

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Educational Services Division

Charter Schools

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Fresno, CA 93721

(559) 265-3071



Charter School Petition Renewal

For review by the
Fresno County Board of Education

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DEFINITIONS

California Commission on Teacher Credentialing	CCTC
California Department of Education	CDE
California Education Code	EC
Charter Management Organization	CMO
Fresno County Board of Education	County Board
Fresno County Superintendent of Schools	FCSS
State Board of Education	SBE

11.1.19
REV 6.17.2020



Charter Petition Overview

The Fresno County Board of Education ("County Board") recognizes that charter schools may offer diverse learning opportunities for students. When considering charter petitions, the County Board shall give thoughtful consideration to the potential of the charter school to provide students with a high-quality education.

The foundational document guiding all charter school operations is the charter. An approved charter is a performance contract between the County Board and the charter school. As such, terms of the contract must be delineated as clearly as possible, especially with regards to student performance measures.

A comprehensive well-written petition provides clear operating procedures for the charter school and objective measures to which the County Board will hold the charter school accountable. This renewal submission packet is designed to give petitioners a clear outline of what the County Board considers to be a "reasonably comprehensive" charter petition. Petitioners are expected to present a detailed and comprehensive petition that includes specific and accurate information presenting a realistic view of how the school will implement and operate its educational program.

It is an expectation of the County Board that petitioners submitting a petition shall be knowledgeable of state and federal laws and regulations regarding charter schools; the County Board's Memorandum of Understanding – Charter School Authorization ("MOU"); and the County Board charter policies, forms, and guidance materials.

All charter petitions received by the County Board shall be considered for approval or denial by the County Board pursuant to the requirements of applicable state and federal laws and regulations, and County Board policies. (Education Code 47605.5, 47605.6, 47607, 47607.2.)

In reviewing charter petitions, the County Board shall consider whether granting the charter is consistent with sound educational practice and the interests of the community in which the school is proposing to locate, and shall consider the academic needs of the pupils the charter proposes to serve.

In considering charter petitions, the County Board shall give preference to charter petitions that demonstrate the capability to provide comprehensive learning experiences to academically low-achieving students according to standards established by the California Department of Education ("CDE"). (Education Code 47605, 47605.1, 47605.6)

If the County Board grants a renewal petition for a County Board-authorized charter, it does so contingent upon the charter school entering into the County Board's Memorandum of Understanding – Charter School Authorization ("MOU") with the County Board.



Charter Petition Overview

Upon County Board approval of any charter petition, the petitioner(s) shall provide written notice of the approval, including a copy of the petition, to the State Superintendent of Public Instruction, to the State Board of Education, and if the petition is for a countywide benefit charter school, to the school districts in which the charter will operate sites. (Education Code 47605, 47605.6.)

The County Board and the staff of the Fresno County Superintendent of Schools view the responsibility to provide a quality education to all of the children in Fresno County as a serious undertaking. In that light, we are interested in authorizing only high quality charter schools that:

- Share our vision of equity and success for the children of Fresno County
- Implement innovative and effective approaches to educating students
- Implement effective instructional strategies to serve underperforming populations
- Narrow the achievement gap among students of various backgrounds
- Demonstrate fiscal viability
- Provide sound governance that is free of conflicts of interest



Charter Renewal Overview

Renewal petitions for County Board authorized charter schools shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, except for renewal petitions for a countywide benefit charter which are governed by the standards and criteria set forth in Education Code 47605.6. A Charter renewal shall not be denied based on the fiscal impact of the charter school or a finding that the charter school is unlikely to serve the interests of the entire community in which the school is located, as described in Education Code 47605(c)(7) and (c)(8). However, the County Board may use either of these bases to deny a proposed expansion constituting a material revision. (Education Code 47607.)

As an additional criterion for determining whether to grant or deny renewal petitions for County Board authorized charter schools, the County Board shall consider the past performance of the charter school based on the state and local indicators included in the evaluation rubrics adopted pursuant to Education Code 52064.5 ("Dashboard"). If the Dashboard indicators are not available for the most recently completed academic year before renewal, the County Board shall consider verifiable data (as defined in Education Code 47607 and 47607.2) provided by the charter school related to the Dashboard indicators for the most recent academic year.

