

FRESNO COUNTY OFFICE OF EDUCATION

Business Services Department

1111 Van Ness Avenue

Fresno, CA 93721

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Charter School Renewal

Submission Packet

to

Fresno County Office of Education



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Charter School Renewal Petition Review Timeline

Action	Timeline
1. Petitioner submits renewal petition, including documents as noted on page 2 of this packet.	Minimum of 180 days prior to expiration of current charter.
2. Petition is submitted to the Board of Education.	First available meeting following the packet submission.
3. Public Hearing	Thirty (30) days from receipt of petition by Board of Education.
4. Decision by the Board of Education	Sixty (60) days from receipt of petition by Board of Education.
5. Agreement by petitioner and FCOE that additional time is required (<i>optional</i>)	Thirty (30) day extension of timeline



Charter School Renewal Process

Submission and Review

The Board of Education and the staff of the Fresno County Office of Education (FCOE) 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 conflict of interest

The foundational document guiding all charter school operations is the charter. An approved charter is a performance contract between FCOE 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 FCOE will hold the charter school accountable.

This renewal submission packet is designed to give petitioners a clear outline of what FCOE considers to be a “reasonably comprehensive” charter petition.

A. Submitting the Renewal

Only complete Submission Packets will be reviewed.

The charter renewal review timeline becomes effective after all of the following have been submitted. Please assemble fifteen (15) binders containing the following items with tabs separating each numbered requirement.

- 1. Table of Contents
- 2. Notice of Intent to Submit Petition for Renewal – **FORM A**
- 3. A signed certification that the petitioner(s) will comply with all applicable law
- 4. One CD of the original Charter Petition, and supporting documents
- 5. Completed Petitioner Checklist of Charter Petition Requirements - SEE ATTACHMENT A
- 6. Required Forms: Electronic forms may be downloaded at: <http://dfs.fcoe.org/charter-schools>
 - Applicant Information for each Lead Petitioner – FORM B*
 - Applicant Information for School Director/Principal – FORM B*
 - Applicant Information for On-site Financial Manager – FORM B*
 - Charter Information – FORM C*
 - Request for Information from Prospective Board Members – FORM D*
- 7. Proposed budget (current year and subsequent three years)
- 8. Articles of Incorporation for the non-profit organization
- 9. By-laws for the non-profit organization
- 10. Resumes and credentials for all teachers

The above items must be hand delivered to: Dr. Johnny Alvarado, Director Charter Schools
Fresno County Office of Education – Educational Services
1111 Van Ness Avenue
Fresno, CA 93721

B. Petition Review

The petition for a charter school is reviewed utilizing the Fresno County Office of Education's "Charter Petition Review" matrix presented as a part of this 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 section 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 Fresno County Governing Board and the FCOE 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.

C. Petition Team Capacity Interview

In addition to a review of the charter petition, the Charter Schools Review Team may hold an interview with the petitioner team and the Board of Directors to gauge the experience and expertise of its members in the areas of:

- Curriculum, instruction and assessment
- Finance and business operation
- School administration, including on-site leadership and on-site financial management
- School governance

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

D. Fresno County Board of Education Approval Process

Within the guidelines delineated in Education Code § 47605, the Fresno County Board of Education will make a final decision regarding the granting or denial of the charter petition renewal. Petitions may be approved with conditions, including but not limited to the following:

- For a classroom-based program, that a site be secured with an appropriate Certificate of Occupancy 45 days prior to the opening of school

- That the school's student recruitment process not begin until the above condition has been met
- That a qualified principal be hired prior to the opening of the school and that the charter school notify Fresno County Office of Education 45 days prior to the opening of the school
- That the charter school and the Fresno County Office of Education ensure that all required Memorandums of Understanding (MOUs) have been addressed

The Board of Education will not deny a petition unless it makes written factual findings setting forth specific facts to support one or more of the following:

- The charter school presents an unsound educational program for students
- The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
- The petition does not contain the required number of signatures
- The petition does not contain the necessary affirmations
- The petition does not contain reasonably comprehensive descriptions of the required elements for a charter school

Please contact Dr. Johnny Alvarado, Director Charter Schools - Educational Services at (559) 265-3091 or jalvarado@fcoe.org if you have any questions regarding the petition renewal process.

