

## Process for Considering a Countywide Charter Petition or Renewal of a Countywide Petition

### WHAT TO SUBMIT

The Santa Clara County Office of Education (SCCOE) receives and reviews petitions on behalf of the Santa Clara County Board of Education (County Board). The process to establish or renew a countywide charter is only considered if all the following items are received (Ed. Code 47605.6):

#### 1. **Charter Petition\*\***

A complete copy of the charter petition, including the signatures required by Education Code Section 47605.6, as well as evidence of at least 30 days' notice to districts of where schools are proposed to be established.

#### 2. **Signed Certification of Affirmations\*\***

A signed certification to the SCCBOE stating that petitioner(s) will comply with all applicable laws.

#### 3. **Explanation of why Charter Petition could not have sought approval from a local district\*\***

As a countywide benefit charter, the Petitioners must establish, per 47605.6, why the petition could not have been granted from a local district.

#### 4. **Financial Documents\*\***

Excel spreadsheet and LCFF calculator in electronic form showing calculations and formulas for budget and financial projections.

#### 5. **Additional Documents** - Information in the additional documents will not be considered in the petition approval process.

- a. **Charter School Review Matrix\*\*** – indicating the page number each item can be located within the petition (Required by SCCOE).
- b. **Signed Certification Page\*\*** - indicating that the petitioner certifies the petition is complete, thereby starting the timeline for submission (Required by SCCOE).

\*\*The above items constitute a "Complete Package;" receipt begins the timeline for County Board Action.

### HOW TO SUBMIT COMPLETE PACKAGE

- In person (appointments recommended – for appointments call 408-453-3600)
- 1 Hard Copy of all documents including appendices(3-ring binder)
- 1 Electronic Copy of all documents (pdf and word) (flash drive) including Excel spreadsheet and LCFF calculator for budget and financials

### WHAT TO EXPECT

Timeline containing the following information:

- Date of receipt
- Public Hearing Date – Held within 60 calendar days of receipt of complete package
- Capacity Interview for lead petitioners and SCCOE Charter Department staff
- Decision Hearing Date – Held within 90 calendar days of receipt of complete package, publication of staff findings will be 15 days before decision hearing
- Should the SCCBOE deny the charter, there is no right of appeal for countywide charters