

## VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATIVE REGULATION NO. 0420.4**

**ADOPTED: 11/22/99**

**CLASSIFICATION: Philosophy, Goals & Comprehensive Plans**

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**SUBJECT: Charter Schools**

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### GUIDELINES FOR ESTABLISHING A CHARTER SCHOOL

The Legislature established the Charter Schools Act of 1992 (Chapter 781, Statutes of 1992), as amended (Chapter 34, Statutes of 1998, and Chapters 78 and 162, Statutes of 1999), to provide opportunities for students, teachers, parents, and community members to establish and maintain nonsectarian schools that operate independently from the existing school district structure and as a method to accomplish all of the following:

- Improve student learning.
- Increase learning opportunities for all students, with special emphasis on expanded learning experiences for academically low achieving students.
- Encourage the use of different and innovative teaching methods.
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.
- Provide parents and students with expanded choices in the types of educational opportunities available within the public school system.
- Hold the charter schools accountable for meeting measurable student outcomes and demonstrate student improvement subject to the same accountability standards as traditional schools.
- Provide vigorous competition within the public school system to stimulate continued improvement in all public schools.
- Provide the charter schools with a method to change from rule-based to performance-based accountability systems.

- Address how services for students with special needs will be provided either as a local agency (LEA) or as a public school within its sponsoring LEA.
- Provide a plan for effective parental involvement in curricular and extracurricular (school related) activities, as noted in the Charter School Petition Review Checklist (Exhibits 3 and 4).
- Provide equivalent operational funding and/or funding for special education in a manner that is consistent with state and federal law.

## STEPS TO ESTABLISHING A COUNTYWIDE CHARTER SCHOOL

### Step One: Develop the Countywide School Charter

A charter petition shall contain specified educational elements as well as compliance-based components before it can be approved by the Ventura County Board of Education (“VCBE”). These elements include, among other things, clearly defined goals and measurable pupil outcomes, and the governance structure of the charter school. Components include: required number of signatures, affirmations of specified conditions, and reasonably comprehensive description of 16 elements of the charter school (Exhibit 1). The petition shall present a sound educational program for pupils, which is likely to be successfully implemented by the charter school.

### Step Two: Circulate the Countywide Charter School Petition

Any one or more persons may circulate a petition for the establishment of a countywide charter school or conversion of an existing public school to a charter. No charter shall be granted under this administrative regulation that authorizes the conversion of any existing public or private school to a charter school (47605.6(a)(1)(B)(2)). The petition shall include a prominent statement that the parent/guardian is meaningfully interested in having his/her child/ward attend the charter school, or the teacher is meaningfully interested in teaching at the charter school. The charter shall be attached to the petition.

Education Code Section 47605.6(a)(1)(A) establishes the minimum required signatures. A petition “contains the requisite number of signatures” if a representative sample of the appropriate signatories verify their interest in the charter at the time they signed the petition. If a representative sample of signatories indicates signatures were not authentic, that they were not meaningfully interested in the school, or the signature process did not comply with the requirements of law including that the charter petition was attached to the signature page, the petition does not contain the requisite number of signatures. (EC 47605, 47605.5, 47605.6)

A parent/guardian can be meaningfully interested in having his/her child attend the school if the child is of an age or in a grade which is served by the school; a teacher can be meaningfully interested in teaching at the school if he/she holds a valid California teaching credential appropriate to the grade levels or subjects offered by the school. Additionally, 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.

### Step Three: Submit Countywide Petition to the County Board of Education

A petition is deemed received by the Ventura County Board of Education for purposes of commencing the timelines herein, when the petitioner submits a petition, with the requisite signatures, to the Ventura County Office of Education, Charter School Department, during regular working hours.

Within 60 days after receiving the countywide charter petition, the VCBE must hold a public hearing on the charter petition, at which time the county board of education shall consider the level of support for the petition by teachers, parents or guardians, and the school districts where the charter school petitioner proposes to place school facilities.

