

New Independent Charter School Petition Application Process: An Orientation

***Charter Schools Division
Spring, 2014***



Goals For Today's Orientation

By the end of today's session, participants will:

- Understand the goals of the Charter Schools Act of 1992 and the District's mission and vision for charter schools
- Understand the standards and process for the District's review of a new charter school petition application
- Become familiar with resources posted on the Charter Schools Division (CSD) website that are designed to provide clear guidance for the development and preparation of a charter petition application

Charter School Legislation

Goals of the *Charter Schools Act of 1992*:

- **Improve** pupil learning
- **Increase** learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving
- Encourage the use of different and **innovative teaching methods**
- Create new professional opportunities for teachers, including the opportunity to be **responsible for the learning program** at the school site

Legislation (continued)

Goals of the *Charter Schools Act of 1992*:

- Provide parents and pupils with **expanded choices** in the types of educational opportunities that are available within the public school system
- Hold the schools established under this part **accountable** for meeting **measurable pupil outcomes**, and provide the schools with a method to change from rule-based to **performance-based** accountability systems
- Provide vigorous competition within the public school system to stimulate **continual improvements** in all public schools.

Legislation (continued)

A charter school

- May not be a conversion of a private school
- Must be non-sectarian
- May not discriminate
- May not charge tuition
- Must work to achieve a racial-ethnic balance reflective of the District's population (surrounding schools)

Vision and Mission

A charter school's vision and mission should complement LAUSD's vision and mission.

LAUSD Vision and Mission

Vision: Every Los Angeles Unified School District student will receive a state-of-the-art education in a safe, caring environment, and every graduate will be college-prepared and career-ready.

Mission: Los Angeles Unified School District will provide high quality instruction and a coherent and rigorous curriculum in every classroom to facilitate student learning and achievement.

LAUSD Vision for Charter Schools

The Los Angeles Unified School District is committed to authorizing **quality charter schools** that provide:

- **Innovative approaches** to educating students
- **Effective instructional strategies** to serve underperforming populations
- **Effective educational program** in overcrowded and underserved areas of the District
- **Accountability measures and processes** to ascertain their growth and facilitate continuous monitoring

Charter Schools Division Mission

The LAUSD Charter Schools Division fosters high quality educational opportunities for all students in the greater Los Angeles community through exemplary charter public school authorizing, oversight, and sharing of promising practices so that all students maximize their potential.

LAUSD's Role as Authorizer

- Approve or deny charter school petitions that are submitted to the District
- Perform oversight of LAUSD-authorized charter schools
- Identify and share promising charter school practices that may inform District practices

Standards for Petition Review

The District reviews each petition application to determine whether it is

- ❖ educationally sound,
- ❖ reasonably comprehensive, and
- ❖ likely to be successfully implemented.

This review includes a determination of the petitioner team's capacity and the proposal's financial viability.

Petition Review Process

- Submission of a Letter of Intent
- Submission of Petition Application:
Intake Appointment
- Initial Review of Petition Application
- Full Review of Petition Application
- Feedback/Revisions of Petition Application
- CSD Recommendation to the LAUSD Board of Education
- Board Action

Resources: The CSD Website



Los Angeles Unified School District
All Youth Achieving

can't find something?



Quick Links

Charter Schools Division

Home

- About Charter Schools
- About the LAUSD Charter Schools Division
- Policies and Procedures

Petitioners

- Independent Petitioners
- Affiliated Petitioners

Charter Operators

- Parents & Community
- Contact Us

[Los Angeles Unified School District](#) > [LAUSD](#) > [Charter Schools Division](#)

Welcome to the Charter Schools Division



Site Sections

- Information for Independent Petitioners
- Information for Affiliated Petitioners
- Information for Current Independent Charter Operators
- Information for Current Affiliated Charter Operators
- Information for Parents & Community Members
- Contact Us

Announcements

[Upcoming Events](#)

District Policy



Los Angeles Unified School District
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can't find something?



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Policies and Procedures

[Administrative Procedures -Charter Schools-Revised 09-10-13](#)

The administrative procedures contained herein are designed to guide the work of the Charter Schools Division (CSD) of the Los Angeles Unified School District (LAUSD) and to give charter school governing boards, administrators, staff and the public a clear understanding of its authorizing practices.

[Affiliated Charters Bulletin-5439.0](#)

This policy bulletin defines an "affiliated charter school" and the relationship of such schools with the District, including the autonomies provided to affiliated charter schools.

[California Charter Schools Legislation of Charter Schools](#)

State and federal legislation, laws and regulations, and policy guidance for charter schools.

[CALPADS and Charter Schools Data Reporting Policy](#) This page contains the data reporting policy that charter schools should follow using CALPADS and CBEDS-ORA.

[California Department of Education - Charter Schools Division General Information](#) This page contains general information about what a charter school is and information on how to start a charter school.