In considering charter renewals, the County Board shall follow the renewal standards set forth in Education Code 47607 and 47607.2 for the following categories of charters as follows: (Education Code 47607.5, 47607.2.)

1. High-Performing Charters: The County Board shall renew a charter for a period between five (5) and seven (7) years if the charter: (Education Code 47607(c)(2).)
 - 1.1 Is not eligible for technical assistance pursuant to Education Code 47607.3; and
 - 1.2 Meets either of the following criteria from two consecutive years immediately preceding the renewal decision, on at least two measurements of academic performance per year, and for at least two numerically significant student subgroups as defined in Education Code 52052(a)(1) ("subgroup"):
 - 1.2.1. Has received the two highest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels; or
 - 1.2.2. For all measurements of academic performance, has received performance levels schoolwide that are the same or higher than the state average and, for a majority of numerically significant subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average.



Charter Renewal Overview

2. Low-Performing Charters:

2.1 The County Board shall generally not renew a charter seeking renewal if either of the following applies for two consecutive years immediately preceding the renewal decision: (Education Code 47607.2(a).)

2.1.1. The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the Dashboard for which it receives performance levels; or

2.1.2. For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of numerically significant subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average.

2.2 However, the County Board may renew a charter that meets either of the criteria described in Section 2.1 above for a period of two (2) years only if the County Board makes written factual findings, setting forth specific facts to support the findings, for both of the following:

2.2.1. The charter school is taking meaningful steps to address the underlying cause(s) of low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school; and

2.2.2. There is clear and convincing evidence, demonstrated by verified data, showing either of the following:

- a. Measurable increases in academic achievement, as defined by at least one year's progress for each year in school; or
- b. Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers.

3. Other Charters: For all charter schools that are not classified as High Performing Charters or Low Performing Charters as set forth above, the County Board shall consider whether to grant or deny a renewal charter petition according to the following: (Education Code 47607.2(b).)

3.1 The County Board shall consider both schoolwide performance and the performance of numerically significant subgroups in the state and local indicators included in the Dashboard, giving greater weight to performance on measurements of academic performance. In addition, the County Board shall consider clear and convincing evidence, demonstrated by verified data, showing either of the following:

3.1.1. Measurable increases in academic achievement, as defined by at least one year's progress for each year in school; or



Charter Renewal Overview

3.1.2. Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers.

3.2 Following the consideration set forth in Section 3.1 above, the County Board may:

3.2.1. Grant renewal of the charter for a period of five (5) years;

3.2.2. Deny renewal of the charter only upon making written findings, setting forth specific facts to support the findings, of all the following:

- a. The charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to the students of the school;
- b. Closure of the charter school is in the best interest of students; and,
- c. The County Board's decision provided greater weight to performance on measurements of academic performance, if applicable.

A charter school that is eligible for the state's Dashboard Alternative School Status shall not be subject to any of the above renewal criteria. Instead, in determining whether to grant a charter renewal for such a charter school, the County Board shall consider, in addition to the charter school's performance on the state and local indicators included in the Dashboard, the charter school's performance on alternative metrics applicable to the charter school based on the student population served. The County Board, or designee, shall meet with the charter school during the first year of the charter school's term to mutually agree to discuss alternative metrics to be considered and shall notify the charter school of the alternative metrics to be used within 30 days of this meeting. The County Board may deny a charter renewal only upon making written findings, setting forth specific facts to support the findings, that the closure of the charter school is in the best interest of students. (Education Code 47607(c)(7).)

In addition to all grounds for denial of a charter petition stated above, the County Board may deny renewal of a charter upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors or a finding that the school is not serving all students who wish to attend.

A charter school that, **concurrently with its renewal, proposes to expand** operations to one or more additional sites or grade levels **shall request a material revision** to its charter, which may be made only with the approval of the County Board in accordance with the applicable standards and criteria. (Education Code 47605, 47607.)