### Step Four: VCBE Approval/Denial

Within 90 days of receipt of the countywide charter petition, the VCBE must review the petition, determine whether the charter contains all of the elements specified by law, consider the level of support for the petition by teachers, parents or guardians, and the school districts where the charter school petitioner proposes to place school facilities, and either grant or deny the petition at a public hearing. The timelines outlined in this section may be extended by an additional 30 days as long as both the VCBE and the petitioner(s) agree to the extension.

The VCBE shall deny a petition for the establishment of a charter school if it finds one or more of the following:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain the number of signatures required.
4. The petition does not contain an affirmation that the charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, gender identity, gender expression, or disability, in addition to the other requirements imposed by Education Code 47605.6(e).
5. The petition does not contain reasonably comprehensive descriptions of all of the elements in Education Code 47605.6(b)(5) (See Exhibit 1).
6. Any other basis that the Board finds justifies the denial of the petition.

The VCBE may grant a charter for the operation of a countywide charter school only if the VCBE is satisfied that granting the charter is consistent with sound educational practice and that the charter school has reasonable justification for why it could not be established by petition to a school district pursuant to Education Code Section 47605.

The VCBE may only approve a countywide charter if it finds, in addition to the other requirements of this section, that the educational services to be provided 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.

The VCBE shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences to academically low achieving students.

Before granting a charter petition, the VCBE shall receive the following assurances:

1. The charter school shall meet all statewide standards and conduct pupil assessments pursuant to Education Code 60605 and any other mandated statewide standards authorized in statute or pupil assessment applicable to pupils in non-charter public schools. The charter school shall certify that its pupils have participated in the state testing programs specified in Education Code 60600 et seq., as a condition of apportionment of state funding.
2. The charter school shall consult regularly with its parents and teachers regarding the school's educational program.
3. Admission to a charter school shall not be determined according to the student's place of residence, or that of his/her parent/guardian, within California except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area.
4. The charter school shall admit all pupils who wish to attend the charter school. If the number of pupils who wish to attend exceeds the charter school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing in accordance with Education Code 47605.6(e). However, only pupils who are residents of the county in which the charter is located or a county immediately adjacent to that county shall be eligible to participate in the charter school independent study program.
5. A charter school may encourage parental involvement but shall notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school.
6. The petitioner(s) shall provide information regarding the proposed operation and potential effects of the school, including, but not limited to, the facilities to be utilized by the school, the manner in which administrative services of the school are to be

provided, and potential civil liability effects, if any, upon the school and the county office of education.

7. The petitioner(s) shall provide financial statements that include the proposed first-year operational budget, including start-up costs, and cash flow and financial projections for the first three years of operation.
8. Teachers in the charter school shall be required to hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. These documents shall be maintained on file at the charter school and shall be subject to periodic inspection by the chartering authority. All teachers in the charter school shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code Sections 44339, 44340, and 44341.
9. The petitioner(s) shall comply with collective bargaining laws and declare whether it will be the exclusive public school employer of the employees at the charter school.
10. A charter school shall transmit a copy of its annual, independent, financial audit report for the preceding fiscal year, as described in Education Code Section 47605.6(b)(5)(I), to the County Office of Education, State Controller and the State Department of Education by December 15 of each year. This subdivision shall not apply if the audit of the charter school is encompassed in the audit of the chartering entity pursuant to Education Code Section 41020.

The VCBE may, as a condition of approval of a petition for the operation of a countywide charter, enter into an agreement with a third party, approved by the VCBE, at the expense of the charter school, to oversee, monitor, and report to the county board of education on the operations of the charter school. The VCBE may prescribe the aspects of the charter school's operations to be monitored by the third party and may prescribe appropriate requirements regarding the reporting of information concerning the operations of the charter school to the VCBE.

The VCBE may impose any additional requirements that it considers necessary for the sound operation of a countywide charter school. If the VCBE denies the countywide petition, the petitioner(s) may not elect to submit the petition for the establishment of the charter school to the State Board of Education.

#### Step Five: Provide Notice to State Board of Education

Once the charter petition has been approved by the Ventura County Board of Education, the petitioner(s) must provide written notice of the approval, including a copy of the petition, to the school districts within the county, the Superintendent of Public Instruction, and to the State Board of Education.

