



Los Angeles County  
Office of Education

# DISTRICT-DENIED CHARTER SCHOOL RENEWALS on APPEAL

Updated December 2024





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## The Role of an Appellate Body

If the governing board of a school district denies the renewal of a charter school it authorizes, the petitioner may submit an appeal to the Los Angeles County Board of Education (County Board) within 30 calendar days of the denial. Any renewal petition submitted to the County Board after this timeframe shall be considered denied with no further options for administrative appeal [[EC 47605](#)].

The Los Angeles County Board of Education (County Board) has a duty to ensure that charter schools whose renewal petitions have been denied at the district level have an opportunity to be re-assessed by a neutral entity. Los Angeles County Office of Education (LACOE) staff, under the direction of the Los Angeles County Superintendent, performs a *de novo* (anew/afresh/from the beginning) review of petitions on appeal. Staff considers all available evidence and applies state law, federal law, County Board policy and County Board-approved Administrative Regulations in order to generate a staff report that informs a recommendation from the Superintendent as to whether or not a particular petition should be granted.

If the petition submitted on appeal contains new or different material terms, the County Board shall immediately remand the petition to the governing board of the school district for reconsideration. If the governing board of the school district denies a petition after reconsideration, the petitioner may elect to resubmit the petition to the County Board. Statutory timelines will commence once the charter petition and signed certification are submitted to the Charter School Office (CSO).



This guide is meant to be a general resource, and petitioners should contact the CSO for specific questions regarding their individual circumstances should any questions or concerns arise. Further details with links to required forms and submission instructions are located at <https://www.lacoe.edu/services/charter-schools/petitioners> or can be requested via telephone from the CSO at 562-922-8806.

## Legislative Updates for Renewals

The California Department of Education (CDE) provides updates to charter administrators and district/county authorizers on a regular basis, including guidance and data specific to appeals and renewals. On October 3, 2019, [AB 1505](#) was signed by the governor and it started implementation on July 1, 2020. This represented a large shift for charter authorizers, as the charter appeal and renewal processes substantively changed. Simultaneously, the global COVID-19 pandemic halted some of the provisions related to state reports and performance indicators for schools.

The result is that [EC 47607.4](#) (which was added by [AB 130](#) in 2021 and amended by [SB 114](#) in 2023) states that *all charters whose term expires on or between January 1, 2022, and June 30, 2025, inclusive, shall have their term extended by two (2) years, and all charters whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one (1) additional year.* These extensions were automatically applied by operation of law, with no action required by authorizers or schools.

## Overview of LACOE's Renewal Submission Process

To assist petitioners in planning for renewal, the following table provides a glimpse into key actions and timelines. At any point if a question or concern arises, petitioners are urged to communicate directly with the CSO staff members designated as points-of-contact throughout the entire review process.

ACTION STEPS	NOTES	DATES
<p><b>Notice of Submission: Appeal of a Denied Charter Petition to Renew (form with required documents) is received by the LACOE CSO</b></p>	<p>Per BP 0420.4, the petitioner is responsible for certifying that the submission is complete. Each renewal petition submitted on appeal must be the same petition as the one denied by the district. Any changes allowed by law should be in a separate file. See Appendix B. Access forms at <a href="https://www.lacoe.edu/services/charter-schools/petitioners">https://www.lacoe.edu/services/charter-schools/petitioners</a>.</p> <p>Per EC 47605 (k)(1)(A), <i>At the same time the petition is submitted to the county board of education, the petitioner shall also provide a copy of the petition to the school district.</i></p>	<p>County Board must receive the petition no later than 30 calendar days after the school district board makes written factual findings.</p> <p>A petition for renewal not submitted to the County Board within this time shall be considered denied with no further options for administrative appeal.</p>
<p><b>Public Hearing</b></p>	<p>The County Board meets in-person at the LACOE offices in Downey, usually on the first three (3) Tuesdays of each month. The school may make a presentation to the County Board to support its renewal petition. CSO staff will coordinate with the lead petitioner to provide more detailed information prior to the Public Hearing. County Board meeting materials are available at <a href="https://www.lacoe.edu/about/board/meetings-agendas">https://www.lacoe.edu/about/board/meetings-agendas</a>.</p>	<p>Within <b>60 days</b> of submission</p> <p><i>*Request a disability-related accommodation under the ADA at least 24 hours in advance; request a language interpreter at least 48 hours in advance at 562-922-6128</i></p>
<p><b>Staff Review &amp; Analysis, Site Visit, Capacity Interview</b></p>	<p>LACOE Review Team will analyze the petition to verify its contents and that any new laws enacted since the last charter review are included. A school site visit and/or capacity interview may be scheduled with the petitioner and representatives of charter school's governing board.</p>	<p>Ongoing (up to 75 days after submission)</p>
<p><b>Staff Report &amp; Superintendent's Recommendation</b></p>	<p>CSO staff will generate a report summarizing the findings of the LACOE Review Team and other relevant data/information. The Superintendent will make a recommendation for the County Board to take formal action on the request for renewal.</p>	<p>The Report will be publicly available at least 15 days prior to the County Board meeting when the petition will be recommended for approval/denial.</p>
<p><b>County Board Action</b></p>	<p>The County Board will consider the Report &amp; Recommendation at a public meeting. LACOE staff will make a formal presentation and petitioners will have equivalent time to respond to the recommendations and findings. County Board will vote or take other action.</p>	<p>Within <b>90 days</b> of submission (unless a mutually agreed upon extension of up to 30 more days is requested)</p>
<p><b>Appeal to SBE, as applicable per <a href="#">EC 47605(k)(2)</a></b></p>	<p>Should the County Board vote to deny the renewal of the charter, the school may appeal to the State Board of Education (SBE) under an abuse of discretion standard. <a href="https://www.cde.ca.gov/sp/ch/sbeappeals.asp#renewal">https://www.cde.ca.gov/sp/ch/sbeappeals.asp#renewal</a>.</p>	<p>Petitioner must submit documentation to CDE within 30 days of denial by County Board</p>