Charter Petition Renewal Timelines

Petitioner submits appropriate documents for review by the County Board

Action	Timeline
Petitioner submits renewal petition and signed certification that the petitioner deems the petition to be complete.	No later than Jan 31 st of the year the current charter expires.
Petition is submitted to the County Board	First available meeting following receipt of certified renewal petition.
The County Board Public Hearing	Within 60 (sixty) days from receipt of petition
The County Board shall publish all staff recommendations, including the recommended findings, regarding the renewal petition.	At least 15 days before the public hearing at which time the County Board will grant or deny the renewal petition
Petitioners shall have equal time and opportunity to present evidence and testimony to respond to the staff recommendations and findings. (Education Code 47605, 47607.)	During the public hearing at which time the County Board will decide to grant or deny the charter.
Decision by the County Board at Public Hearing	Within 90 (ninety) days from receipt of petition.*
Agreement by petitioner and FCSS that additional time is required (optional)*	30 (thirty) days extension of timeline
<p>If the Petition is approved the petitioner must submit written notice of approval and a copy of the Petition to the affected school district within Fresno County, the CDE and SBE.</p> <p>If the Petition is denied a Finding of Facts will be prepared and sent to the Charter School Petitioner and the affected school district within Fresno County.</p>	



Submitting the Renewal

Please assemble sixteen (16) binders of your Petition Renewal. The following items must be contained and must also include a cover and tabs separating each numbered requirement.

- 1. Table of Contents
- 2. Notice of Intent to Submit Petition
- 3. Signed Affirmations & Assurances
- 4. Charter Petition and all supporting documents
- 5. Completed Charter Petition Requirements Checklist
- 6. FCSS Charter Petition Review Matrix
- 7. Required Forms – duplicate forms as needed/required
 - Applicant Information form and resume for:
 - Lead Petitioner
 - Superintendent | CEO
 - On Site Financial Manager
 - Charter Information
 - Current or Prospective charter school board member request for information
- 8. Proposed budget (current year and subsequent five years)
- 9. Articles of Incorporation for the non-profit organization
- 10. Bylaws for the non-profit organization
- 11. Resumes and copies of valid California credential(s) for all teachers
- 12. Thumb/flash drive of the original Charter Petition and supporting documents
- 13. Signed certification that the Petition, as submitted, is complete

The above items must be hand delivered to:

Jeffrey Hunt, Ed.D., Director
EDUCATIONAL SERVICES DIVISION – CHARTER SCHOOLS
1111 Van Ness, Fresno, CA 93721
559.265.3071
jhunt@fcoe.org



Petition Review and Process

The petition for a charter school is reviewed utilizing the FCSS Charter Petition Review matrix included in the application packet.

According to California Code of Regulations, 5 CCR s 11967.5.1 (g); A "reasonably comprehensive" description, within the meaning subdivision (f) of this section and Education Code § 47605(b)(5) shall include, but not be limited to information that:

- (1) Is substantive and is not, for example, a listing of topics with little elaboration.
- (2) For elements that have multiple aspects, addresses essentially all aspects of the elements, not just selected aspects
- (3) Is specific to the charter petition being proposed, not to charter schools, or charter petitions generally
- (4) Describes, as applicable among the different elements, how the charter school will:
 - (A) Improve pupil learning
 - (B) Increase learning opportunities for its pupils, particularly pupils who have been identified as academically low achieving
 - (C) Provide parents, guardians, and pupils with expanded educational opportunities
 - (D) Hold itself accountable for measurable, performance-based pupil outcomes
 - (E) Provide vigorous competition with other public school options available to parents, guardians, and students

The County Board and FCSS staff view 5 CCR s 11967.5.1 (g) as meaningful guidelines for reviewing charter applications and have incorporated this guidance into the Charter Petition Review matrix.

