

# CHARTER RENEWAL ORIENTATION

August 26, 2020

LAUSD Charter Schools Division



# WELCOME AND INTRODUCTIONS

**Dr. Robert Perry, Administrative Coordinator, CSD**



# OVERVIEW OF CHARTER RENEWAL CRITERIA AND PROCESS

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# AB 1505 - Key Updates

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# Renewal Criteria

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- A charter school approaching the end of its current charter term must have demonstrated that it is eligible for a renewal of its charter by meeting specific renewal criteria outlined in the Charter Schools Act.
- The renewal criteria prescribed in Education Code sections 47607 and 47607.2 requires a three-pronged analysis.



# Renewal Eligibility

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**Criterion 1:** Does the renewal petition include a sound educational program, a reasonably comprehensive description of the 15 elements required for petitions, an affirmation of each of the conditions described in Education Code section 47605(e), and are petitioners likely to successfully implement the program set forth in the petition? (Ed. Code, § 47607(b).)



# Renewal Eligibility

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**Criterion 2:** Is the charter school “high,” “middle,” or “low” performing? (see Ed. Code, §§ 47607(c), 47607.2(a), and 47607.2(b).) Has the charter school attained measurable increases in academic achievement schoolwide and for numerically significant subgroups served by the charter school, and does the charter school have strong postsecondary outcomes, if applicable?



# Renewal Petition Review Criteria

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**Criterion 3:** Are the charter school's enrollment or dismissal practices discriminatory, or does the charter school have substantial fiscal or governance factors? (Ed. Code, § 47607(e).)



# Record of Performance

- The Charter Schools Division (CSD) will holistically evaluate charter schools through the lens of the criteria for renewal over the term of the charter and through the CSD's processes for ongoing oversight.
- A charter school should also conduct its own assessment on an ongoing basis to monitor performance and make improvements.
- Review Performance-Based Oversight Report and any outstanding Notices

# Criterion 1

The Charter Schools Act provides that renewals are governed by the standards and criteria described in Education Code section 47605 applicable to initial petitions. The first criterion considered in reviewing a renewal petition requires an analysis of the following:

- ❑ Whether the petition includes a sound educational program;
- ❑ Whether the petition contains a reasonably comprehensive description of the 15 elements required for petitions;
- ❑ Whether the petition contains an affirmation of each of the conditions described in Education Code section 47605(e); and
- ❑ Whether the charter school is likely to successfully implement the program set forth in the petition. Education Code section 47607(b) provides that renewals are governed by the standards and criteria described in section 47605 applicable to initial petitions. (The LAUSD Board may not consider the community impact analysis or District fiscal analysis in determining whether to grant or deny a renewal petition).

# Criterion 1 (continued)

While Criterion 1 is similar to the criteria for a new petition, there is more information and data regarding past performance since the initial petition for a charter school was granted. Thus, soundness of the educational program and capacity for implementation are assessed through the past performance of the existing charter school as indicators of likely future performance, including any applicable benchmarks that have been established. The LAUSD Board will examine the charter school's record in four key areas of charter school performance:

1. Governance
2. Student Achievement and Educational Performance
3. Organizational Management, Programs and Operations
4. Fiscal Operations

# Criterion 1 (continued)

As part of its analysis, the LAUSD Board of Education will assess the extent to which charter school governing board members and staff have successfully implemented the terms of their charter, addressed deficiencies, and demonstrated capacity to continue to do so in the future based on evidence of past performance.

# Criterion 2

- The LAUSD Board is required to consider the charter school's performance on the California School Dashboard accountability indicators.
- Education Code sections 47607 and 47607.2 prescribe three-tiers of performance classification in which a charter school falls within one of the following categories—"high," "middle," or "low." The State will publish an annual list of charter schools and their performance classification.

# Assembly Bill 1505: Criteria for Performance Categories Webinar (PDF)

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- Information regarding the performance categories for charter school renewals is available in the slide deck from the June 23, 2020 webinar
- Provides overview, terminology, and criteria
- <https://www.cde.ca.gov/s/p/ch/documents/assemblybill1505webinar.pdf>

## Assembly Bill 1505: Criteria for Performance Categories

Release of the Charter School Data File:  
Performance Categories

June 2020



TONY THURMOND  
State Superintendent of Public Instruction

52 page PowerPoint

# CDE Results For the Three Categories Based on 2018 and 2019 Dashboard

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- CDE will provide a list of all open charter schools on an annual basis which will include Low, Middle, and High performing schools regardless of whether or not they are up for renewal.
- Here is the list of schools for the 2020-2021 school year:

School Type	Low	Middle	High	Total
Elementary Schools	22	410	124	556
Middle Schools	24	89	28	141
High Schools	4	172	32	208
K-12 Schools	22	184	21	227
<b>All School Type Totals</b>	<b>72 (6.4%)</b>	<b>855 (75.5%)</b>	<b>205 (18.1%)</b>	<b>1,132</b>

<https://www.cde.ca.gov/sp/ch/documents/assemblybill1505webinar.pdf>

# Three-Tier Classification

The three-tier classification considers a charter school's performance on the California School Dashboard accountability indicators, with an emphasis on the measurements of academic performance. "Measurements of academic performance" refers to the state indicators included on the California School Dashboard that are based on statewide assessments in the California Assessment of Student Performance and Progress System (CAASPP), or any successor system:

1. English Language Arts
  2. Math
  3. English Learner Progress Indicator (ELPI), or any successor system, and the
  4. College/Career Indicator (CCI)
- A charter school submitting a renewal petition must include in its application all evidence and data related to the charter school's performance on the California School Dashboard.



# Three-Tier Classification (continued)

- If the California School Dashboard indicators are not yet available for the most recently completed academic year before renewal, LAUSD shall consider verifiable data provided by the charter school related to the California School Dashboard indicators, such as data from the California Assessment of Student Performance and Progress, or any successor system, for the most recent academic year. (Ed. Code, § 47607(c)(6).)
- If data is unavailable for the most recently completed academic year before renewal, the CSD will consider available data for the preceding years during the term of the charter.

# Three-Tier Classification

□ The chart on the right provides a general overview of renewal criteria for reference.