## Renewal Requirements

Petitioners are responsible for thoroughly acquainting themselves with all necessary legal and procedural requirements for successful charter renewals. Planning for renewal is an ongoing and dynamic process, necessitating data collection and review, building community involvement and support, and collaborating frequently with the authorizer. Charter renewals are determined in accordance with [EC 47607](#) and [EC 47607.2](#), as well as [5 CCR 11966.5](#). Required elements of charter petitions are detailed in [EC 47605](#), except that renewals do not require signatures described in [EC 47605\(a\)\(1\)-\(3\)](#). The County Board will consider the past performance of the school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, as applicable. It is the shared commitment of the County Board, Superintendent, and LACOE staff that charter schools will receive a careful and objective analysis of all statutory factors.

The petition is deemed received on the day the petitioner submits a petition to the CSO, accompanied by a signed certification of completeness on LACOE's *Notice of Submission: Appeal of a Denied Charter Petition to Renew* form (Appendix B). The charter submission must include all of the following:

1. The charter petition as denied, including, but not limited to, all supporting documents, including budgets in Excel format with SACS codes (electronic file with unlocked and unplugged cells displaying formulas). The elements of the petition must comply with the applicable section of the Education Code pertinent to the type of charter the school is seeking to renew ([EC 47605](#) for appeals of district-denied renewals).
2. Description of renewal eligibility based on one of the three performance levels specified in [EC 47607](#) and [47607.2](#), including but not limited to, past performance of academics, finances, and operations in evaluating the school's likelihood of success, along with future plans for improvement, as applicable.
3. A reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed or materially revised ([EC 47607\(b\)](#) and [5 CCR 11966.4](#)).
4. A separate narrative containing a description of changes to the petition necessary to reflect the County Board as the authorizer (e.g., special education, dispute resolution, closure procedures, fiscal reporting) or minor administrative updates to the petition or related documents due to changes in circumstances based on the passage of time related to fiscal affairs, facility arrangements, or state law. Indicate page numbers and elements of changes. Do not submit as redline or "track-change" petition.
5. Board Approved Minutes (signed by the Board Secretary or President) providing evidence that the school's governing body has approved the petition, proposed budget, and submission of the renewal petition to the County Board.
6. Completed and signed forms:
  - (1) *Notice of Submission: Appeal of a Denied Charter Petition to Renew* and
  - (2) *Required Documents: Appeal of a Denied Charter Petition to Renew*.



Renewal petition appeal applications must be submitted no later than 30 calendar days after the school district board denies the charter renewal.

# Data-Informed Categories for Charter Renewals

The impact of the COVID-19 pandemic is also observable in the data reports available for the 2020-21 and 2021-22 academic years. The state indicators on the California School Dashboard (Dashboard) were waived, so in the absence of statewide data for certain years, the County Board did not have access to two (2) years of performance data. Under AB 1505 charter schools (excluding those categorized as Dashboard Alternative Schools Status, or DASS) are to be placed into three (3) categories: High, Middle, and Low Performing. CDE published the status list in July 2020, and the most recent release was in spring 2024.<sup>1</sup> Subsequently, the County Board must consider clear and convincing evidence of measurable increases in academic achievement and/or strong post-secondary outcomes demonstrated through verified data<sup>2</sup> when evaluating petitions for renewal, a provision set to sunset on January 1, 2026, as additional historical Dashboard data will be available.

[EC 47607](#) clearly defines charter renewal criteria for High, Middle, and Low Performing schools. The table below provides a quick glimpse at some of the major differences in renewal terms, and subsequent sections in this guide will further detail how renewal determinations will be made based on student academic performance.

