



# Countywide Charter School Petition Process

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## I. Charter School Petition Submission Process

Countywide charter school petitioners may submit a complete Charter School Package in person to the Orange County Board of Education (OCBE) at a regularly scheduled board meeting.

Orange County Department of Education (OCDE) Charter Schools Unit staff must verify that the Charter School Package contains all required elements prior to the petition being submitted to OCBE. Contact the Charter Schools Unit at (714) 966-4381 to schedule an appointment to have your Charter School Package verified at least **three weeks** prior to the board meeting in which you want to submit a charter school petition. Appointments will take place at the Orange County Department of Education, 200 Kalmus Drive, Costa Mesa, 92626.

The timeline for the charter school review shall commence once OCBE receives a verified complete Charter School Package at a regularly scheduled board meeting.

Board meeting information can be accessed from the following link:

[www.ocde.us/Board/Pages/Board-Meeting-Information.aspx](http://www.ocde.us/Board/Pages/Board-Meeting-Information.aspx)

## II. Charter School Package

A complete Charter School Package consists of **15 binders** and **15 flash drives** containing the following required items with tabs separating each of the sections:

- A. [Notice of Intent to Submit Charter School Petition](#)
- B. Signed certification that the charter school will comply with all applicable laws
- C. Explanation of how the educational services to be provide 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.
- D. Proof that each of the school districts where the charter school petitioner proposes to operate a facility has received at least 30 days' notice of the petitioner's intent to operate a charter school.
- E. Charter school petition and supporting documents with Table of Contents delineating items in the charter petition (Do not include appendices in the petition such as handbooks, health, safety and emergency plans, etc.). Electronic version of the charter petition must be in Microsoft Office Word format.
- F. Articles of Incorporation and Bylaws.
- G. Budget



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1. Annual budgets, monthly cash flow and budget assumptions for the charter term.
  2. Budget must be submitted in Microsoft Office Excel Format with formulas and not password protected.
  3. If budget contains grants or loans, include award letters and/or loan agreements with documentation of any terms.

H. Signature pages by parents or teachers that meet the following guidelines:

1. Charter petition signed by a number of parents/guardians of pupils that is equivalent to at least 50 percent of the number of pupils that the charter school estimates will enroll in the school in the first year of operation; or by a number of teachers that is equivalent to at least 50 percent of the number of teachers that the charter school estimates will be employed at the school in the first year of operation
2. Signature pages must include a prominent statement that a signature on the petition means that the parent/guardian is meaningfully interested in having his/her child attend the charter school; or a teacher is meaningfully interested in teaching at the charter school
3. Parent signature pages must include the date signed, printed name, signature, address, phone number, number of children and grade level(s) of children
4. Teacher signature pages must include date signed, printed name, signature, phone number, teaching credential type, credential number and expiration date

### **III. Charter School Petition Review**

OCDE's Charter Schools petition review team will evaluate whether the petition complies with the Charter School Act and provides a comprehensive description of the elements set forth in Education Code Section 47605.6(b)(5).

OCBE charter petition review standards can be accessed in the [Charter School Board Policy](#).

### **IV. Clarification Meeting**

A clarification and capacity meeting will take place with the charter school petitioners and Charter Schools Unit petition review team. Information from this meeting may be used in the written report and analysis provided to OCBE.



## **V. Public Hearing**

OCBE will hold a public hearing on the provisions of the charter petition 60 days after submission at a regularly scheduled board meeting. The level of support for the petition by parents, teachers, community and school district(s) where the charter school petitioner proposes to locate the school facilities will be considered. The charter school and school district(s) within which the charter school proposed to locate school facilities will be allotted time to address the Board.

Prior to the public hearing, Charter Schools Unit staff will contact the charter petitioners to explain the process of the public hearing and answer any questions the petitioners may have.

## **VI. Final Decision**

Within the guidelines delineated in Education Code Section 47605.6, OCBE will make a final decision to approve or deny the charter school petition within 90 days after submission at a regularly scheduled board meeting, unless an extension not to exceed 30 days has been agreed to by the charter school and OCBE.

Charter Schools Unit staff will make a recommendation to approve or deny the charter petition to OCBE and provide a written report to support the recommendation. Charter school petitioners will be notified of the results of the review.

OCBE shall not deny a petition unless it makes written factual findings to support one or more of the following:

- A. Charter school presents an unsound educational program for students to be enrolled in the charter school
- B. Petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
- C. Charter school petition does not contain the required number of signatures
- D. Charter school petition does not contain the necessary affirmations of the conditions described in Education Code Section 47605.6(e)
- E. Charter school petition does not contain reasonably comprehensive descriptions of the required charter elements in Education Code section 47605.6(b)

The OCBE Charter School Board Policy can be accessed by the following link:

[www.ocde.us/Board/Pages/Board-Policies.aspx](http://www.ocde.us/Board/Pages/Board-Policies.aspx)

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