Electronic versions of the forms may be downloaded at: <http://dfs.fcoe.org/charter-schools>



Notice of Intent

to Submit Petition for Renewal of an FCOE- Authorized Charter School

CHARTER SCHOOL INFORMATION

Name of Proposed Charter School: _____

General Location (including district) of Proposed School: _____

Projected Grade Levels: _____ Projected Enrollment: _____ Goal Date for Opening School: _____

LEAD PETITIONER INFORMATION

Name of Lead Petitioner: _____

Address: _____ City: _____ Zip: _____

Daytime Phone Number(s): _____ Fax: _____

Email Address: _____

LIST CHARTER DEVELOPMENT TEAM MEMBERS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION

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

Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY

Received by Print Name: _____ Signature: _____ Date: _____



Applicant Information

Petition for Renewal of an FCOE-Sponsored Charter School

APPLICANT INFORMATION – ATTACH RESUME

Applicant's Position with Charter School: <input type="checkbox"/> Lead Petitioner <input type="checkbox"/> Director/Principal <input type="checkbox"/> On-Site Financial Manager		
Name of Applicant (First/Middle/Last) :		
Other Names Used (i.e. Maiden/Former Married):		
Current 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

PROPOSED (RENEWAL) CHARTER SCHOOL

Charter School Name:		
Address (if available):		
City:	State:	Zip:
Legal Entity Behind Charter School (if available)		
Other Charter Schools with which Affiliated (prior and current):		
Location of Other Charter Schools:		

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 references Charter School.
- Releases the Fresno County Office of Education and any agent acting on its 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.

SIGNATURE

Applicant Signature:	
Title:	Date:

OFFICE USE ONLY

Charter School Application Process by: _____		
Phone: _____	Fax: _____	E-mail: _____



Charter Information

Petition for Renewal of an FCOE-Sponsored Charter School

This page is to be submitted with your final charter petition. The information you supply will be incorporated into the Board Report that will be submitted to the Fresno County Board of Education on your behalf. Use additional pages as needed to provide the following information.

1. Name of organization or individuals applying for charter: _____

2. Grade levels to be served by the proposed charter schools: _____

3. Number of students proposed to be served: _____

4. Location address or target districts: _____

5. Proposed instructional setting(s): _____

6. Facility status and location(s): _____

7. Board of Directors: (list):

_____	_____
_____	_____
_____	_____
_____	_____

8. Three to five top leaders and their positions:

Leader

Position

_____	_____
_____	_____
_____	_____
_____	_____

9. Are there any "sister" charters? Yes No

If yes, indicated where located: _____

10. Provide information on any management company with which your charter school will contract. Use additional pages, if necessary.

Name and Contact Information for Management Company:

Service to be provided:

_____	_____
_____	_____
_____	_____
_____	_____



Request for Information

from Prospective Charter School Board Members

As you are already aware, serving on a public charter school board is a position of great trust and responsibility. As a board member of a public 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.

By providing the requested information prospective board members will assist the Board of Education in determining if the application demonstrates that the school will be run in a financially, organizationally and educationally sound manner.

Background

Will you will 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

Using this “FORM D” as a cover sheet, submit typed responses to the inquiries on this page:

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.

Name (please print)

Signature

Date



Fresno County Office of Education Petitioner Checklist of Charter Petition Requirements

Please use the table below to indicate on which page(s) of your petition each of the required elements can be found in the charter that you are submitting for consideration by the Fresno County Board of Education. Your petition will be reviewed pursuant to the appropriate section of Education Code 47605. The review team utilizes guidance provided in Title 5 CCR 11967 to determine if the detail and description provided for each element are sufficient to be deemed to meet the required standard.

Category	Item	Pg	Item	Pg	Item	Pg	Item	Pg
General Requirements	Required Signatures N/A for renewal		Racial/Ethnic Balance		Admission Requirements		Alternative Attendance	
	Admission Requirements		Exclusive Employer		School Closure		Affirmations	
	Admit all who want to attend		Public Random Drawing		Notice to district-students leaving charter		Potential effects on district	
	Parent Consultation		Type of facility required		Location of facility			
Educational Program	Description of Educational Program		Annual goals & actions – subgroup goals		State priorities EC 52060		Transferability of HS Courses	
	Measurable Pupil Outcomes		Assessment Tools		Student Assessment		Academically low achieving students	
	Local Control Accountability Plan							
English Language Learners	Program description		Identification		Reclassification		Curriculum & materials	
Independent Study	Annual Audit		Ratio of ADA to FTE		Written Policies		Teacher Credentials	
Fiscal Viability	1 st year operational budget		Employee qualifications					
Governance	Description of Governance		Evidence of incorporation as Non-profit					
Health and Safety	Criminal record summary		TB clearance		Pupil immunizations		Pupil Screenings	
Personnel	Employee qualifications		Key positions		Requirements for employment		Retirement systems	

Category	Item	Pg	Item	Pg	Item	Pg	Item	Pg
Students With Disabilities	Special Ed Plan		Section 504 Plan					
Student Discipline	Suspension		Expulsion					
Dispute Resolution	Description of process							
Renewal/Material Revisions	Description of new requirements		Minimum Renewal Standards					