## Renewal Criteria Categories and Distinguishing Features

<b>High Performing</b> <a href="#">EC 47607(c)</a>	<b>Middle Performing</b> <a href="#">EC 47607.2(b)</a>	<b>Low Performing</b> <a href="#">EC 47607.2(a)</a>
5-, 6-, or 7-year renewal term	5-year renewal term	Presumptive denial; option for 2-year renewal term
<ul style="list-style-type: none"> <li>Not applicable for any school identified as eligible for receiving Differentiated Assistance<sup>3</sup></li> <li>Streamlined renewal process whereby the school is only required to update petition for any new legal requirements or as necessary to reflect current programs</li> </ul>	<ul style="list-style-type: none"> <li>It is predicted that a large number of charters may fall into this category at the time of renewal</li> <li>Any school not meeting the High or Low criteria will fall into this category</li> </ul>	<ul style="list-style-type: none"> <li>Based on low academic performance, the school shall not be renewed unless the County Board makes specific findings to allow for a 2-year renewal term</li> <li>The best interest of the pupils is critical as school closure is considered</li> </ul>

**Note:** For DASS charters, the LACOE staff will still analyze the school’s Dashboard results; however, achievement on alternative metrics that have been agreed upon by the school and their district authorizer will be a key factor in determining renewals. These metrics are applicable to the charter school based on the pupil population served, and were mutually agreed upon during discussions in the first year of the charter’s term. Pursuant to [EC 47607\(c\)\(7\)](#), the County Board may deny a DASS renewal by making written findings that the closure of the school is in the best interest of pupils. If a DASS school is approved for renewal, it will be for a 5-year term. For more information about DASS schools, visit <https://www.cde.ca.gov/ta/ac/dass.asp>.

<sup>1</sup> CDE publishes the charter school performance category data files at <https://www.cde.ca.gov/sp/ch/performcategory.asp>.

<sup>2</sup> For a list of State Board of Education (SBE) adopted verified data sources for charter renewals, visit <https://www.cde.ca.gov/sp/ch/verifdataacadprogress.asp#progress>. Verified data can be considered for Middle performing schools until January 1, 2026. For Low performing schools, verified data can be considered if the school was operational on/before June 30, 2020, and only for the school’s next (2) renewals until June 30, 2025.

<sup>3</sup> For general information on California’s System of Support and eligibility, see <https://www.cde.ca.gov/sp/sw/t1/csss.asp>.



## Material Revisions for District-Denied Charter Renewal Petitions

Any request for a material revision to the charter will be considered separately from the district-denied renewal appeal request. Board action will be taken on the charter renewal first and if approved, the school may then submit a material revision request. For specific information on material revisions, visit <https://www.lacoe.edu/services/charter-schools/petitioners>.

## Basic Renewal Criteria

All charter schools requesting renewal must clearly show that they meet eligibility requirements set forth in the Charter Schools Act and further defined in [AB 1505](#). Depending on the Renewal Criteria Category the Charter School has been assigned, a charter may be renewed or denied renewal based on these criteria found in [EC 47605](#), [47607](#) and [47607.2](#):

1. Does the petition and supporting documentation reflect a sound educational program for pupils? Are the petitioners likely to successfully implement the program set forth in the petition? Does the petition contain a reasonably comprehensive description of all required elements and affirm the conditions of [EC 47605\(e\)?](#)
2. Is the charter eligible for renewal under the High, Middle, or Low performing category and has the charter provided an argument with sufficient evidence that it has attained the criteria for renewal under that category? Has the charter attained measurable increases in academic achievement schoolwide and for numerically significant subgroups<sup>4</sup> served by the charter school, and if applicable, does the school have strong postsecondary outcomes?
3. Does the charter school have discriminatory enrollment or dismissal practices? Does the charter have substantial fiscal or governance issues?

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<sup>4</sup> While LACOE acknowledges that the term “subgroup” may hold negative connotations, especially in the context of historically marginalized groups and racial populations, a preferred term such as “student group” is not used in the EC sections for this analysis. Per [EC 52052](#), California’s accountability framework provides for designated subgroups in the following categories: ethnic; socioeconomically disadvantaged; English learners; pupils with disabilities; foster youth; and homeless youth. A subgroup consists of at least 30 pupils.

## Performance Categories (for Non-DASS Charter Schools)

High Performing <u><a href="#">EC 47607(c)</a></u>	Middle Performing <u><a href="#">EC 47607.2(b)</a></u>	Low Performing <u><a href="#">EC 47607.2(a)</a></u>
<p>A charter school that for two (2) consecutive years immediately preceding renewal:</p> <p>Received the two (2) <b>highest performance levels [green or blue] schoolwide</b> on all state indicators on the Dashboard</p> <p style="text-align: center;"><b>OR</b></p> <p>For all measurements of academic performance, the school received levels schoolwide that are the <b>same or higher than the state average</b>, AND when compared to the state’s historically underperforming subgroups, a majority of the school’s subgroups are performing <b>higher than the state average</b></p> <p><b>Note:</b> A charter eligible for technical (differentiated) assistance does not qualify under this section</p>	<p>For charter schools not designated under either the High or Low Performing criteria, the chartering authority:</p> <p>Shall consider schoolwide performance and performance of all subgroups on the Dashboard, while providing <b>greater weight to performance on measurements of academic performance</b> in determining whether to grant a charter renewal</p> <p>Shall also consider clear and convincing evidence with <b>verified data</b> showing either:</p> <p>(1) The school achieved measurable increases in academic achievement, as defined by at least one year’s progress for each year in school <b>OR</b></p> <p>(2) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers.</p> <p><b>Note:</b> MAY DENY ONLY upon making written findings that: (1) the charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to pupils of the school; <b>AND</b> (2) closure is in the best interest of the pupils; <b>AND</b> (3) the decision provided greater weight to the performance on measurements of <b>academic performance</b>.</p>	<p>A charter school that for two (2) consecutive years immediately preceding renewal:</p> <p>Received the two (2) <b>lowest performance levels [red or orange] schoolwide</b> on all state indicators on the Dashboard</p> <p style="text-align: center;"><b>OR</b></p> <p>For all measures of academic performance, the school received performance levels schoolwide that are the <b>same or lower than the state average</b>, AND for a majority of subgroups performing statewide below the state average in each respective year, received levels that are <b>lower than the state average</b>.</p> <p><b>Note:</b> Renewal for a 2-year term may occur only if the following written factual findings are both made:</p> <p>(1) The charter school is taking meaningful steps to address the underlying causes of low performance, and those steps are/will be reflected in a written plan adopted by the school’s governing body <b>AND</b></p> <p>(2) There is a clear and convincing evidence, demonstrated by <b>verified data</b> showing either:</p> <p>(a) The school achieved measurable increases in academic achievement, as defined by at least one year’s progress for each year in school</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers</p>



