



# Charter School Renewal Process

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## I. Charter School Renewal Submission Process

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

Charter School may seek renewal of its charter by submitting a renewal request to the Board prior to the expiration of the term of the charter, and the Board will evaluate and decide on the renewal request in accordance with Education Code § 47607 and 47605, and their implementing regulations.

Charter School may submit its renewal petition for the new charter term to OCDE no sooner than the October OCBE meeting and no later than the April OCBE meeting of the final school year for which Charter School is authorized to operate.

Orange County Department of Education (OCDE) Charter Schools Unit staff must verify that the Charter School Renewal Package contains all required elements prior to the petition being submitted to OCBE. Contact OCDE Charter Schools Unit at (714) 966-4381 to schedule an appointment at least **three weeks** prior to the board meeting in which you want to submit a charter school petition for renewal. 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 Renewal Package at a regularly scheduled board meeting.

Board meeting information can be accessed from the following link:

<https://ocde.us/Board/Pages/Meeting-agendas-minutes-and-audio.aspx>

## II. Charter School Renewal Package

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

- A. [Charter School Petition Overview form](#)
  - B. Charter school board resolution documenting that the school's governing body has approved the renewal petition and submission of the renewal petition to OCBE
  - C. Charter school petition and supporting documents with Table of Contents delineating items in the charter petition that includes reasonably comprehensive descriptions of any new requirements of charter schools enacted into law after the charter was originally granted or last renewed. 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.
  - D. Documentation that the charter school meets at least one of the criteria specified in Education Code section 47607(b).
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1. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of schools in the district in which the charter school is located, taking into account the composition of the student population served at the charter school.
    - a) Data for charter school and comparison school(s) and district(s) must include at a minimum:
      - State standardized assessment results in English language arts and mathematics schoolwide and for numerically significant student subgroups<sup>1</sup>
      - English learner reclassification rates for the prior four (4) years
      - English Language Proficiency Assessments for California (ELPAC) results
      - Four-year Cohort Graduation Rates for each year that data is available
    - b) Comparison schools are schools in which a majority of students or a minimum of 30 students would have been required to attend.
  2. Qualified for the state's alternative accountability system pursuant to Education Code section 52052(f).<sup>2</sup>
    - a) For schools that qualify for an alternative accountability system, documented, clear and convincing alternative measures that show increases in student academic achievement schoolwide and among numerically significant student subgroups for two consecutive years of the last three years of the charter term.
- E. Listing of charter school identified comparison schools and backup documentation in Microsoft Excel format that includes the following information for all students enrolled at charter school: SSID, student first name and last initial, street address, city, zip code, grade level, date of birth, entry date and identified public school of residence.
- F. Articles of Incorporation, Bylaws, Conflict of Interest Code and Conflict of Interest Policy

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<sup>1</sup> Numerically significant pupil subgroups include all of the following consisting of at least 30 pupils: Ethnic subgroups, socioeconomically disadvantaged pupils, English learners, pupils with disabilities, foster youth (at least 15 pupils) and homeless youth (at least 15 pupils)

<sup>2</sup> Pursuant to Education Code 52052, as amended by AB 1808 (Ch. 32, Statutes of 2018), alternative measures that show increases in student achievement for all groups of students schoolwide and among numerically significant student subgroups may be used. Charter schools that serve high-risk students may qualify for the state's Dashboard Alternative School Status (DASS) program, which uses modified methods of measurement for accountability indicators when appropriate.

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## G. Budget and Fiscal Policies and Procedures

1. Annual budgets, monthly cash flows and budget assumptions for current year and the first three (3) years of the new 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.
4. Fiscal policies and procedures must be current and board approved.

## III. Charter Petition Review

The Charter Schools Unit petition review team will evaluate whether the petition complies with the Charter Schools Act and provides a comprehensive description of the elements set forth in Education Code Section 47605 or 47605.6.

Charter renewals are granted for a period of five years and are governed by the standards and criteria used for charter petition approval. OCBE charter petition review standards can be accessed in the [Charter School Board Policy](#).

When reviewing a petition for renewal, OCBE will consider the past performance of the school with regard to academics, finance and operation. Increases in pupil academic achievement for all groups of pupils served by the charter school is the most important factor in determining whether to grant a charter renewal. In addition, OCDE will determine whether the charter school has met at least one of the criteria specified in EC 47607(b) and the petition reflects changes to law since the charter was first authorized or last renewed.

## IV. Material Revisions

The charter school renewal petition is expected to include all minor changes to reflect current school practices and new charter school requirements enacted into law after the charter was originally granted or last renewed. Changes to a school's charter that substantially change the charter shall be submitted as a material revision for Board action separate and apart from the renewal petition application.

## V. Clarification Meeting

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



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## VI. Public Hearing

OCBE will hold a public hearing on the provisions of the charter petition **30 days** (60 days for countywide charter schools) 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 is located will be considered. The charter school and school district(s) within which the charter school is located will be allotted time to address the Board.

## VII. Final Decision

Within the guidelines delineated in Education Code Section 47605 or 47605.6, OCBE will make a final decision to approve or deny the charter school renewal petition within 60 days (90 days for countywide charter schools) 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.

OCBE shall not deny a renewal petition unless it makes written factual findings showing substantial evidence to support one or more of the following, specific to the charter school:

- A. The charter school presents an unsound educational program for the students to be enrolled in the charter school
- B. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
- C. The petition does not contain an affirmation of each of the conditions described in Education Code section 47605(d) or 47605.6(e)
- D. The petition does not contain reasonably comprehensive descriptions of the elements in Education Code section 47605(b) or 47605.6(b)
- E. The charter school has failed to demonstrate that it meets at least one of the criteria specified in EC 47607(b) of academic performance via documented, clear and convincing data

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

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

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