□ Charter schools designated as Dashboard Alternative School Status (“DASS”) will work with LAUSD to establish renewal targets locally. (Ed. Code, § 47607(c)(7).)

High Performing Schools	Middle Performing Schools	Low Performing Schools
<p><b>SHALL NOT DENY RENEWAL</b> for a charter school that for two consecutive years immediately preceding renewal either (Pursuant to Senate Bill (SB) 98, if two consecutive years immediately preceding renewal decision include 2019-20 school year, chartering authority shall not deny renewal for a charter school if either of the following apply for 2 of the 3 years immediately preceding renewal):</p> <ol style="list-style-type: none"> <li>1. Scored green or blue schoolwide on all state indicators on the California School Dashboard;</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>2. For all measurements of academic performance, received performance levels schoolwide that are the same or higher than the state average, AND for a</li> </ol>	<p>Charter schools not satisfying the “high performing” or “low performing” criteria should be evaluated under this column.</p> <ol style="list-style-type: none"> <li>1. Shall consider schoolwide performance and performance of all subgroups on the California School Dashboard, and shall provide “greater weight to performance on measurements of academic performance in determining whether to grant a charter renewal.”</li> <li>2. Shall also consider clear and convincing evidence, demonstrated by verified data, showing either:             <ol style="list-style-type: none"> <li>a. The school achieved measurable increases in academic achievement, as defined by at least one year’s progress for each year in school;</li> </ol> </li> </ol>	<p><b>SHALL NOT RENEW</b> a charter school that for two consecutive years immediately preceding renewal either (Pursuant to Senate Bill (SB) 98, if two consecutive years immediately preceding renewal decision include 2019-20 school year, chartering authority shall not renew charter if either of the following apply for 2 of the 3 years immediately preceding renewal):</p> <ol style="list-style-type: none"> <li>1. Scored red or orange schoolwide on all state indicators on the Dashboard;</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>2. For all measurements of academic performance, received performance levels schoolwide that are the same or lower than the state average, AND for a majority of subgroups performing statewide below the state average in each respective year, received performance</li> </ol>
<p>majority of subgroups performing statewide below the state average in each respective year, received levels performance that are higher than the state average.</p> <hr/> <p>For charter schools satisfying the criteria in this column:</p> <ul style="list-style-type: none"> <li>- 5 to 7-year renewal term</li> <li>- Only required to update petition to include reasonably comprehensive description of any new requirements, and as necessary to reflect the current program offered by the charter school</li> <li>- Charter schools eligible for technical assistance not eligible for renewal under this column</li> </ul>	<p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>b. Strong postsecondary outcomes equal to similar peers.</li> </ol> <p><b>MAY DENY ONLY</b> upon making written findings that:</p> <ol style="list-style-type: none"> <li>1. The charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to pupils of the school;</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>2. The closure is in the best interest of the pupils;</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>3. If applicable pursuant to (1) and (2) above, its decision provided greater weight to the performance on measurements of academic performance.</li> </ol> <hr/> <p>For charter schools satisfying the renewal criteria in this column-</p> <ul style="list-style-type: none"> <li>- 5-year renewal term</li> <li>- Verified data considered for the next two subsequent renewals until January 1, 2026</li> </ul>	<p>levels that are lower than the state average.</p> <p>However, <b>MAY RENEW ONLY</b> upon making <b>BOTH</b> of the following written factual findings:</p> <ol style="list-style-type: none"> <li>1. The charter school is taking meaningful steps to address the underlying cause(s) of low performance, which are or will be written in a plan adopted by the governing body of the charter school;</li> </ol> <p style="text-align: center;">AND</p> <ol style="list-style-type: none"> <li>2. There is clear and convincing evidence, demonstrated by verified data, showing either:             <ol style="list-style-type: none"> <li>a. The school achieved measurable increases in academic achievement, as defined by at least one year’s progress for each year in school;</li> </ol> <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> <li>b. Strong postsecondary outcomes equal to similar peers.</li> </ol> </li> </ol> <hr/> <p>For charter schools satisfying the criteria in this column-</p> <ul style="list-style-type: none"> <li>- 2-year renewal term</li> <li>- Verified data considered until June 30, 2025 for a school operating on or before June 30, 2020 for the next two subsequent renewals</li> </ul>

# High Performing School

HIGH

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A charter school may qualify for renewal under the high performing renewal criteria pursuant to Education Code section 47607(c)(2)(A) if either of the following apply for the two consecutive years immediately preceding renewal. Pursuant to Senate Bill (SB) 98, if two consecutive years immediately preceding renewal decision include 2019-20 school year, chartering authority shall not deny renewal for a charter school if either of the following apply for 2 of the 3 years immediately preceding renewal. :

1. The charter school has received the two highest performance levels schoolwide on all the state indicators included in the evaluation rubrics adopted pursuant to Section 52064.5 for which it receives performance levels; OR
2. For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or higher than the state average and, for a majority of subgroups performing statewide below the state average in each respective year, received performance levels that are higher than the state average.

# High Performing School (continued)

HIGH

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Charter schools satisfying the high performing renewal criteria may be renewed for a term of 5 to 7 years. (Ed. Code, § 47607(c)(2)(E).) The determination of whether a high performing charter school will be renewed for a five-year, six-year, or seven-year term will depend on specific factors related to the charter school's operation and performance during the term of the charter including, but not limited to, the following:

- Operational and governance performance *including scores of Accomplished (4) and/or Proficient (3) on the Annual Performance-Based Oversight Visit Report in Governance and Organizational Management, Programs and Operations for the previous two years, and no significant unresolved issues, including but not limited to Notices to Cure;*
- A *demonstrated track record of successful academic performance including scores of Accomplished (4) and/or Proficient (3) on the Annual Performance-Based Oversight Visit Report in the area of Student Achievement and Educational Performance for the previous two years;*
- Additional academic considerations (i.e. *numerically significant subgroup performance*);

# High Performing School (continued)

HIGH

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- ▣ Equity and access for families and pupils;
- ▣ School culture and climate; and
- ▣ Fiscal condition and management, *including scores of Accomplished (4) and/or Proficient (3) on the Annual Performance-Based Oversight Visit Report in the area of Fiscal Operations for the previous two years.*

# High Performing School (continued)

HIGH

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- A charter school satisfying the high performing renewal criteria is only required to update its charter to include a reasonably comprehensive description (including Federal, State and District Required Language) of any new requirements enacted into law after the charter was originally granted or last renewed as necessary to reflect the current program offered by the charter school. (Ed. Code, § 47607(c)(2)(F).)
- In addition, a high performing charter school will describe, in its renewal charter submission, the manner in which the school will share promising practices of the charter school with other traditional and charter public schools serving similar grade levels.

