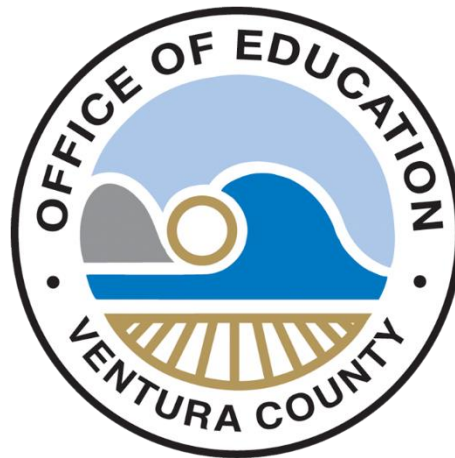


# Ventura County Office of Education

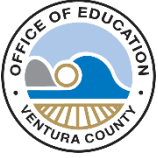
5189 Verdugo Way  
Camarillo, CA 93012



Stanley C. Mantooth  
Ventura County Superintendent of Schools

## Charter School Petition Process For Appeals and Direct Countywide Submissions

Ventura County Office of Education  
Student Services Department  
5189 Verdugo Way  
Camarillo, CA 93012  
(805) 383-1920 Phone  
(805) 383-1908 Fax



## Charter Petition and Appeal Review Process

*Petition Presented Directly to VCBE for the Establishment of a Countywide Charter  
or on Appeal Following Denial, Non-Renewal or Revocation by a School District*

***"The mission of the Ventura County Office of Education is to provide quality services and support for life-long learning opportunities."***

The Board of Education and the staff of the Ventura County Office of Education (VCOE) view the responsibility to provide a quality education to all of the children in Ventura County as a serious undertaking. In that light, we are interested in authorizing only high quality charter schools that:

- Reflect our mission of ensuring the success of all students
- Implement 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 VCOE and the charter school. As such, terms of the contract must be delineated as clearly as possible, especially with regard to student performance measures. A comprehensive, well-written petition provides clear operating procedures for the charter school and objective measures to which VCOE will hold the charter school accountable.

This petition or appeal submission packet is designed to give petitioners a clear outline of what VCOE considers to be a "reasonably comprehensive" charter petition.

***Starting a charter school is hard work, and the foundation must be well laid in order to ensure success!***

### **A. Submitting the Petition or Appeal**

**Only complete submission packets will be reviewed.**

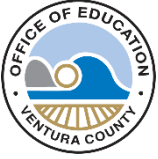
*The charter review timeline becomes effective after all of the required documents outlined below have been submitted to the VCBE at a regularly scheduled board meeting. The VCOE Charter School staff must verify the charter submission packet for completeness prior to the petition being submitted to the VCBE.*

*Contact the VCOE Charter School Department at (805) 383-1931 or [mhartsuyker@vcoe.org](mailto:mhartsuyker@vcoe.org) to schedule an appointment to have your charter submission packet verified at least two weeks prior to the VCBE Meeting in which the petition will be submitted. The timelines for the charter petition review are outlined on page 6.*

- ☐ 5 printed copies and one electronic copy of the original Charter Petition, and supporting documents considered by District when petition was denied if an appeal.
- ☐ VCOE Charter Petition Review Matrix, with page numbers identifying where each of the of components listed is found noted in the left column of the matrix

Please assemble a binder containing the following items with tabs separating each numbered requirement.

- ☐ 1. Table of Contents
- ☐ 2. Notice of Intent to Submit Application (*See Attached*)
- ☐ 3. Copy of Signature pages (50%) of either parents or teachers meaningfully interested
- ☐ 4. Evidence of the school district board's action to deny the petition (meeting minutes) **and** written factual findings for denial
- ☐ 5. Proposed budget (start-up, three-year budget projections, and Cash Flow Analysis)
- ☐ 6. A signed certification that the petitioner(s) will comply with all applicable law
- ☐ 7. A description of any changes to the petition necessary to reflect the county board of education as the chartering entity  
(*This is a separate document, detailing the changes and page numbers*) (5 CCR 11967)



## Charter Review Process

*Petition Presented Directly to VCBE for the Establishment of a Countywide Charter  
or on Appeal Following Denial, Non-Renewal or Revocation by a School District*

### B. Petition Review

The petition for a charter school is reviewed utilizing the Ventura County Office of Education "Charter School Petition Review Checklist" presented as a part of this application packet. Charters presented directly to VCBE or on appeal following denial are reviewed pursuant to all relevant California Education Codes.