Charter Renewal Site Visit

In addition to a review of the charter petition, the Charter School Review Team will conduct a comprehensive site visit which includes an interview with the petitioner team, parents, students, and the Board of Directors. The site visit and interviews will include review and discussion of:

- Curriculum, Instruction and Assessment
- Finance and Business operation
- School Administration, including on-site leadership and on-site financial management
- School governance
- Facilities
- Student and family engagement

If requested by FCSS, this interview is mandatory and must be attended by members of the petitioner team who have expertise in all of the above areas.



Notice of Intent to Submit Petition

TYPE OF SUBMISSION

Please select one

RENEWAL	<input type="checkbox"/> Countywide Authorized	<input type="checkbox"/> County Board Authorized	<input type="checkbox"/> SBE Authorized
APPEAL	<input type="checkbox"/> Denied Renewal Petition	<input type="checkbox"/> Denied Initial Petition Approval	
INITIAL	<input type="checkbox"/> Countywide Charter		

CHARTER SCHOOL INFORMATION

Name of Charter School: _____

Resident District of Charter School: _____

District Name	Address	City	State	Zip
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Location of Charter School _____

Address	City	State	Zip
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Additional Approved Site(s): _____

(If any. If none, leave blank)

District Name	Address	City	State	Zip
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District Name	Address	City	State	Zip
---------------	---------	------	-------	-----

District Name	Address	City	State	Zip
---------------	---------	------	-------	-----

Grade Levels: _____ Enrollment: _____ School Start Date: _____
 (New charter projections) (New charter projections) (New charter only)

LEAD PETITIONER INFORMATION

Name of Lead Petitioner: _____

Address: _____
 Mailing Address City State Zip

Phone Number(s): _____
 Please specify – Home | Business | Cell Please specify – Home | Business | Cell Other – Please specify

Email Address: _____

CHARTER DEVELOPMENT TEAM MEMBERS

Name	Position	Name	Position

LEAD PETITIONER CERTIFICATION

I/We certify that we are interested in the petition for the _____ Charter School.

Print Name: _____ Date: _____

Signature: _____



Applicant Information

Please attach resume

Duplicate this form for Lead Petitioner, Director/Principal, and On-Site Financial Manager

Position with Charter School – please check appropriate box:

Lead Petitioner Director/Principal On-Site Financial Manager

Legal Name of Applicant: _____

Other Names Used _____

(i.e. Maiden/Former Married): _____

Address: _____

Physical Address

City

State

Zip

BACKGROUND INFORMATION – Include this information in the attached resume.

- Education History
- Employment History – If applicable, include previous experience with Charter Schools
- Professional Licenses/Credentials
- Professional Affiliations (Corporate Positions, Board Positions, etc.)
- Fictitious Business Name Affiliations
- Professional References
- If applicable – Arrests and/or Convictions

CHARTER SCHOOL

Charter School Name: _____

Address: _____

Physical Address

City

State

Zip

Non-Profit Organization Name (if applicable) _____

Charter 501(c)(3) Name (if applicable) _____

Charter Management Organization: (prior and current) _____

Other Related Charters in Region: (if applicable) _____

AUTHORIZATION TO RELEASE INFORMATION

My signature affirms that all information on this application is true to the best of my knowledge. Further, I authorize all employers, institutions, government agencies and persons named as references to release information for use in establishing my qualifications and credentials for this position. This authorization:

- Removes all liability from those who provide information and verification in response to any information I have stated in applying on behalf of the above referenced Charter School.
- Releases the Fresno County Board of Education, Fresno County Superintendent of Schools and any agent acting on their behalf from any and all liability of whatever nature in requesting or using such information to assess my candidacy on behalf of the above referenced Charter School.
- Is valid during my entire candidacy and during any resulting period of employment with the above referenced Charter School.
- Is an indication of my knowledge and understanding that the information provided in this application will be used to examine my background and my knowing and voluntary agreement to the background information being publicly disclosed as part of the charter/renewal petition and review process.