# Technical Assistance

Charter schools qualifying for technical assistance pursuant to Education Code section 47607.3 are not eligible for renewal under the high performing renewal criteria. Charter schools qualifying for technical assistance pursuant to Education Code section 47607.3 are only eligible for renewal under the middle or low performing criteria. (Ed. Code, § 47607(c)(2)(C))

# Low Performing School

LOW

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A low performing school shall not be renewed. (Ed. Code, § 47607.2(a)(1).) A charter school is considered low performing school if it satisfies either of the following for the two consecutive years immediately preceding renewal [Pursuant to Senate Bill (SB) 98, if two consecutive years immediately preceding renewal decision include 2019-20 school year, chartering authority shall not renew charter if either of the following apply for 2 of the 3 years immediately preceding renewal]:

1. The charter school has received the two lowest performance levels schoolwide on all the state indicators included in the evaluation rubrics adopted pursuant to Section 52064.5 for which it receives performance levels; OR
2. For all measurements of academic performance, the charter school has received performance levels schoolwide that are the same or lower than the state average and, for a majority of subgroups performing statewide below the state average in each respective year, received performance levels that are lower than the state average.



# Low Performing School (continued)

LOW

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However, the LAUSD Board may renew a low performing charter school, for two years, if it makes both of the following written factual findings:

1. The charter school is taking meaningful steps to address the underlying cause(s) of its low performance, and those steps are reflected, or will be reflected, in a written plan adopted by the governing body of the charter school; AND
2. Until June 30, 2025, the Board shall consider whether there is clear and convincing data, demonstrated by verified data, showing either of the following:
  - a) The charter school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school, or
  - b) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers. (Ed. Code, §47607.2 (a)(4).

# Low Performing School (continued)

LOW

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- Until such time that the State Board of Education adopts a pupil-level academic growth measure, for the purposes of this Policy and Procedures, the District defines “one year’s progress” as growth in achievement in ELA and Math from one academic year to the next and will measure progress using the growth metric showing student learning from the District’s School Information+ system, for which charters shall be encouraged to provide data. The District’s expectation is that a charter school demonstrates either the same or higher growth levels as schools serving similar student populations, for each year of the charter school’s current term of the charter (e.g., seven-year, six-year, five-year, or two-year term). Charter schools submitting verified data for this purpose must provide a clear explanation as to its alignment with the requirements herein.
- Until such time that the State Board of Education provides postsecondary outcome data, charter schools may submit verified data specific to college enrollment, persistence, and completion rates, equal to similar peers, at the time of the submission of the renewal petition.

# Low Performing School (continued)

LOW

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- A low-performing charter school may only be renewed for a two-year term. (Ed. Code, § 47607.2(c)(6).)
- Charter schools that are renewed for two years shall submit its renewal application after obtaining two years' additional performance data provided by the State.

# Middle Performing School

MIDDLE

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- For all charter schools that do not meet the above-referenced high performing or low performing criteria, the LAUSD Board shall consider the charter school under middle performing criteria. (Ed. Code, § 47607.2(b)(1).)
- Charter schools satisfying the middle performing criteria may be renewed for a five year term. (Ed. Code, § 47607.2(b)(7).)
- However, upon making specific factual findings, the LAUSD Board may also deny the renewal petition of a middle performing school (e.g., substantial fiscal and/or governance factors).

# Middle Performing School (continued)

MIDDLE

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Pursuant to Education Code section 47607.2(b), the LAUSD Board shall consider the following:

1. The schoolwide performance and performance of all subgroups of pupils served by the charter school on both the state and local indicators on the California School Dashboard;
2. The LAUSD Board shall provide greater weight to the performance on measurements of academic performance on the California School Dashboard;
3. Until January 1, 2026, the LAUSD Board shall also consider clear and convincing evidence, demonstrated by verified data, showing either of the following:
  - a) The charter school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school, OR
  - b) Strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers

# Middle Performing School (continued)

MIDDLE

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- Until such time that the State Board of Education adopts a pupil-level academic growth measure, for the purposes of this Policy and Procedures, the District defines “one year’s progress” as growth in achievement in ELA and Math from one academic year to the next and will measure progress using the growth metric showing student learning from the District’s School Information+ system, for which charters shall be encouraged to provide data. The District’s expectation is that a charter school demonstrates either the same or higher growth levels as schools serving similar student populations, for each year of the charter school’s current term of the charter (e.g., seven-year, six-year, five-year, or two-year term). Charter schools submitting verified data for this purpose must provide a clear explanation as to its alignment with the requirements herein.
- Until such time that the State Board of Education provides postsecondary outcome data, charter schools may submit verified data specific to college enrollment, persistence, and completion rates, equal to similar peers, at the time of the submission of the renewal petition.

# Middle Performing School (continued)

MIDDLE

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The LAUSD Board may deny a renewal petition satisfying the middle performing criteria pursuant to section 47607.2(b) upon making each of the following written factual findings:

1. The charter school has failed to meet or make sufficient progress toward meeting standards that provide a benefit to pupils of the school;
2. The closure of the charter school is in the best interest of the pupils; and,
3. The decision provided greater weight to the performance on the measurements of academic performance. (e.g. reclassification rates, Long-term English Learner (LTEL) rates, and percentage of students Met or Exceeded Standards as measured on the California Assessment of Student Performance and Progress (CAASPP) as compared to the state averages, California School Dashboard data, four-year cohort graduation rates).