# Analysis & Determination of the Petition

Within 90 days of receipt of the renewal petition, the County Board shall hold a public hearing at which it will either grant or deny a renewal petition, unless an additional 30 days are mutually agreed upon with the petitioner. The County Board may deny the renewal of a charter petition by making written factual findings based on the particular performance category of the charter school. For all renewals, the underlying petition requirements of [EC 47605](#) must be met. This includes the following components that may affect a charter's case for renewal:

- The charter school presents a sound educational program for the pupils to be enrolled in the charter school
- Petitioners are demonstrably likely to successfully implement the program set forth in the petition
- All affirmations and declarations are made pursuant to [EC 47605\(e\)](#)
- Petition must contain a reasonably comprehensive description of all 15 required elements
  1. Educational Program
  2. Measurable Pupil Outcomes
  3. Measuring Pupil Progress
  4. Governance Structure
  5. Employee Qualifications
  6. Health and Safety
  7. Racial, Ethnic, Special Education, and English Learner Balance
  8. Admission Requirements
  9. Financial Audits
  10. Suspension and Expulsion
  11. STRS, PERS, and Social Security
  12. Public School Attendance
  13. Post-Employment Rights
  14. Dispute Resolution
  15. Closure Procedures
- The petition contains a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school.
- The charter school shall meet all statewide standards and conduct the pupil assessments required pursuant to [EC 60605](#) and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools ([EC 47605\(d\)\(1\)](#)).
- Charter schools shall consult with parents, legal guardians, and teachers regarding the school's educational programs on a regular basis ([EC 47605\(d\)\(2\)](#)).
- The charter school must provide information pertaining to the proposed operation and potential effects of the school per [EC 47605\(h\)](#), which include:
  1. Proposed facilities to be used
  2. The manner in which administrative services of the charter school will be provided
  3. Potential civil liability to the charter school and authorizer
  4. Financial statements that include cash flow and financial projections for the next three (3) years of operation
  5. The petitioner shall provide the names and relevant qualifications of all persons on the governing board of the charter school.



## High Performing Schools

If a charter school designated by the state as high performing meets the established renewal criteria, there is a presumption for renewal with a 5-, 6-, or 7-year term. High Performing schools denied renewal by the district due to fiscal or governance concerns will be considered under the statutes for high performing schools and the district's findings for denial will be considered with the appeal.

## Low Performing Schools

If a charter school is designated by the state as low performing, there is a **presumption of non-renewal**.

The law allows for a further review opportunity and only a 2-year renewal term if the County Board makes written factual findings that the charter is taking meaningful steps to address the underlying causes of its low performance **and** has clear and convincing evidence of either one-year's progress for each year in school or strong postsecondary outcomes. The school must provide a written plan formally adopted by the charter school governing board along with clear and convincing evidence of having met the criteria for further consideration. The County Board will then examine the verified data provided by the charter school showing attainment of measurable increases in pupil academic achievement (at least one year's progress for each year in school), and/or strong postsecondary outcomes as defined by college enrollment, persistence, and completion rates equal to similar peers. The mandated use of verified data is effective until June 30, 2025, at which time this provision will sunset.



LACOE staff will review the verified data to ensure that it is based on SBE-approved instruments and that the data provides evidence to support a recommendation for a 2-year term. If a charter is renewed under this provision, it must submit a new renewal petition in two (2) years with then-current Dashboard data to make the case for renewal in alignment with its corresponding future performance category (high, middle, low).

## Middle Performing Schools

For charter schools designated by the state as middle performing, consideration of additional data is a key component of the renewal process. As [EC 47607.2\(b\)](#) describes, the County Board shall consider the schoolwide performance and the performance of all subgroups of pupils served by the charter school on both the state and local indicators on the Dashboard, while providing greater weight to the performance on measurements of academic performance contained therein. The County Board will examine verified data showing an attainment of measurable increases in pupil academic achievement (at least one year's progress for each year in school), and strong postsecondary outcomes as defined by college enrollment, persistence, and completion rates equal to similar peers. For Middle Performing schools, this mandated use of verified data is currently effective until this provision ends as of January 1, 2026.

