

*(AR) #0420.4 CHARTER SCHOOLS – EXHIBIT 2*

San Luis Obispo County Office of Education  
3350 Education Drive  
San Luis Obispo, CA 93405



**SAN LUIS OBISPO COUNTY  
OFFICE OF EDUCATION**

**LEADERSHIP ■ COMMUNITY ■ SERVICE**  
JAMES J. BRESCIA, Ed. D., SUPERINTENDENT

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

San Luis Obispo County Office of Education  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805) 543-7732 Phone (805) 541-2605 Fax

## Charter Petition and Appeal Review Process

*Petition Presented Directly to SLOCOE for the Establishment of a County-Wide Charter  
or on Appeal Following Denial by a School District*

*The mission of the San Luis Obispo 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 San Luis Obispo County Office of Education (SLOCOE) view the responsibility to provide a quality education to all of the children in San Luis Obispo 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 SLOCOE 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 SLOCOE will hold the charter school accountable.

This petition or appeal submission packet is designed to give petitioners a clear outline of what SLOCOE 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 charter petition packets will be reviewed.**

*The charter review timeline becomes effective after all of the following have been submitted and is detailed on page 5.*

- Five (5) complete copies and one (1) CD of the original Charter Petition, as denied (if denial appeal petition); or County Charter School Petition (EC 47605.5); or Countywide Charter Petition (EC 47605.6)
- SLOCOE 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 on Appeal of Denial (if previously denied)
- 3. Copy of Signature pages (50%) of either parents or teachers meaningfully interested
- 4. For denial appeals - evidence of denial by the district board and the governing board's written factual findings, if available
- 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. For denial appeals - 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)

Deliver the above items to:

San Luis Obispo County Office of Education  
Superintendent's Office  
3350 Education Drive

## Charter Review Process

*Petition Presented Directly to SLOCBE or on Appeal Following Denial by a School District*

### B. Petition Review

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

#### 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 San Luis Obispo County Governing Board and the SLOCOE 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 SLOCOE)*

In addition to a review of the charter petition, SLOCOE 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 SLOCOE, 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 on Appeal Following Denial by a School District*  
San Luis Obispo County Office of Education

### **D. San Luis Obispo County Board of Education Approval Process**

Within the guidelines delineated in Education Code § 47605, the San Luis Obispo 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 San Luis Obispo County Office of Education's Charter Schools Unit 45 days prior to the opening of the school
- That the charter school and the San Luis Obispo 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 San Luis Obispo County Office of Education  
If you have any questions about the application process:

San Luis Obispo County Office of Education  
Superintendent's Office  
3350 Education Drive  
San Luis Obispo, CA 93405  
(805) 782-7201  
Email inquiries can be addressed to [jbrescia@slocoe.org](mailto:jbrescia@slocoe.org)

**Notice of Intent to Submit**  
*PETITION FOR ESTABLISHMENT OF A CHARTER SCHOOL*  
San Luis Obispo County Office of Education

**CHARTER SCHOOL INFORMATION**

- County Charter Direct Submission (EC 47605.5)                       Conversion Charter  
 Appeal after Denial                       Countywide Direct Submission (EC 47605.6)

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: \_\_\_\_\_


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**CERTIFICATION**

I / we certify that we are interested in applying for the establishment of a Charter School within San Luis Obispo County.

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

**OFFICE USE ONLY**

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

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

**SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**  
**San Luis Obispo, California**

Submission Packet for the Establishment of a Charter School

Only complete application packets will be reviewed

**TIMELINE**

Action/Submission	<i>Type of Submission</i>	
	Appeal of Denial by School District or Direct Submission (EC 47605.5)	Direct Submission for Countywide Charter (EC 47605.6)
1. Submit all required items detailed in section A on page 1 of this packet to SLOCOE	For denial appeals – no later than 180 calendar days after denial by district. For EC 47605.5 direct submissions a discretion of petitioners.	At Discretion of petitioners.
2. San Luis Obispo County Board of Education's Receipt of Complete Petition Packet	At next regular Board meeting following SLOCOE's receipt of verified complete petition packet	At next regular Board meeting following SLOCOE's receipt of verified complete petition packet
3. Public Hearing	30 calendar days from Board's receipt of complete petition packet	60 calendar days from Board's receipt of complete petition packet
4. Decision by the San Luis Obispo County Board of Education	60 calendar days from Board's receipt of complete petition packet (may be extended by additional 30 calendar days by agreement of the parties)  If Board does not take action on denial appeal petition within 60 days, petitioner(s) may submit petition to the State Board of Education	90 calendar days from Board's receipt of complete petition packet (may be extended by additional 30 calendar days by agreement of the parties)
5. Appeal if Denied by SLOCBE	Petitioner(s) may appeal to State Board of Education	None