#### Reasonably Comprehensive Description

According to California Code of Regulations, 5 CCR § 11967.5.1 (g) *A reasonably comprehensive description, within the meaning of 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*

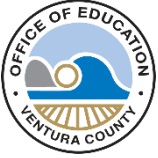
The Ventura County Governing Board and the VCOE staff view 5 CCR § 11967.5.1 (g) as meaningful guidelines for reviewing charter applications and have incorporated this guidance into the "Charter School Petition Review Checklist."

### C. Petitioner Team Capacity Interview *(At the request of VCOE)*

In addition to a review of the charter petition, VCOE Staff may elect to interview 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 operations
- School administration, including on-site leadership and on-site financial management
- School governance

If requested by VCOE, this interview is mandatory and must be attended by members of the petitioner team who have expertise in all of the above areas. If a Board of Directors has been identified, at least two members must attend.



## Charter Review Process

*Petition Presented Directly to VCBE for the Establishment of a Countywide Charter  
or on Appeal Following Denial, Non-Renewal or Revocation by a School District*

### **D. Ventura County Board of Education Approval Process**

Within the guidelines delineated in Education Code § 47605, the Ventura County Board of Education will make a final decision regarding the granting or denial of the charter petition. 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 Ventura County Office of Education's Charter Schools Division 45 days prior to the opening of the school
- That the charter school and the Ventura County Office of Education ensure that all required elements of 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:

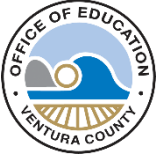
- The charter school presents an unsound educational program for students
- The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
- The petition does not contain the required number of signatures
- The petition does not contain the necessary affirmations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

Please do not hesitate to contact the Ventura County Office of Education  
If you have any questions about the application process:

Ventura County Office of Education  
Student Services Department – Charter School Division  
5189 Verdugo Way  
Camarillo, CA 93012  
(805) 383-1931

Email inquiries can be addressed to:

[mhartsuyker@vcoe.org](mailto:mhartsuyker@vcoe.org)



**Notice of Intent to Submit Application**  
**PETITION FOR ESTABLISHMENT OF A CHARTER SCHOOL**  
Ventura County Office of Education

**CHARTER SCHOOL INFORMATION**

- ☐ Countywide Charter (47605.6)  
☐ Direct Submission to VCBE to Serve Students Otherwise Directly Receiving County Related Services (47605.5)  
☐ Appeal after District Denial (47605(j))  
    ☐ Start up Charter or ☐ Conversion Charter  
☐ Appeal of Non-Renewed Charter (47607.5)  
☐ Appeal of Revoked Charter (47607(f))

Name of proposed charter school: \_\_\_\_\_

General location (including district) of proposed school: \_\_\_\_\_

Projected grade levels: \_\_\_\_\_ Projected Enrollment: \_\_\_\_\_ Goal date for opening school: \_\_\_\_\_

**LEAD PETITIONER CONTACT INFORMATION**

Name of lead petitioner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Numbers: \_\_\_\_\_ FAX: \_\_\_\_\_

Email address: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

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**CERTIFICATION**

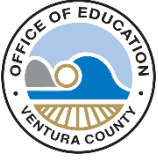
I / we certify that we are interested in applying for a Charter School within Ventura County.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Received by: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CHARTER PETITION TIMELINE

Submission Packet for the Establishment of a Charter School  
**Only complete application packets will be reviewed**

Action/Submission	<i>Type of Submission</i>				
	Appeal of District Denial (47605(j))	County-Wide Charter (47605.6)	Direct County Charter (47605.5)	Appeal of Non-Renewed Charter (47607.5)	Appeal of Revoked Charter (47607(f))
1. All Required items detailed in Section A on page 2 of this packet	Maximum of 180 calendar days from denial	At discretion of petitioners. Timeline does not begin until submission is complete.	At discretion of petitioners. Timeline does not begin until submission is complete.	30 calendar days from the district's denial action	30 days following the final revocation decision of the district
2. Upon determination that the documents submitted are sufficient, a public hearing is held	30 calendar days from receipt of all required documents	60 calendar days from receipt of all documents	30 calendar days from receipt of all required documents	30 calendar days from receipt of all required documents	30 calendar days from receipt of all required documents
3. Decision by the Ventura County Board of Education	*60 calendar days from receipt of all required documents	*90 calendar days from receipt of all required documents	*60 calendar days from receipt of all required documents	*60 calendar days from receipt of all required documents	*60 calendar days from receipt of all required documents
4. Due Process if Denied by VCBE	Appeal to California Board of Education	None	None	Appeal to California Board of Education	Appeal to California Board of Education

\*These dates may be extended by an additional 30 days if both parties agree to the extension.