For Middle Performing schools, the County Board will consider performance on academic indicators with greater weight, including those listed within the school's Measurable Pupil Outcomes. Based on California's Dashboard, the charter's performance schoolwide and for all subgroups on the state and local indicators will be thoroughly considered. The academic indicators are reflected in student performance in the California Assessment of Student Performance and Progress (CAASPP) in English Language Arts, Mathematics, the English Learner Progress Indicator

(ELPI), and the College/Career Indicator (CCI)—these indicators carry the greatest importance in determining academic performance.

Non-renewal for a Middle Performing school may only be made if the County Board makes factual findings that the school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to pupils of the school, including the school's Measurable Pupil Outcomes, and that the school's closure is in the best interest of the pupils (see [EC 47607.2\(b\)\(6\)](#)). In making this determination, the County Board must provide greater weight to performance on measurements of academic performance.

## **Fiscal, Governance, and Student Enrollment Factors**

In addition to meeting performance level criteria and adhering to all statutorily required petition components, [EC 47607\(d\)](#) allows for an examination of whether there are student enrollment or dismissal patterns that warrant further investigation as to whether all pupils who wish to attend are served by the charter school.

Additionally, if it is determined that substantial fiscal or governance factors contribute to the school being demonstrably unlikely to successfully implement the program set forth in the petition, then a finding for denial of a renewal may be made (see [EC 47607\(e\)](#)). The school's failure to successfully correct any violations after given a 30-day notice and opportunity to cure, or any severe and pervasive violation that makes a corrective action plan unviable are both grounds for non-renewal. District use of [EC 47607\(e\)](#) as grounds for denial will be considered on appeal.

## **APPENDIX A: VERIFIED DATA SOURCES (as of January 2024)**

### ***SBE-Adopted Academic Progress Indicators***

The following academic progress indicators are on the approved verified data list:

- Achieve3000 by McGraw Hill, Grades 2–12
- ACT by ACT, Inc, Grades 11–12
- Adaptive, Diagnostic Assessment of Mathematics (ADAM)/Diagnostic Online Math Assessment (DOMA) by Let's Go Learn, Grades K–9
- aimswebPlus by Pearson Assessments, PreK–12
- California Assessment of Student Performance and Progress (English Language Arts/Literacy and Mathematics), Grades 3–8 and Grade 11
- Developmental Reading Assessment, Third Edition (DRA3) by Pearson Assessments, Grades K–8
- Diagnostic Online Reading Assessment (DORA) by Let's Go Learn, Grades K–12
- easyCBM by Riverside Insights, Grades K–8
- English Language Proficiency Assessments for California (ELPAC) by Educational Testing Service, Grades K–12
- Exact Path by Edmentum, Grades K–12
- FastBridge by Illuminate, Reading Grades K-12, Math Grades K–8
- i-Ready 9-12 by Curriculum Associates, Grades 9–12
- i-Ready K-8 by Curriculum Associates, Grades K–8
  - Formerly approved as iReady by Curriculum Associates
- Istation's Indicators of Progress (ISIP) by Istation, Grades K–8
- IXL Real-Time Diagnostic: Math and ELA by IXL, Grades K–12
- MAP Growth by NWEA, Grades K–12
  - Formerly approved as Measures of Academic Progress by Northwest Evaluation Association (NWEA)
- Math Growth Measure by Houghton Mifflin Harcourt, Grades K–12
  - Formerly approved as Math Inventory by Houghton Mifflin Harcourt
- mCLASS by Amplify, Grades K–6
- PreACT and PreACT 8/9 by ACT, Inc., Grades 8–10
- RAPID by Lexia Learning, Grades K–12
- Reading Growth Measure by Houghton Mifflin Harcourt, Grades K–12
  - Formerly approved as Reading Inventory by Houghton Mifflin Harcourt
- SAT Suite by College Board, Grades 8–12
- Star Assessments by Renaissance, Grades K–12
- Test of English Language Learning (TELL) by Pearson Assessments, Grades K–12

### ***SBE-Adopted Postsecondary Indicators***

The following postsecondary indicators are on the approved verified data list:

- California Department of Education DataQuest College-Going Rate
- California State University Enrollment Dashboard Student Origin
- California Partnership for Achieving Student Success (Cal-PASS) Plus High School to Community College Transition Report
- National Student Clearinghouse StudentTracker
- University of California Admissions by School Source
- University of California Undergraduate Graduation Rates

## APPENDIX B: Required Documents: Appeal of a Denied Charter Petition to Renew

### Submission Directions:

- Submit all documents within the submission package noted below
- Continuously paginate the entire submission and ensure the pagination is accurately reflected within the Table of Contents
- Submit via flash drive all items and sections below:
  - Items 1 - 2 may be combined as one file
  - Table of Contents and each section shall be submitted as separate files
  - Submit Section I as six (6) separate files (I.1, I.2, I.3, I.4, I.5, I.6)
  - Submit Section II as nine (9) separate files (II.1, II.2, II.3, II.4, II.5, II.6, II.7, II.8, II.9)
    - **Budgets and projections must be submitted as unlocked spreadsheets in excel format (displaying formulas)**
  - Submit Section III as two (2) separate files (III.1, III.2)
  - Submit Section IV as four (4) separate files (IV.1, IV.2, IV.3, IV.4)

**Submission Package:** Submit the following required documents to the LACOE Charter School Office:

Check items submitted and submit this form with petition documents.