New Petition Application Packet

Charter Schools Division

- Home
- About Charter Schools
 - About the LAUSD Charter Schools Division
 - Policies and Procedures
- Petitioners
 - Independent Petitioners
 - New Petition Application Information**
 - Affiliated Petitioners
- Charter Operators
 - Parents & Community
 - Contact Us

[Los Angeles Unified School District](#) > [LAUSD](#) > [Charter Schools Division](#)

New Independent Petition Application Information

For instructions on how to submit a new petition application for an independent charter school, please download the application guide:

[New Independent Petition Application Guide 2013-14 \(Rev.01-06-14\)](#)

TARGET WINDOW FOR PETITION SUBMISSION

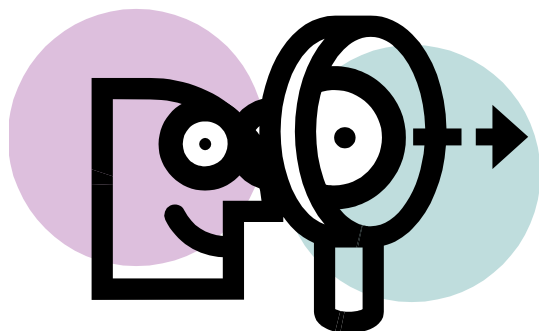
Petition Submission Target Window	Board Meeting Dates* for Board Action on Petitions
November 18-22, 2013	January 14, 2014
December 16-20, 2013	February 11, 2014
January 13-17, 2014	March 11, 2014
February 10-14, 2014	April 8, 2014
March 17-21, 2014	May 13, 2014
April 14-18, 2014	June 10, 2014
July 11-18, 2014	September 9, 2014*
August 15-22, 2014	October 14, 2014*

**Tentative Board determination of Fall Board meeting dates.*

Additional documentation you will need are below. Instructions about each document can be found in the application guide.

[District Required Language 2013-14 \(rev. 10-25-13\)](#)

“Reasonably Comprehensive”



CHARTER SCHOOLS DIVISION

Los Angeles Unified School District

NEW INDEPENDENT CHARTER SCHOOL PETITION APPLICATION GUIDE

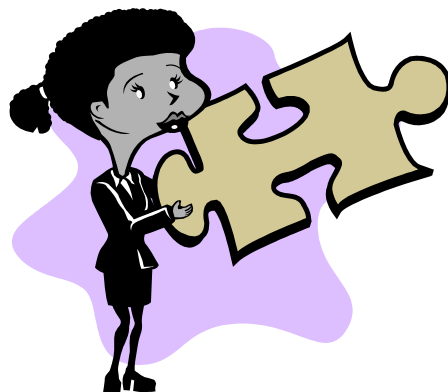
Naming of a Charter School

When considering a name for your charter school, the following should be kept in mind:

- Select a name that is not already in use by a District school. For example, if the District name is “8th Street School,” avoid using “8th Street Charter School”.
- Refrain from using a school name that is very similar to another charter school in the same area or in a nearby neighboring school district. For example, if there is an existing charter named “Mountain View Preparatory,” avoid using “Mountain View Charter”. The CDE list of schools as well as the CSD school directory can be utilized as a way to avoid duplicating another school name. CDE link:
<http://www.cde.ca.gov/re/sd/results.asp?Nocache+2%2F7%2F2014+1-%3A40%3A49+AM>
- If the charter school will be located on District property, please review District BUL 5549.1 found at the following link:
http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_ORGANIZATIONS/FLDR_OF_FICE_OF_SUPE/BUL-%20NAMING%20RENAMING%20SCHOOLS%20BUILDING%20AND%20FIELDS%202-26-13.PDF This link can be called “CDE School Directory”.

Intake Checklist

Is our
petition
missing
anything?