# Criterion 3

Notwithstanding Criterion 1 and 2, the LAUSD Board will also consider whether the charter school's enrollment or dismissal practices are discriminatory as grounds for nonrenewal. (Ed. Code, § 47607(e).) Additionally, the LAUSD Board shall consider whether the charter school has substantial fiscal or governance factors as grounds for nonrenewal. (Ed. Code, § 47607(e).)



# Criterion 3 (continued)

Specifically, the LAUSD Board may deny renewal of any charter petition, regardless of whether the charter school satisfies the high, middle, or low performing criteria, upon a finding that either:

1. The charter school is demonstrably unlikely to successfully implement the program set forth in the renewal petition due to either:
  - a) Substantial fiscal factors, or
  - b) Substantial governance factors.
  
2. The charter school is not serving the pupils who wish to attend.

Upon a finding that the charter school is not serving the pupils who wish to attend, LAUSD must identify evidence supporting this finding, including aggregate data reflecting pupil enrollment patterns at the charter school. (Ed. Code, § 47607(d).)

# Criterion 3 (continued)

Prior to a nonrenewal determination pursuant to number 1 or 2 noted above, LAUSD shall provide the charter school with at least 30 days' notice of the alleged violation and provide the charter school with a reasonable opportunity to cure the violation, including providing an opportunity for the charter school to present a proposed corrective plan. (Ed. Code, § 47607(e).) After providing notice of the alleged violation and reasonable opportunity to cure the violation, the LAUSD Board may deny a renewal petition if it finds that either:

1. The corrective action proposed by the charter school has been unsuccessful, or
2. The violations are sufficiently severe or pervasive as to render a corrective action plan unviable.

# Additional Analysis

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All State **Dashboard Indicators** (as applicable):

1. ELA
2. Math
3. ELPI
4. CCI
5. Chronic Absenteeism Indicator
6. Suspension Rate Indicator
7. Graduation Rate Indicator

Additional Data Points:

8. Enrollment
9. Reclassification
10. LTELs
11. Special Education
12. CAASPP - % Met and Exceeded

\*Depending on the time of submission and data availability

# Additional Analysis – Subsections & Subgroups

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## Comparison to Statewide Averages on Status and Change

- ▣ All Students
- ▣ Numerically Significant Subgroups

### Student Groups

1. American Indian or Alaska Native
2. Asian
3. Black or African American
4. English Learner
5. Filipino
6. Foster Youth
7. Homeless
8. Latino
9. Native Hawaiian or Pacific Islander
10. Socioeconomically Disadvantaged
11. Students with Disabilities
12. Two or More Races
13. White

# Additional Analysis (continued)

- When determining whether to deny a renewal petition, LAUSD will consider the full oversight record of the charter school, providing greater weight to performance on the measurements of academic performance. This consideration will include a comparison to Resident Schools' performance on the measurements of academic performance (e.g. reclassification rates, Long-term English Learner (LTEL) rates, and percentage of students Met or Exceeded Standards as measured on the California Assessment of Student Performance and Progress (CAASPP) as compared to the state averages, California School Dashboard data, four-year cohort graduation rates).
- A list of Resident Schools is generated, based on students' addresses as reported in CALPADS. For schools within an LAUSD "Zone of Choice," all the schools that the students could have potentially attended will be used to calculate a Resident Schools Median.

# Benchmarks

- The CSD employs a holistic approach to determine whether to recommend a specific benchmark to address a charter school's low performance in a key area of academics, operations, governance, or fiscal operations. The Board of Education ultimately approves and/or adds benchmarks.
- The LAUSD Board may approve a renewal petition with or without conditions and/or benchmarks.



# 10-MINUTE BREAK



# RENEWAL PETITION APPLICATION: PREPARATION

**Christian Mendez, Senior Coordinator**  
Charter Schools Division



# Application Preparation

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CHARTER SCHOOLS DIVISION  
Los Angeles Unified School District

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INDEPENDENT  
CHARTER SCHOOL  
RENEWAL PETITION  
APPLICATION  
GUIDE  
for  
2020-2021

# Charter Schools Division Website

<https://achieve.lausd.net/Page/397>

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Message from the Director

On behalf of the Los Angeles Unified School District's Charter Schools Division, welcome to our website! We hope it serves

Translate < En Español Upcoming Events

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An unified info

# Request for Material Revision

A material revision includes, but is not necessarily limited to, any change that would significantly alter a charter school's mission, vision, educational philosophy, educational program, governance, or organizational structure.

- ❑ CSD Checklist
- ❑ Determine if a request for material revision is needed for any substantial changes.
- ❑ Discuss timing of submission of any request for material revision with your CSD Administrator prior to the submission of the renewal.
- ❑ Material revisions may require a separate board action.
- ❑ Speak to your assigned CSD administrator early and often about any possible material revisions.



# RENEWAL PETITION APPLICATION: PART 2

**Christine Kae, Specialist**  
Charter Schools Division

# Tab 1: Element 1 - The Educational Program

## Element 1 - Community Need for Charter School

- Use data to tell your story
- Successes of innovative features of the educational program
- Areas of challenge that the school has experienced and how the school has improved and/or will improve
- Address both schoolwide and subgroup academic achievement and growth
- May be required to provide additional information and/or supporting documentation regarding any unresolved issues

# *‘Show and Tell’ Your Story of Performance*

Relevant performance indicators include but are not limited to:

- ❑ ACADEMIC PERFORMANCE DATA TO DATE Compared to State – For example:
  - State Indicators
  - Local Indicators
  - Dashboard Data (school-wide and subgroups in comparison to the state)
  - Verified Data
  - Postsecondary Outcome Data
  - EL Reclassification Rates
  - LTEL Rates
- ❑ INDICATORS OF ACHIEVEMENT/PROGRESS TOWARD GOALS SET FORTH IN CURRENT CHARTER
- ❑ OVERSIGHT FINDINGS TO DATE (from site visits and ongoing oversight) – in governance, finance, academics, and organizational management and operations

# *‘Show and Tell’ your story of performance.*

## Performance Indicators (continued)

- ❑ ACCESS/EQUITY DATA
  - Student discipline: suspensions, expulsions (rates and disproportionality)
  - Quality service for all students, including but not limited to students in numerically significant subgroups
  - Student Demographics
- ❑ OTHER RELEVANT DATA & INFORMATION
  - WASC accreditation, as applicable
  - A-G course access and performance
  - AP course access and performance
  - Satisfaction surveys (student, parent, etc.)
- ❑ SCHOOL IMPROVEMENT PLANS – Role of School’s Governing Board is key here
  - **Low Performing Schools** must submit a written plan adopted by the governing body of the charter school stating how the charter school is taking meaningful steps to address the underlying cause(s) of low performance

# Element 1:

- Distinction between the LCAP and LCFF Table in the petition.