- 1. Completed and signed *Notice of Submission: Appeal of a Denied Charter Petition to Renew Form*
- 2. Completed and signed *Required Documents: Appeal of a Denied Charter Petition to Renew Form*
- 3. Reporting on Measurable Pupil Outcomes in Current Charter Term (Appendix D)
- 4. Table of Contents for Sections I through IV (identify page number for each required element)

### Section I

- I.1 Evidence of the school board's action of denial (signed letter and/or stamped board minutes)
- I.2 School District's Governing Board's written Findings of Fact specific to the denied petition
- I.3 Petitioner's response to Findings of Fact (optional)
- I.4 A separate narrative containing a description of changes to the petition necessary to reflect the County Board as the authorizer (e.g., special education, dispute resolution, closure procedures, fiscal reporting) or minor administrative updates to the petition or related documents due to changes in circumstances based on the passage of time related to fiscal affairs, facility arrangements, or state law. Indicate page numbers and elements of changes. Do not submit as redline or "track-change" petition.
- I.5 Complete copy of charter petition as denied by local school board and all supporting documents to the petition submitted to the district (verified by the district)
- I.6 Evidence the charter school's governing body approved submission of the appeal petition to the County Board

## Section II

- II.1 Budget projections for the first three (3) years of operation during the next charter term (multi-year projection) in Excel format with SACS codes (electronic file with unlocked cells including formulas), with the following supporting documents:
  - (1) Budget Narratives and Assumptions
  - (2) LCFF Calculator (i.e., FCMAT LCFF calculator) for three (3) years
  - (3) Three-Year Cash Flow projections
  - (4) Staffing Salary Schedule with object codes, position, salary, and benefits
- II.2 Organizational Chart including CMO and any related parties (if applicable)
- II.3 Copies of the three (3) most recent Independent Financial Audits of 501(c)(3) (if applicable)
- II.4 Fiscal Policies with evidence that they were approved by the governing board
- II.5 Year-to-date General Ledger for both the non-profit entity holding the charter (CMO) if applicable, and the charter school
- II.6 Debt Schedule including total principal, interest due, and term of debt (if applicable). Include all loans, bonds, lines of credit, inter-company borrowing or transfer agreements including repayment terms and commitment letters (e.g., sale of receivables)
- II.7 All bank statements, including any related foundations such as Parent Teacher Organization (PTO), as well as petty cash accounts with monthly reconciliation for the three (3) months prior to petition submission to the Charter School Office (if applicable)
- II.8 Contracts (if applicable):
  - o Board approved contract and shared allocated costs agreement (i.e., CMO fees, indirect cost, or any fees charged by the non-profit entity holding the charter)
  - o Signed Contracts exceeding \$5,000 annually
- II.9 Public Charter Schools Grant Program (PCSGP) application and budget (if applicable)

## Section III

- III.1 Current board-approved and signed Bylaws of 501(c)(3)
- III.2 Current Approved and Stamped Articles of Incorporation of 501(c)(3)
- III.3 Current list of charter school governing board members and all key individuals (petitioner(s), school leadership, etc.) with resumes with contact information for each

## Section IV

- IV.1 Lease/Rental or Proposition 39 Agreement(s) or similar document(s)
- IV.2 Certificate(s) of Occupancy (if applicable)
- IV.3 Copy of the student/parent handbook, school safety plan, employee handbook, and any procedure the school will follow to ensure the health and safety of students and staff
- IV.4 Copy of the student application (lottery) form and enrollment form

Petitioner's *Certificate of Completeness* will provide an assurance that the petition submission is complete. Following the charter submission, LACOE staff will notify the petitioner in writing of charter submission receipt.

In preparation for a scheduled public hearing, the petitioner shall have no less than five (5) working days to confirm that the submitted files for Sections I through IV do not require redaction and may be published as-is. These documents are made available to the public as well as to the County Board and LACOE staff. It is the petitioner's responsibility to redact sensitive information (i.e., personal contact information, bank account numbers, etc.) 10 days prior to posting of the electronic copy for the public hearing.

LACOE reserves the right to request additional documents and information as necessary to provide the County Board with a complete understanding of the proposed charter.

LACOE may conduct a facilities inspection as part of the petition review process or prior to opening, if authorized.

**Additional Documents:** Once the petition is considered to have been received, no additional documents will be considered unless requested by LACOE to clarify and/or substantiate petition/budget content. Additional information may be requested during the review process.

**Incomplete Submissions:** If LACOE determines the petitioner has not submitted all required documents, the petitioner will be given the option of withdrawing and resubmitting the petition or informing LACOE that it should complete the review based on documents submitted. LACOE shall inform the petitioner of the applicable statutory and regulatory timelines and permissible, mutually agreed upon, 30-day extensions of those timelines to support the petitioner in making an informed decision. LACOE submits requests for 30-day timeline extensions to the County Board for action.

