



Charter School Material Revision Process

I. Material Revision Guidelines

Material revisions of charters are governed by the standards and criteria in Education Code section 47605. Charter schools authorized by the Orange County Board of Education (OCBE) shall consult with Orange County Department of Education (OCDE) Charter Schools Unit staff regarding any proposed changes. OCDE receives and reviews material revisions to charters authorized by OCBE prior to submission for determination.

Implementing material revisions to the charter without the prior approval of OCBE is a material violation of the charter and grounds for revocation.

OCBE considers the following to be among, but not limited to, those changes constituting material revisions:

1. Substantial changes to the educational program, mission or vision.
2. Changing or adding a non-classroom-based program.
3. Changes in enrollment that increases or decreases by one or more classrooms the enrollment originally projected in the charter petition **in any given year**.
4. Addition or deletion of grades or grade levels to be served **in any given year**.
5. In accordance with Education Code section 47605.1(c), opening of a resource center, meeting space or other satellite facility. Temporary locations rented for annual student testing purposes or a temporary meeting place for up to five students does not require a material revision of the charter.
6. Addition, closure or change of school facility.
7. In accordance with Education Code section 47605.6, a countywide charter that proposes to establish operations at additional sites within the geographic boundaries of the OCBE.
8. Changes to admissions requirements or procedures.
9. Changes to governance structure, including but not limited to, number of board members, method of new board member selection, and provisions relating to resolution approval.
10. Changes to organizational management and school leadership structure.
11. Entering into or revising a contract with an Educational/Charter Management Organization (E/CMO).



II. Material Revision Submission Process

A complete material revision package must be submitted to the Orange County Board of Education (OCBE) at a regularly scheduled board meeting. The timeline shall commence once OCBE receives a material revision request at a regularly scheduled board meeting. OCBE meeting information can be accessed from the following link:

www.ocde.us/Board/Pages/Board-Meeting-Information.aspx

III. Material Revision Package

Charter schools requesting a material revision shall submit the following information at least **three weeks prior** to the OCBE meeting. A complete Charter School Material Revision package consists of 10 binders and 10 flash drives with contents as described below.

1. Letter addressed to the Orange County Department of Education requesting a material revision to the charter. The letter shall state the reason for the revision, the impact to the school (include specific details such as changes in the number of classrooms, staff, grade levels, total enrollment, specific address of new facility, effective date, financial impact, etc.) and identify the charter element(s) to be revised.
2. Documents supporting the material revision such as a lease agreement, revised bylaws or Articles of Incorporation, school performance data, organizational charts/school leadership roster, wait-list information or other data that support the change.
3. Charter school budget in Microsoft Excel format that reflects the impact of the revision for each remaining year in the charter term.
4. A "redlined" version in Microsoft Word format of the currently approved charter school petition reflecting changes to the petition necessary to reflect the material revision **and** reasonably comprehensive descriptions of any new requirements of charter schools enacted into law after the charter was originally granted or last renewed. Identify deleted language by strikeout and new language by underline.
5. Evidence that the charter school's governing board has approved the material revision and supporting documentation, such as a signed board resolution or meeting minutes with a vote of approval.
6. A material revision request to open a new facility or change of facility must include a copy of the letter notifying the school district where the site will be located. OCBE will consider whether to approve the additional location at an open, public meeting, held no sooner than **30 days** following notification of the school district.



IV. Public Hearing

OCBE will hold a public hearing on the provisions of the material revision request **30 days** after submission at a regularly scheduled board meeting. The level of stakeholder support for the material revision will be considered. The charter school and school district within which the charter school is located will be allotted time to present their positions. Any documents or digital presentations to be utilized on that day must be submitted one week prior to the board meeting in order to be included in the board packet.

V. Clarification Meeting

A clarification meeting may be scheduled and will take place with the charter school representatives and the Orange County Department of Education staff, including legal counsel, as necessary.

VI. Final Decision

Within the guidelines delineated in Education Code Section 47605, OCBE will make a final decision whether to approve or deny the material revision request **60 days** after submission at a regularly scheduled board meeting.