## LCFF STATE PRIORITIES

### GOAL #1

**Related State Priorities:**

- |                            |                            |                            |
|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 4 | <input type="checkbox"/> 7 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 5 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 6 |                            |

**Local Priorities:**

- :  
:

### Specific Annual Actions to Achieve Goal

### Expected Annual Measurable Outcomes

**Outcome #1:  
Metric/Method for Measuring:**

APPLICABLE STUDENT GROUPS	Baseline	2021- 2022	2022- 2023	2023- 2024	2024- 2025	2025- 2026
All Students (Schoolwide)						
English Learners						
Socioecon. Disadv./Low Income Students						
Foster Youth						
Students with Disabilities						
African American Students						
American Indian/Alaska Native Students						
Asian Students						
Filipino Students						
Latino Students						
Native Hawaiian/Pacific Islander Students						
Students of Two or More Races						
White Students						

# LCFF Sample



LCFF STATE PRIORITIES						
GOAL #1						
PROFICIENCY FOR ALL: All students will achieve proficiency in English Language Arts and Mathematics					Related State Priorities: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 8 <input type="checkbox"/> 3 <input type="checkbox"/> 6	
Local Priorities: <input type="checkbox"/> : <input type="checkbox"/> :						
Specific Annual Actions to Achieve Goal						
<ul style="list-style-type: none"> <li>Conduct ongoing review of standards-based curriculum and academic achievement data in order to (1) improve and refine comprehensive and consistent delivery of high quality standards-based program for all students, including English Learners, low income students and foster youth, (2) set internal baseline performance targets, and (3) design and deliver appropriate professional development</li> <li>Provide or obtain training opportunities for certificated staff on Common Core implementation strategies for English Language Arts and Mathematics, including lesson design and delivery, with a focus on critical thinking, problem-solving, and real-world applications</li> <li>Implement personalized intervention strategies and programs, including a push-in co-teaching model of small group instruction for English Learners and Students with Disabilities, in order to meet individual academic needs of specific students</li> </ul>						
Expected Annual Measurable Outcomes						
<b>Outcome #1:</b> The school will annually increase the number of students achieving proficiency in English Language Arts <b>Metric/Method for Measuring:</b> Percentage of students performing at or above proficiency level on CAASPP English Language Arts assessment						
APPLICABLE STUDENT GROUPS	Baseline	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
All Students (Schoolwide)	CAASPP 2018-2019 Baseline Levels of Performance	1% increase above baseline	3% increase above baseline	5% increase above baseline	8% increase above baseline	12% increase above baseline
English Learners	Same as above	2% increase above baseline	5% increase above baseline	8% increase above baseline	10% increase above baseline	15% increase above baseline
Socioecon. Disadv./Low Income Students	Same as above	2% increase above baseline	5% increase above baseline	8% increase above baseline	10% increase above baseline	15% increase above baseline
Foster Youth	Same as above	2% increase above baseline	5% increase above baseline	8% increase above baseline	10% increase above baseline	15% increase above baseline

# Element 1 (cont'd)

51

- Instructional Design
- Academic Calendar and Schedules
- Meeting the Needs of all Students
- Typical Day

# Elements 2 and 3

- Measurable Goals and the Educational Program
- Measurable Pupil Outcomes
- Method for Measuring Pupil Progress
- Data Analysis and Reporting

# Element 4

53

- Governance Structure
- Governing Board Composition and Membership Selection
- Stakeholder Involvement



# RENEWAL PETITION APPLICATION: PART 3

**Marla Willmott, Senior Coordinator**  
Charter Schools Division

# Elements 5, 6 and 7

- **Element 5 Employee Qualifications**
  - Identify employee classes/positions
  - Include minimum qualifications and job descriptions – who will evaluate personnel
- **Element 6: Health and Safety Procedures**
  - Custodian(s) of Record
  - Describe how the school will Support the Health and Wellness of students
- **Element 7: Racial and Ethnic, Special Education, and English Learner Balance**
  - School's plan for LAUSD's Racial and Ethnic Balance goal – 70:30 or 60:40
  - Describe outreach – where and when, which languages will be used

# Element 8: Admission Requirements

56

- Student Recruitment
  - ▣ How does school conduct outreach that is inclusive of multiple student populations
- Lottery Preference and Procedures
  - ▣ Identify and list in clear priority order
  - ▣ Explanation of the school's rationale
- Public random drawing – process and procedures



# Element 9: Annual Financial Audit

- A “reasonably comprehensive” petition will include, in addition to the Federal, State, and District Required Language, the following Annual Audit Procedures:
  - Specify what position at the charter school is responsible for contracting with an independent auditor to conduct the required annual financial audit.
  - Specify what position at the charter school is responsible for working with the independent auditor to complete the audit.
  - Describe how the charter school will ensure that the selected independent auditor is on the California State Controller’s list of auditors approved to conduct charter school audits.
  - Describe the process that the charter school will employ to address and resolve any deficiencies, findings, material weaknesses, or audit exceptions, and the position at the charter school responsible for administering this process.
  - Specify what position at the charter school is responsible for ensuring that the independent auditor sends the completed audit to the required agencies by the statutory deadline.