### **Review Process**

LACOE utilizes a review protocol based on the model and standards developed by the CDE. The protocol has been modified to reflect the County Board as the potential authorizer.

In addition to determining whether the renewal petition contains a reasonably comprehensive description of the required elements and all required affirmations and assurances, LACOE will determine whether the charter school has met the performance criteria specified in [EC 47607](#) or [EC 47607.2](#) and that the petition reflects changes to law since the charter was first authorized or last renewed or materially revised. When reviewing a petition for renewal, the County Board will consider the past performance of the school with regard to academics, finance, and operation in evaluating the likelihood of success along with any evidence of future plans for improvement ([California Code of Regulations, Title 5, section 11966.4](#)).

LACOE reviews publicly available information regarding the school, the petitioners, and other schools with which the petitioners have been associated. Information reviewed includes school level data available through the CDE DataQuest website and Dashboard data, as well as other publicly available documents, and financial audits.

### **Capacity Interview**

LACOE may interview the school's governing board and leadership team to help determine if the board has the capacity to govern the school and the leadership team has the background necessary to implement the charter. Information from the interview may be included in the staff report.

### **Notification**

LACOE will notify the petitioner in writing when (1) the Submission Package is received; (2) the date and time of the Capacity Interview is set; (3) the dates of the Public Hearing, Report, and Board Action are established; and (4) posting of Report and Recommendation including staff findings 15 days prior to Board Action.

Please review the documents entitled *Notice of Submission: Appeal of a Denied Charter Petition to Renew* and *Required Documents: Appeal of a Denied Charter Petition to Renew* for further information on submitting a renewal petition.

Petitioners may contact the LACOE Charter School Office at 562-922-8806 for additional information.

# APPENDIX C: Notice of Submission: Appeal of a Denied Charter Petition to Renew

Los Angeles County Office of Education  
Charter School Office  
12830 Columbia Way  
Downey, CA 90242  
562-922-8806

Submit form with petition documents

Please print or type

**Name of Charter School:** \_\_\_\_\_

**Contact Information:**

Name of lead petitioner(s) / relationship  
to charter school: \_\_\_\_\_

Name of lead contact (if not petitioner): \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_

State/Zip code \_\_\_\_\_

Telephone number(s): Office \_\_\_\_\_

Mobile \_\_\_\_\_

FAX number: \_\_\_\_\_

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

**School Information:**

Enrollment: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Grade levels: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Current school address: Street \_\_\_\_\_

*If more than one site, provide main site here; attach list  
of additional site addresses.*

City \_\_\_\_\_ State/Zip code \_\_\_\_\_

Will the school remain at the current site(s)? Yes/No address(es) \_\_\_\_\_ If no, attach explanation and new

**Notice of Submission:**

Signature of lead petitioner(s): \_\_\_\_\_

Date of Charter Petition Appeal Submission: \_\_\_\_\_



Petitioner’s certification provides an assurance that the petition submission is complete. Following the charter submission, LACOE staff will notify the lead petitioner in writing of charter submission receipt.

In preparation for a scheduled public hearing, the petitioner shall have no less than five (5) working days to confirm that the submitted files for Sections I through IV do not require redaction and may be published as-is. These documents are made available to the public as well as to the County Board and LACOE staff. It is the petitioner’s responsibility to redact sensitive information (i.e., personal contact information, bank account numbers, etc.) 10 days prior to posting of the electronic copy for the public hearing.

LACOE reserves the right to request additional documents and information as necessary to provide the County Board with a complete understanding of the proposed charter.

LACOE may conduct a facilities inspection as part of the petition review process or if charter is authorized, prior to opening.

**Required Certification**

Submission of a petition and this signed document certifies that:

1. The governing board of the charter school has taken action to approve the submittal of the renewal petition, including budgets and supporting documents to the County Board.
2. The governing board members of the charter school and lead petitioner(s) have **read, understand, and intend to adhere to** the requirements outlined in this document, *District-Denied Charter School Renewals on Appeal* guide, as well as the Los Angeles County Board Policies and Administrative Regulations regarding Charter Schools\*; and the *LACOE Monitoring and Oversight Memorandum of Understanding (MOU)\*\**.
3. The governing board members and lead petitioner(s) certify that this charter petition submission is deemed complete, true, and correct.
4. At the same time the petition is submitted to the county board of education, the petitioner will provide a copy of the petition to the denying school district.

Printed name of board signatory: \_\_\_\_\_

Signature of board signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of lead petitioner(s): \_\_\_\_\_

Signature of lead petitioner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\*Los Angeles County Board Policies and Regulations are available at <https://www.lacoe.edu/about/board/policies>

\*\*The Charter School Monitoring and Oversight MOU is available at [https://www.lacoe.edu/content/dam/lacoeedu/documents/generalcounsel/charter-school-office/1%20MOU\\_Template\\_FINAL\\_11-2018.pdf](https://www.lacoe.edu/content/dam/lacoeedu/documents/generalcounsel/charter-school-office/1%20MOU_Template_FINAL_11-2018.pdf)

## APPENDIX D: Measurable Pupil Outcomes Table

**Reporting on Measurable Pupil Outcomes in Current Charter Petition-** Each charter school is required to report on all the Measurable Pupil Outcomes outlined in their current charter petition. The outcomes of each Measurable Pupil Outcome should address increases in student academic achievement schoolwide and for all numerically significant student groups served by the charter school. These pupil outcomes must be in line with the state priorities applicable to the grade levels served by the charter school. For each outcome, specify whether it was achieved or not.