NEW INDEPENDENT CHARTER SCHOOL PETITION APPLICATION INTAKE CHECKLIST

Name of Proposed Charter School: _____

Appointment Date: _____

Y	N	APPLICATION COMPONENTS	Comments
PETITION			
		1. Petition must be in MS Word format and must include: a. Title Page (Will be dated stamped upon acceptance of petition application for review) b. Table of Contents (Page numbers must be accurate) c. Description of all 16 elements	
		2. Petition signature page(s): I. For proposed start-up charter school, <u>original signatures</u> of 50% of meaningfully interested teachers OR 50% of meaningfully interested parents II. For proposed conversion charter school only, <u>original signatures</u> of 50% of the permanent teaching staff Note: Verify number of students to be enrolled; correspondence of teacher credentials with school level(s); correspondence of parent signatures/students with the grade levels to be served in year 1.	
SUPPORTING DOCUMENTATION			
		3. Letter of Intent (Lead petitioner(s) named must match name(s) in board resolution below.)	
		4. Charter Briefing Page (Must include and match school name on petition title page above)	
		5. Resumes and credentials for all meaningfully interested teachers Note: Resumes must include contact information, education, experience (including paid and volunteer) and relevant memberships and skills for the last 10 years. Please see separate "Resumes" guide for additional information on resume requirements.	
		6. Resolution from Board of Directors (signed by Board secretary) authorizing the submission of the charter school petition application and designating the school's: a. Lead Petitioner(s) b. Executive Director or equivalent (if any) c. Director/Principal d. On-site Financial Manager (cannot be the Director/Principal)	
		7. a. Bylaws for the non-profit organization requesting the charter (Must be signed by Board secretary) b. Articles of Incorporation for the non-profit organization (Must show seal of State of California) c. Conflict of Interest policy (Must be a separate document not included in bylaws)	
		8. Proposed charter school budget (3 year budget, including month-to-month cash flows for 3 years)	
		9. Lottery form and Enrollment form	
		10. Due Diligence Questionnaire and Acknowledgement Forms, completed and <u>with original signatures</u> (no copies), and resumes for: Executive Director (if applicable), Director/Principal, and On-site Financial Manager (cannot be the Director/Principal) Note: Double check that names correspond to the names identified in the Board Resolution. Note: See resume requirements above. Note: Check Due Diligence Questionnaire and Acknowledgement Forms for birth date, references, and Social Security Number.	
		11. Resumes and Governing Board Member Questionnaire for all Governing Board Members Note: See resume requirements above. Note: Each Board Member must answer all questions, initial each page, and sign at the end of the Questionnaire. N/A or equivalent is not an acceptable response to any item.	
		12. CD (rewritable) that contains everything listed above EXCEPT the Due Diligence Questionnaire Forms: ✓ Petition: The 16 elements must be in a single Microsoft Word document (not PDF). ✓ Budgets and cash flows: Must be in a single unlocked Microsoft Excel document. ✓ All other documents: Each item listed above must be in a <u>separate</u> file with file name that clearly identifies its contents. (With the exception of signed documents that must be scanned and provided in PDF, e.g. Articles of Incorporation and Questionnaires, all other documents must be in MS Word.) Note: Do not accept parent/student handbooks, employee handbooks, or safe school plans.	
CSD INTERNAL PURPOSES ONLY			
Intake conducted by: _____			Date of Submission: _____

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LCFF and LCAP

- Element One must include, for all pupils and for each subgroup of pupils, a description of annual goals to be achieved for each of the eight state priorities and specific annual actions to achieve those goals.
- Elements Two and Three must provide measurable outcomes that align with the state priorities, and use a method for measuring that is consistent with the way information is reported on a school accountability report card.

“Likely to Be Successfully Implemented”

Determining the Capacity of the Petitioner Team:

- Expertise/Experience
- Commitment and Ethics

The Governing Board

- A strong Governing Board is one of the most important factors in the ultimate success of a charter school. The Board and its members must:
 - Have diversity of expertise
 - Understand what they are committing to and be committed to the task
 - Be disinterested
 - Comply with the Brown Act
 - Comply with federal and state laws, nonprofit integrity standards, and LAUSD's Charter School policies and regulations regarding ethics and conflicts of interest

Special Education (See attachment)

Jody Molodow, Coordinator
Charter Schools Support Office
Division of Special Education
(213) 241- 6701

Quality Business Operations

Aaron Eairleywine

Central Business Advisor
Charter Schools Division

Quality Business Operations

- Funding
 - Requirements
 - Sources
 - Documentation
- Operations
 - Finance
 - Reports
 - Revenue
 - Budgets
 - Operations
 - ISIS
 - Certificate of Occupancy
 - Processes and Procedures

Quality Facilities

Los Angeles Department of Building and Safety

- Charmie Huynh
charmie.huynh@lacity.org (213) 482 6875
- Lorena Padilla-Melendez, Director
Facilities Division Community Relations
(213) 241-6517
- LADBS, 201 N. Figueroa St., 10th Floor, Suite 230, Los Angeles, CA 90012, just a half mile northeast of LAUSD headquarters

Certificate of Occupancy

LAUSD Requirement:

For any non-LAUSD facility, an adequate and appropriate Certificate of Occupancy must be secured and provided to the CSD at least 2 weeks prior to the first day of school or the school may not open or operate.

Proposition 39 (See attachment)

Sean Jernigan

Program Manager

Prop. 39

prop39@lausd.net

For more information

- California Department of Education
 - Charter Schools Division
 - www.cde.ca.gov/sp/cs/
 - Various other websites are available that address charter school issues
 - <http://www.cacharterschools.org>
<http://www.charterfriends.org>
<http://www.edreform.com>
<http://www.charterassociation.org>

Contact Information

Charter Schools Division
333 S. Beaudry Ave., 20th Floor
Los Angeles, CA 90017
213-241-0399
213-241-2054 fax
charterschools.lausd.net