# Element 10: Suspension and Expulsion Procedures

58

- Climate and Student discipline system
  - ▣ LAUSD Discipline Foundation Policy
  - ▣ LAUSD School Discipline Policy and School Climate Bill of Rights resolution
  - ▣ Address positive behavior intervention and support
- In-School and Out-of-School Suspension

# Element 10: Suspension and Expulsion Procedures (cont'd)

59

- ❑ Grounds for Suspension and Expulsion
  - ❑ Specify the position authorized to suspend and expel students
  - ❑ Identify and describe
    - All offenses for which students must be suspended or expelled (mandatory)
    - All offenses for which students may be suspended or expelled (discretionary)
      - Additional Findings for expulsions are needed to distinguish the discretionary offenses versus mandatory

# Element 10: Suspension and Expulsion Procedures (cont'd)

60

- In-School
  - School's specific rules and procedures including access to education during suspension
  - Due process appeals
- Out-of-School Suspension Procedures
  - School's specific rules and procedures including access to education during suspension
  - Due process appeals
- Expulsion Procedures
  - School's specific rules and procedures including access to education between suspension and the expulsion hearing
  - MOU with the district – placement
  - Due process appeals
  - Reinstatement / Readmission
- Involuntary Removal (Effective 1/1/18)

# Element 11: Employee Retirement Systems

61

- Certificated Staff Members
- Classified Staff Members
- Other Members
- California State Teachers' Retirement System (CalSTRS), the Public Employees' Retirement System (CalPERS), and/or federal social security

# Elements 12, 13, and 14

62

- Element 12: Public School Attendance Alternatives
- Element 13: Rights of District Employees
- Element 14: Mandatory Dispute Resolution
- **Please refer to *Application Guide as these Elements are primarily comprised of Board-approved FSDRL***

# Element 15: Charter school closure procedures

63

- Formerly Element 16
- Board-approved FSDRL
- Identify the specific position(s) that will serve as the school's closure agent(s)



# RENEWAL PETITION APPLICATION: SUBMISSION AND REVIEW PROCESS



# Steps of the Renewal Petition Submission and Review Process

65

- ❑ Scheduling of Renewal Intake Appointment with Assigned CSD Administrator
- ❑ Submission of Charter School Renewal Petition Application & Supporting Documents (Intake Appointment)
  - ❑ At the intake appointment, CSD staff will determine if the petition is complete. Petitioners must submit a complete renewal petition application and a certification that the petitioners deem the petition to be complete (“Certification of Completeness”) in order for the petition to be considered received for purposes of starting the statutory timelines outlined in Education Code section 47605(b).

# Process for Remote Intake

- Schedule intake appointment with assigned CSD Specialist
- Schedule phone call to review the Intake Checklist and review changes within the intake process
  - New Certification of Completeness form is required at completion the intake process
  - If everything is complete, CSD will send a confirmation email to lead petitioner (once completed or by the end of the day) along with all appropriate docs (Title Page, Intake Checklist and Certification of Completeness), utilizing the email Delivery/Read receipt as the time stamp

# Tab 2: NEW Certification of Completeness

**CERTIFICATION OF COMPLETENESS**  
Renewal Charter School

Charter School Name: \_\_\_\_\_

Lead Petitioner Name/s: \_\_\_\_\_ Submission Date: \_\_\_\_\_

I hereby certify that the information submitted in this petition is true to the best of my knowledge and belief.

I further certify that this petition is complete and contains each of the requirements identified in the Renewal Independent Charter School Application Intake Checklist. (Please attach completed Checklist)

Signature of Lead Petitioner/s: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

Signature of Board President \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

# Process for Remote Intake (continued)

68

- ❑ Board Approved Written Plan (for Low-Performing Schools only)
- ❑ Intake Dropbox link access to be given to lead petitioner by CSD administrative staff
- ❑ Lead petitioner should send a verification email to the Specialist once renewal documents have been uploaded in Dropbox by the intake appointment
- ❑ CSD will accept electronic signatures for remote intake documents that need signatures (e.g. Adobe, DocuSign, etc.)
- ❑ If there are any missing items or concerns, a zoom meeting will be scheduled the same day with the lead petitioner. All concerns will need to be addressed by close of business the same day.

# Renewal Petition Application Intake Checklist

2020-2021 INDEPENDENT CHARTER SCHOOL RENEWAL PETITION APPLICATION INTAKE CHECKLIST			
Name of Charter School: _____		Appointment Date: _____	
A completed intake includes all of the following components:			
Y	N	APPLICATION COMPONENTS	Comments
<b>SCOPE OF PETITION APPLICATION</b>			
		Who is the person most knowledgeable about the specific contents of the petition?	
		Does the renewal petition application include provisions that require a separate request for material revision? If yes, then reschedule intake so that the petition and the material revision can be separated and processed as two distinct proposed Board actions, per the provisions of the <i>LAUSD Policy and Procedures for Charter Schools (August 11, 2020) (pp 39-42)</i> .	
<b>PETITION</b>			
		1. Renewal petition must be in MS Word format and must include: <ul style="list-style-type: none"> <li>a. Title Page (Will be dated stamped upon acceptance of petition application for review)</li> <li>b. Table of Contents (Page numbers must be accurate)</li> <li>c. Description of all 15 elements</li> </ul>	
<b>SUPPORTING DOCUMENTATION</b>			
		2. Certification of Completeness with original signatures (remote intakes will allow electronic signatures)	
		3. Resolution of school's Governing Board (signed by Board secretary) authorizing the submission of the charter school petition application and designating the school's: <ul style="list-style-type: none"> <li>a. Lead Petitioner(s)</li> <li>b. Executive Director or equivalent (if any)</li> <li>c. Director/Principal</li> <li>d. Onsite Financial Manager (cannot be the Director/Principal) (Must be onsite)</li> </ul>	
		4. <ul style="list-style-type: none"> <li>a. Bylaws, for the nonprofit organization requesting the charter (Must be current and complete, and signed by Board secretary)</li> <li>b. Articles of Incorporation for the nonprofit organization (Must show seal or stamp of State of Calif.)</li> <li>c. Conflict of Interest Code (Must be separate document) as submitted to the Los Angeles County</li> <li>d. Conflict of Interest Policy (Must be separate document)</li> </ul>	
		5. <ul style="list-style-type: none"> <li>a. Budget (3-year budget, including month-to-month cash flows and budget assumptions for 3 years including the current year) (Must be in MS Excel format, with formulas, contain no hidden cells, and not be password protected)</li> <li>b. Fiscal Policies and Procedures (Most current fiscal policies and procedures, and the school's Governing Board meeting minutes that reflect the approval of the current fiscal policies and procedures. The school's Governing Board approval of the current fiscal policies and procedures must occur in the school year in which the school's current charter expires [i.e., the renewal year] or in the last quarter of the prior year.)</li> <li>c. Documentation Relating to Grants and/or Financing (All signed and executed agreements, including documentation of any terms and conditions, if the budget includes any grant(s), loan(s) or line(s) of credit with any third party lender(s), bridge financing, intraorganizational loan(s)/borrowing, and/or factoring of receivables as a source of funds.)</li> </ul>	
		6. <ul style="list-style-type: none"> <li>a. Lottery form for use in the first year of the charter term (Must be in a single Microsoft Word document, not PDF) (English and any other dominant language)</li> <li>b. Enrollment form</li> </ul>	
<b>SUPPORTING DOCUMENTATION</b>			
		7. Résumés and Due Diligence Questionnaire and Acknowledgement Forms, completed and with original signatures (no copies) (remote intake will allow electronic signatures) for: Executive Director (if applicable), Director/Principal, and Onsite Financial Manager (cannot be the Director/Principal) [Use grid on reverse side.] Note: Double check that names correspond to the names identified in the Board Resolution (#2 above). Note: Check each Due Diligence Questionnaire and Acknowledgement Form to make sure all questions are filled out. Note: Résumés must include contact information, education, experience (including paid and volunteer) and relevant memberships and skills for the last 10 years. Please see separate "Résumés" guide for additional information on résumé requirements.	
		8. Résumés and Governing Board Member Questionnaires for all Governing Board Members Note: See résumé requirements above. Note: Each Board Member must answer all questions, initial each page, and sign at the end of the Questionnaire. N/A	