**Suggested Format:**

### Progress Toward Meeting the Measurable Pupil Outcome in Current Charter

Measurable Pupil Outcome	Performance on MPO		Outcome Met
100% of teachers are appropriately assigned and fully credentialed in the subject area and for the students they are teaching in accordance with applicable law and the charter petition  <i>(Example only- Please use language taken directly from charter)</i>	Year	Teacher Credentials and Assignments (Data Source – e.g., DataQuest, Dashboard, etc.)	Yes/No?
	20XX		
	20XX		
	202X		
	202X		
	202X		
100% of students have sufficient access to the standards-aligned instructional materials  <i>(Example only- Please use language taken directly from charter)</i>	Year	Access to Standards-Aligned Inst. Materials (Data Source – e.g., DataQuest, Dashboard, etc.)	Yes/No?
	20XX		
	20XX		
	202X		
	202X		
	202X		
<b>Continue with ALL MPOs – Make sure to replicate your MPOs exactly as they are written in the charter petition.</b>	Year	Name of Metric (Data Source – e.g., DataQuest, Dashboard, etc.)	Yes/No?
	20XX		
	20XX		
	202X		
	202X		
	202X		

## APPENDIX E: Verified Data Tables

[EC 47607.2](#) requires the consideration of “verified data” for renewals of certain charter schools. Pursuant to [EC 47607.2](#), “verified data” is defined as “assessment data from nationally-recognized, valid, peer-reviewed, and reliable sources that are externally produced.” It also includes postsecondary outcomes, which are defined as “college enrollment, persistence, and completion rates equal to similar peers.” Pursuant to [EC 47607.2\(c\)\(2\)](#), the SBE, at its May 2023 meeting, adopted an updated approved list of valid and reliable assessments that can be used to measure increases in academic achievement.

### i-Ready Table

**Name of Report:** *Diagnostic Growth Report – “Final Diagnostic” or “Spring (March 2 – End of Year)” - For All Student and each Numerically Significant Student Group Data Reports*

For each year, provide the Annual Typical Growth<sup>5</sup> percentage as well as the participation rate, including the numerator, denominator, and overall percentage for each applicable grade level and numerically significant student group. Specify whether both requested metrics were achieved or not. Use the same table format to provide i-Ready Math data.

#### Suggested Format:

Grade	2021-2022			2022-2023			2023-2024		
	i-Ready Reading	Participation Rate	Outcome Met	i-Ready Reading	Participation Rate	Outcome Met	i-Ready Reading	Participation Rate	Outcome Met
3	Annual Typical Growth	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Annual Typical Growth	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Annual Typical Growth	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
4	Annual Typical Growth								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
5	Annual Typical Growth								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								

<sup>5</sup> i-Ready’s Typical Growth marks the annual growth of an average student at a given placement. Typical Growth values were derived using the median, or 50th percentile, of student growth at each grade and placement level on the i-Ready Diagnostic. CDE guidelines define at least one year’s progress as Progress ≥ 100%.

## NWEA MAP Table

**Name of Report:** *Student Growth Summary Report* – For All Student and each Numerically Significant Student Group (To obtain all student group data; run the report by “Program” and again by “Ethnicity”. Do not check the box for Small Group Display)

For each year, provide the Conditional Growth Index<sup>6</sup> as well as the participation rate, including the numerator, denominator, and overall percentage for each applicable grade level and numerically significant student group. Specify whether both requested metrics were achieved or not. Use the same table to provide NWEA Math data.

Grade	2021-2022			2022-2023			2023-2024		
	NWEA MAP Reading	Participation Rate	Outcome Met	NWEA MAP Reading	Participation Rate	Outcome Met	NWEA MAP Reading	Participation Rate	Outcome Met
3	Conditional Growth Index	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Conditional Growth Index	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?	Conditional Growth Index	Include the numerator, denominator, and overall percentage (e.g., 221/224 – 98.66%)	Yes/No?
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
4	Conditional Growth Index								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								
5	Conditional Growth Index								
	All Students								
	EL								
	SED								
	SPED								
	XXXX								

<sup>6</sup> Also known as a z-score, the CGI expresses student growth in standard deviation units above or below the growth norms. A CGI score of zero indicates a student showed the same amount of growth as the growth norms. Positive CGI scores indicate that a student’s growth exceeded the growth norms, whereas negative CGI scores indicate that a student’s growth was less than the growth norms. CDE defined at least one year’s progress for a group of students as a CGI  $\geq -0.2$  to factor in statistical error.





**Los Angeles County  
Office of Education**

**Charter School Office  
9300 Imperial Highway, Downey, CA 90242  
562-922-8806  
[lacoed.edu/services/charter-schools](https://lacoed.edu/services/charter-schools)**