Print Name: _____ Date: _____

Signature: _____



Charter Information

Additional pages may be added as needed to complete the Charter Information pages

- 1. Lead Petitioner _____
- 2. Non-Profit Organization or Legal Name _____
- 3. Grade levels _____
- 4. Enrollment _____
- 5. Resident District of Charter _____

District Name	Address	City	State	Zip
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6. Board of Directors

Name	Title
Name	Title
Name	Title
Name	Title
Name	Title

7. Charter Leadership

- Superintendent/CEO
- CBO/CFO
- Site Administrator
- Site Administrator
- Site Administrator

Name
Name
Name and Title
Name and Title
Name and Title

- 8. Is this charter part of a CMO or any other charter school collaborative? If yes, please provide information below. Yes No

- 9. List any management company with which your charter school will contract (Special Education, Back Office, etc). Use additional pages, if necessary.

Name and Contact Information	Service Provided



Charter Information

10. In considering charter renewals, the County Board shall review petitions based on Education Code 47605, and shall follow the renewal standards set forth in Education Code 47607 and 47607.2, amended July 1, 2020. Based on criteria described for High-Performing, Low-Performing, and other charters including DASS, please describe how your charter satisfies requirements for renewal. Attach additional pages (maximum 5) if needed.



Current or Prospective Charter School Board Member Request for Information

Duplicate this form as necessary for each Charter School Board Member

As a board member of a public charter school, you are not only ultimately responsible for the education of all students enrolled in the school, but also entrusted with the obligation to see that the public monies which are given to the charter school are legally and wisely spent. Serving on a public charter school board is a position of great trust and responsibility.

By providing the requested information, prospective board members will assist the County Board in determining if the application demonstrates that the school will be run in an educationally, fiscally and organizationally sound manner.

BACKGROUND

Use this page as a cover sheet if you respond on a separate sheet of paper

Will you be at least eighteen years old by January 1 of the year in which you plan to serve as a board member for the charter school? Yes No

1. Indicate how you became aware of the (proposed) charter school and the opportunity to serve as a member of its board if it is chartered, including who invited you, if applicable, to sit on the board.

2. Explain why you wish to serve on the board.

3. Please indicate if you have previously served on a board of a school district or a not-for-profit corporation (*including the board of a non-public school*) and describe any relevant experience.

4. Describe your understanding of the appropriate role of a public charter school board member.

Print Name: _____

Date: _____

Signature: _____



Charter Petition Requirements Checklist

Please use the table below to indicate where each of the required elements can be found in the Charter Petition. The Charter Petition will be reviewed pursuant to California Education Code 47605, et sec.

GENERAL REQUIREMENTS		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Required Signatures		
Admission Requirements		
Admission to all who want to attend		
Parent consultation		
Racial/Ethnic balance		
Exclusive employer		
Public random drawing		
Type of facility required		
School closure		
Notice to District – students leaving charter		
Location of facility		
Alternative attendance		
Affirmations		
Potential effects on district		

EDUCATIONAL PROGRAM		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Educational program description		
Measurable pupil outcomes		
Local Control Accountability Plan (LCAP)		
Annual goals & actions – subgroup goals		
Assessment tools		
State priorities – EC § 52060		
Transferability of high school courses		
Student Assessment		
Academically low achieving students		

ENGLISH LEARNERS		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Program description		
Identification		
Reclassification		
Curriculum and materials		



Charter Petition Requirements Checklist

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INDEPENDENT STUDY		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Annual audit		
Ratio of ADA to FTE		
Written policies		
Teacher credentials		

FISCAL VIABILITY		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Operational budget – first year		
Employee qualifications		

GOVERNANCE		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Description of Governance		
Evidence of incorporation as non-profit		

HEALTH AND SAFETY		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Criminal record summary		
TB clearance		
Pupil immunizations		
Pupil screenings		

PERSONNEL		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Employee qualifications		
Key positions		
Requirements for employment		
Retirement systems		

STUDENTS WITH DISABILITIES		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Special Education Plan		
Section 504 Plan		



Charter Petition Requirements Checklist

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STUDENT DISCIPLINE		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Suspension		
Expulsion		

DISPUTE RESOLUTION		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Description of Process		

RENEWAL/MATERIALS REVISIONS		
<i>ITEM</i>	<i>SECTION</i>	<i>PAGE</i>
Description of new requirements		
Minimum renewal standards		