# Tab 3: Governing Board Resolution

- ❑ Identify Lead Petitioner, Executive Director, Principal and onsite Financial Manager
- ❑ Resolution adopted within the last 12 months prior to submission (Resolution must represent staff in current roles)
- ❑ May be a copy
- ❑ Names identified should match Due Diligence forms
- ❑ Signature of governing board secretary

## Tab 4: Documents related to Governance

71

- Articles of Incorporation including amendments
- Bylaws including amendments
- Conflict of Interest Code
- Conflict of Interest Policy

# Tab 6: Lottery Form and Enrollment Form

72

- Two separate forms
- Forms must be consistent with the requirements of applicable law
- Identify the year of the lottery 2021-2022



# Tab 7: Due Diligence Questionnaires and Résumés

73

- Executive Director/CEO, School Administrator (Director/Principal), and onsite Financial Manager
- Forms complete and have original signature, no copies
- Persons submitting the forms match the names identified in the governing board resolution

# Tab 8: Governing Board Member Questionnaires and Résumés

74

- ❑ Completed and signed within 12 months of the date of petition submission
- ❑ Each board member has individually answered all questions
- ❑ Initial each page, signed and dated at the bottom of the last page of the questionnaire
- ❑ Detailed response regarding the yes and no, add detail for questions 9a-11
- ❑ Résumés meet applicable requirements

# Tab 9: English Learner Master Plan

75

- Include school's adopted plan
- Comprehensive description of all related topics
- Provide statement if using the LAUSD Master Plan
- Visit LAUSD's Multilingual and Multicultural Education Department Website as a resource for the 2018 Master Plan and Office of Civil Rights reviews
  - <https://achieve.lausd.net/mmed#spn-content>

# CD/DVD/R/W; Flash Drive; Dropbox

76

- Review the Application Checklist
- Please do not include Due Diligence and Acknowledgement Form
- Excel – unlocked and includes Excel formulas

# Matters to Address Prior to Petition Submission

77

- ❑ Unresolved Issues (e.g., CALPADS, facilities, governance, operations, and fiscal matters)
- ❑ Special Education Option
- ❑ Insurance Certificate
- ❑ Potential Material Changes
- ❑ Conversion and PSC-Specific Matters, if applicable

**Check the Charter Schools Division website periodically, and before you come to your intake appointment, for updates.**

- ❑ California Secretary of State and/or Franchise Tax Board Status (it should not be “suspended”)

# Petition Feedback/Revision Process

78

- ❖ We will be using the “Tracking” and “Comments” functions in MS Word to provide feedback.
- ❖ **Before** making any revisions or responses to comments, please make sure the “Track Changes” (Insertions and Deletions, but not Formatting) function of MS Word is turned on.
- ❖ In addition, please **highlight in turquoise** any responses that you might choose to make in our comment boxes in the right-hand margin of the petition.
- ❖ **Please do not omit or delete any comment.**

# Petition Feedback/Revision Process (cont'd)

- CSD will compile all relevant feedback, including budget comments, and provide the annotated documents to the petitioner and make staff available to discuss comments and concerns in more detail, as necessary, along with deadlines to meet all statutory timelines. If the item is for denial, staff will begin to draft findings of fact pursuant to Board-approved LAUSD Policies and Procedures for Charter Schools (August 11, 2020).
- We strive to provide as much turnaround time as possible. Please know that volume of submissions at a given time and timeline extensions (or lack thereof) impact this, as well, for the District and petitioners.

# Example of Feedback Comments

80

ELD Course (not currently offered)



**Author**

Please explain this statement. English learners must receive a comprehensive designated and integrated ELD instructional program for every EL to meet the linguistic and academic goals of their grade level and language learning needs. Please update to include how, where, and by whom the English learner components will be provided, and how the program(s) will ensure that students make adequate progress toward mastery of the ELD Standards as requested in the Application Guide.

