 39 Agreement(s) or Similar Document(s) (if site has been secured and not included in the petition)
- IV.2 Certificate(s) of Occupancy (if site has been secured and not included in the petition)
- 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

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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 working days to confirm the submitted file of 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 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.
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 Petition to Renew a Charter Authorized by the County Board**; Los Angeles County Board Policies and Administrative Regulations regarding Charter Schools**, and the *LACOE Monitoring and Oversight Memorandum of Understanding (MOU)****.
4. 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: _____

*Please review the document, *Overview of the Process for Considering a Petition to Renew a Charter Authorized by the County Board* 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