

**CHARTER SCHOOL OVERSIGHT****AR 6232****Page 1 of 3****1.0 PURPOSE AND SCOPE**

The County Superintendent of Schools shall ensure appropriate oversight of all charter schools approved by or assigned to the County Board of Education. The County Superintendent shall ensure adequate processes and measures for holding each charter school accountable for fulfilling the terms of its charter. Such processes and measures shall include but not be limited to governance, fiscal accountability systems, provisions for special education, facilities, human resources, and multiple measures for evaluating the educational program.

**2.0 LEGAL AUTHORITY FOR CHARTER SCHOOL OVERSIGHT****2.1 Charters Approved by the County Board**

As the authorizing entity, the County Board of Education has the authority to revoke or renew each charter it approves. The County Superintendent shall monitor charter schools approved by the County Board, and shall recommend action to the County Board whenever revocation or renewal may be warranted.

The County Superintendent shall treat each charter school, including any charter school with multiple sites, as a single entity for purposes of oversight and compliance, funding, test score and demographic information, and accountability, including any recommendation for revocation or renewal.

**2.2 Charters Approved by the State Board**

For charters denied by the County Board of Education and subsequently approved by the State Board of Education, the State Board may assign oversight responsibilities, but not the power of revocation, to any local education agency in the county, including the County Board of Education, if the County Board agrees to accept such responsibilities. The County Superintendent shall be responsible for oversight of the charter school only if the County Board agrees.

References: Education Code §§47600-47616; EC33054; EC41320; EC47632-47647; California Department of Education Regulations Title 5, Section 11967; Government Code 3540-3549.3

Approved: 06/14/04  
Revised: 10/30/06

**Santa Clara County  
Superintendent of Schools**

**3.0 OVERSIGHT CHECKLISTS**

For charter schools approved by or assigned to the County Board of Education, the County Superintendent assigns responsibilities to ensure the provisions of the law and each charter school’s charter and memorandum of understanding are met:

Center for Educational Planning	CHECKLIST A: MOU, Opening of School, Board Meetings, Board Policies, Student Discipline, Student Enrollment, Parent Participation, Required Disclosures, API, Facility
Business Services	CHECKLIST B: Daily Attendance, Monthly Reports, Budget and Finance, Interim Reports, Insurance, Fidelity Bond, Fiscal Audit
Human Resources	CHECKLIST C: Teachers, Principal, Non-instructional Staff, Volunteers, Fingerprinting, Workplace Safety, Student records, Screening
Instructional Services	CHECKLIST D: Curriculum, Professional Development, Instructional Time, English Language Learners, Testing and Reporting
Student Services	CHECKLIST E: Special Education, Notification

In November, the Center for Educational Planning (CEP) will send a checklist to each of the branches. Branches shall complete the checklists based on materials received and visits, as necessary, to each charter school, and will indicate on the checklists each area in which the charter school is compliant and non-compliant. Branches will complete the checklists and return them to CEP. Any non-compliant areas will be reported to the Superintendent, and the Superintendent will determine how to deal with the non-compliance. Any area found non-compliant in November must be rechecked and submitted again to CEP by the following April.

When the oversight procedures herein do not correct the non-compliance, the Superintendent shall notify the County Board of Education, and shall schedule an action item for the County Board of Education to determine steps toward correction or charter revocation.

Each January, when responses to the November checklists are complete, CEP will prepare an annual summary report of all responses.

**4.0 ADMINISTRATIVE AND PROGRAMATIC SUPPORT**

CEP, Business Services and Human Resources will provide support services to each charter school as required. Student Services will provide instructional support as needed to county office type charter schools and countywide charter schools; Instructional Services will provide instructional support as needed to the other charter schools.

**5.0 CHARTER REVISION**

A material revision is any revision that substantially alters the intent of the charter. Minor changes, such as changes in dates or small deviations in numeric data, shall not be considered material revisions. In considering material revisions to the provisions of a charter granted by the County Board, the County Superintendent shall negotiate potential revisions with the

governing entity of the charter school and bring recommended revisions to the County Board for public review and approval.

## **6.0 CHARTER RENEWAL**

A charter school whose charter was originally granted by the County Board shall submit a written application to the County Board at least 120 days before the term of the charter is due to expire. Any charter school whose application for renewal has been previously denied by the governing board of a school district over which the County Board has jurisdiction may submit the renewal application to the County Board within 90 days of the denial.

Upon receipt of a renewal application, the Superintendent shall ensure that the time criteria above have been met. If the criteria are met, the County Superintendent will gather the needed materials from the applicant and then schedule a Board hearing date and Board decision date to comply with these requirements: at least 90 days before the term of the charter is due to expire, the County Board shall conduct a public hearing to receive input on whether or not to extend the charter, and at least 60 days before the expiration date, the County Board shall either grant or deny the request for renewal.