**Designated and Integrated English Language Development**

<https://www.cde.ca.gov/nr/el/le/yr15ltr0918.asp>



# Steps of the Renewal Petition

## Submission and Review Process (continued)

81

- Review of Renewal Petition Application & Supporting Documents
- Public Hearing within 60 days
- Follow Up Questions (may include discussion of timelines)
- Revisions of Renewal Petition Application & Supporting Docs (if recommended for approval)
- Posting of Final Staff Recommendation to the LAUSD Board of Education (15 days prior to LAUSD Board Meeting and again per Brown Act requirements)
- Public Hearing and LAUSD Board Action. Please refer to the *Policy* regarding equivalent time and other pertinent notes

# 2020-2021 - Target Submission Windows

PETITION SUBMISSION TARGET WINDOW (NEW AND RENEWAL PETITIONS)	PUBLIC HEARING DATES*	BOARD MEETING DATES* FOR PUBLIC HEARING AND BOARD ACTION ON PETITIONS
Not Available	Not Available	September 22, 2020
Not Available	Not Available	October 27, 2020
Aug 31-Sept 2, 2020	October 27, 2020	November 24, 2020
September 14-16, 2020	October 27, 2020	December 8, 2020 (Regular Board Meeting)
November 2-4, 2020	December 8, 2020	January 26, 2021
Nov 30-Dec 2, 2020	January 26, 2021	February 23, 2021
December 23, 2020	January 26, 2021	March 23, 2021
February 1-3, 2021	March 23, 2021	April 27, 2021
March 1-3, 2021	April 27, 2021	May 25, 2021
March 29-31, 2021	May 25, 2021	June 22, 2021

**\*NOTE: All dates currently scheduled for Public Hearing and Board action on charter school petitions are subject to change.**



# RENEWAL PETITION APPLICATION: PREPARATION AND REVIEW OF BUDGET & FISCAL DOCUMENTS

**James Robinson, Fiscal Administrator**  
Charter Schools Division

**2020-2021 INDEPENDENT CHARTER SCHOOL RENEWAL  
PETITION APPLICATION INTAKE CHECKLIST**

Name of Charter School: \_\_\_\_\_ Appointment Date: \_\_\_\_\_  
 A completed intake includes all of the following components:

Y	N	APPLICATION COMPONENTS	Comments
<b>SCOPE OF PETITION APPLICATION</b>			
		Who is the person most knowledgeable about the specific contents of the petition?	
		Does the renewal petition application include provisions that require a separate request for material revision? If yes, then reschedule intake so that the petition and the material revision can be separated and processed as two distinct proposed Board actions, per the provisions of the <i>LAUSD Policy and Procedures for Charter Schools (August 11, 2020) (pp 39-42)</i> .	
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		4. <ul style="list-style-type: none"> <li>a. Bylaws, for the nonprofit organization requesting the charter (Must be current and complete, and signed by Board secretary)</li> <li>b. Articles of Incorporation for the nonprofit organization (Must show seal or stamp of State of Calif.)</li> <li>c. Conflict of Interest Code (Must be separate document) as submitted to the Los Angeles County</li> <li>d. Conflict of Interest Policy (Must be separate document)</li> </ul>	
		5. <ul style="list-style-type: none"> <li>a. Budget (3-year budget, including month-to-month cash flows and budget assumptions for 3 years including the current year) (Must be in MS Excel format, with formulas, contain no hidden cells, and not be password protected)</li> <li>b. Fiscal Policies and Procedures (Most current fiscal policies and procedures, and the school's Governing Board meeting minutes that reflect the approval of the current fiscal policies and procedures. The school's Governing Board approval of the current fiscal policies and procedures must occur in the school year in which the school's current charter expires [i.e., the renewal year] or in the last quarter of the prior year.)</li> <li>c. Documentation Relating to Grants and/or Financing (All signed and executed agreements, including documentation of any terms and conditions, if the budget includes any grant(s), loan(s) or line(s) of credit with any third party lender(s), bridge financing, intraorganizational loan(s)/borrowing, and/or factoring of receivables as a source of funds.)</li> </ul>	
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		8. <u>Résûmés and Governing Board Member Questionnaires for all Governing Board Members</u> Note: See résumé requirements above. Note: Each Board Member must answer all questions, initial each page, and sign at the end of the Questionnaire. N/A	

# Fiscal on Checklist

		5. <ul style="list-style-type: none"> <li>a. <b>Budget (3-year budget, including month-to-month cash flows and budget assumptions for 3 years including the current year)</b> (Must be in MS Excel format, with formulas, contain no hidden cells, and not be password protected)</li> <li>b. <b>Fiscal Policies and Procedures</b> (Most current fiscal policies and procedures, and the school's Governing Board meeting minutes that reflect the approval of the current fiscal policies and procedures. The school's Governing Board approval of the current fiscal policies and procedures must occur in the school year in which the school's current charter expires [i.e., the renewal year] or in the last quarter of the prior year.)</li> <li>c. <b>Documentation Relating to Grants and/or Financing</b> (All signed and executed agreements, including documentation of any terms and conditions, if the budget includes any grant(s), loan(s) or line(s) of credit with any third party lender(s), bridge financing, intraorganizational loan(s)/borrowing, and/or factoring of receivables as a source of funds.)</li> </ul>
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# Tab 5: Budget and Cash Flows

- Annual budget with month-to-month cash flows and budget assumptions for three years (i.e., the current school year and the two years that follow).**
- Must be in Microsoft Office Excel format and not password protected, with formulas, contain no hidden cells, and is not password protected.**

# Budget and Cash Flows (cont'd)

- Ensure that ADA / enrollment information is projected by grade level and aligns with the ADA / enrollment information within the charter petition.**
- Ensure that the positions referenced in the school's organizational chart align with those within the charter petition, as well as the budget submitted with the petition.**
- Ensure that the month-to-month cash flow totals reconcile with the annual budget for each of the three years.**
- Ensure that the applicable year-to-date actuals are reflected in the month-to-month cash flow projections and budget.**
- Ensure that any grants or loans included in the financial projections are supported by an award letter or loan agreement. This includes any bridge financing or grants received during Fiscal Year 2019-2020 and Fiscal Year 2020-2021 due to the COVID-19 pandemic.**

# Fiscal Policies and Procedures

- ❑ Fiscal policies and procedures must be the most current version and approved by the school's governing board in the school year in which the school's current charter expires (i.e., the renewal year) or in the last quarter of the prior year.
- ❑ Ensure that the provided governing board meeting minutes reflect the current approval of the fiscal policies and procedures.
- ❑ Alignment of the CSD's review of fiscal policies and procedures to renewal.



THANK YOU FOR  
ATTENDING!

CHAT Q & A





# PLEASE GIVE US FEEDBACK

Charter Schools Division Staff