#### Step Six: State Board of Education Assigns Numbers

The State Board of Education has the responsibility of making sure that the submitted charter petition has the appropriate signatures, has been approved by the County Board of Education, and contains all the provisions specified by law. If approved by the State Board, each charter school receives an assigned number and the charter school officially may begin operation.

#### REVIEW OF CHARTER SCHOOL PETITION SUBMITTED TO THE COUNTY BOARD OF EDUCATION

The Superintendent shall conduct the required review and may recommend approval or denial of charter school petitions submitted directly to the VCBE or received after denial by a school district. The Charter School Petition Review Checklists (Exhibits 3 and 4) reflect detailed components required to be met under current law. The appropriate Charter School Petition Compliance Checklist (Exhibit 3 or 4) shall be used to evaluate each charter petition presented to the VCBE. The following is a list of the steps to take to review a charter school petition that is submitted to the VCBE:

1. The Superintendent shall determine the sufficiency of signatures to support the statement that the signatories are meaningfully interested in participating in the charter.
2. The Superintendent may use a designee to coordinate the review of the petition for a charter school.
3. The staff designated to evaluate the merits of the petition will be at the discretion of the Superintendent or his/her designee to facilitate the review and evaluation of the charter petition within required timelines.
4. Designated staff may elect to meet with petitioners or hold a capacity interview with petitioners as part of the petition review process.
5. The staff will use the appropriate Charter School Petition Review Checklist to report findings to the Superintendent and VCBE subsequent to review of the charter petition. The VCBE shall publish all staff recommendations and findings regarding the petition at least 15 days before the public hearing at which the VCBE will either grant or deny the charter. At the public hearing at which the VCBE will either grant or deny the charter, petitioners shall have equivalent time and procedures to present evidence and testimony to respond to the staff recommendations and findings.
6. the VCBE approves the petition, the execution of a Memorandum of Understanding between the VCBE and petitioners shall be required at the VCBE meeting in which the charter petition is approved. If the petition is approved, the VCBE will assume the mandated functions and responsibilities of the chartering authority, including the authority If to renew or revoke the charter.

#### APPEALS ON CHARTER PETITIONS THAT HAVE BEEN DENIED BY LOCAL SCHOOL DISTRICTS

A charter school petition that has been previously denied by the governing board of a school district may be submitted to the Ventura County Board of Education.

When filing a petition on appeal with the VCBE for the establishment of a charter school, petitioner(s) shall provide all documents detailed in section A of the attached Exhibit 2. A petition is deemed received by the Ventura County Board of Education for purposes of commencing the timelines described, when the petitioner submits a petition, with the requisite signatures, to the Ventura County Office of Education, Charter School Department, during regular working hours. No later than 60 days after receiving a petition under this section, the VCBE shall hold a public hearing on the provisions of the charter, at which time the VCBE shall consider the level of support for the petition. Following review of the petition and the public hearing, the VCBE shall either grant or deny the charter within 90 days of receipt of the petition. These timelines may be extended by an additional 30 days if both parties agree to the extension.

If the petition submitted on appeal contains new or different material terms, the VCBE shall immediately remand the petition to the governing board of the school district for reconsideration, which shall grant or deny the petition within 30 days. If the governing board of the school district denies a petition after reconsideration, the petitioner may elect to resubmit the petition for the establishment of a charter school to the VCBE.

If the VCBE denies a petition on appeal from a local district, the petitioner(s) may elect to submit the petition on appeal to the State Board of Education within 30 days of a denial. The petitioner shall include the findings and documentary record from the governing board of the school district and the county board of education and a written submission detailing how the governing board of the school district or the county board of education, or both, abused their discretion. If the appeal contains new or different material terms, the state board shall immediately remand the petition to the governing board of the school district to which the petition was submitted for reconsideration.

#### CONDITIONS IF THE COUNTY BOARD OF EDUCATION APPROVES A CHARTER SCHOOL

The VCBE as the chartering authority may inspect or observe any part of the charter school at any time. The VCBE shall hold the charter school accountable for fulfilling the terms of its charter. A charter school shall promptly respond to all reasonable inquiries, including, but not limited to inquiries regarding its financial records, from its chartering authority or from the Superintendent of Public Instruction and shall consult with the chartering authority or the Superintendent of Public Instruction regarding any inquiries. A charter school shall maintain written contemporaneous records that document all pupil attendance and shall make these records available for audit and inspection.

The charter must specify that the charter school shall hold harmless and indemnify the VCBE and its officers, and the Superintendent and his/her officers and employees from any claim or demand of whatever nature, including those based upon the negligence of the VCBE and its officers, and the Superintendent and his/her officers and employees brought by any person, institution, or organization.

The charter school at its own cost, expense, and risk shall defend any legal proceedings that may be brought against the VCBE and its officers, and the Superintendent and his/her officers and employees, by any person, including any institution or organization, on any claim or demand of whatever nature

arising out of the VCBE granting a charter and shall satisfy any judgment that may be rendered against any of them. The VCBE and the Superintendent shall notify the charter school of the receipt of any such claims or demands.

### MATERIAL REVISION TO AN APPROVED CHARTER

After receiving approval of its petition, a charter school that proposes to establish operations at additional sites including resource centers, meeting spaces, or other satellite locations (as described in Education Code 47605.1(3)(a)) within the geographic boundaries of the VCBE shall notify the school districts where those sites will be located. The charter school shall also request a material revision of its charter by the VCBE that approved its charter and the VCBE shall consider whether to approve those additional locations at an open, public meeting, held no sooner than 30 days following notification to the school districts where the sites will be located.

If approved, the location of the approved sites shall be a material revision of the school's approved charter.

### CHARTER SCHOOL RENEWALS

Charter schools authorized by the VCBE may petition for renewal prior to the expiration of the charter term. Renewal petitions should reflect updates to the program or operations, a summary of outcomes and results over the previous charter term, a description of changes in the law relevant to the program and provide evidence demonstrating how the charter school meets the minimum legal criteria set forth in Education Code 47607 and 52052. Renewal petitions are evaluated by the same standards as initial charters pursuant to Education Code 47605. When submitting a renewal of a charter school, petitioner(s) shall provide all documents outlined in Exhibit 2 and in accordance with the process set forth therein. The Charter School Petition Review Checklist (Exhibits 3 & 4) shall be used to evaluate charter renewal petitions presented to the VCBE.

### Legal References:

#### EDUCATION CODE

41365	Charter school revolving loan fund
42238.01 et seq.	Local Control Funding Formula
44237	Criminal record summary
44830.1	Certificated employees, conviction of a violent or serious felony
45122.1	Classified employees, conviction of a violent or serious felony
47600-47616.7	The Charter Schools Act of 1992
48000	Admittance to Kindergarten
48010	Admittance to 1 <sup>st</sup> Grade
48011	Enrollment in 1 <sup>st</sup> Grade
51747.3	Independent Study
52052	Numerically significant student subgroup
52059	Statewide System of School Support
52060	Local Control and Accountability Plan
56145 – 56146	Charter Schools



60605 California Assessment of Academic Achievement  
60640 – 60647 California Assessment of Student Achievement

CORPORATIONS CODE

5110 et seq.

GOVERNMENT CODE

54950 – 54962 Brown Act: Open Meeting Laws

PENAL CODE

667.5 Sex Offenders: Sentence Enhancements

CALIFORNIA CODE OF REGULATIONS, TITLE 5

11960 et seq. Charter Schools

COURT DECISIONS

Evensen v. Vicki L. Barber et al. (1996) No. PV 94-0465, Superior Ct., County of El Dorado  
Desert Sands Unified School District and Washington Charter School v. Public

Employment Relations Board and California School Employees Association and its Desert Sands Chapter #106, No. BC 126357, Superior Ct., County of Los Angeles

ATTORNEY GENERAL OPINIONS

80 Ops. Cal. Atty. Gen. 52 (1997)  
78 Ops. Cal. Atty. Gen. 253 (1995)  
78 Ops. Cal. Atty. Gen. 297 (1995)