

Process for Considering a Charter Petition Received on Appeal

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 appeal of a previously denied petition to establish or renew a charter is only considered if all the following items are received within 30 calendar days of denial (Ed Code 47605):

1. Charter Petition**

A complete copy of the charter petition as denied by the District, including the signatures required by Education Code Section 47605.

2. Denial Documents**

- a. Evidence of the District board's action to deny the petition (e.g., meeting minutes)
- b. Written factual findings, setting forth specific facts to support one or more of the grounds for denial as specified in Education Code 47605(b) (e.g., Staff Report)

3. Signed Certification of Affirmations**

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

4. Notice of Changes**

A description of changes to the petition necessary to reflect the Santa Clara County Board of Education as the authorizing entity. It is not necessary to identify each technical adjustment where the district name is changed. The document should identify petition elements and page numbers where the proposed changes will be made.

5. Financial Documents**

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

6. 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).
- c. If the petitioner elects to submit a response to the district's findings (Denial Document 2.b.), it must be submitted at this time.
- d. *If the petition document contains material changes from the document which was submitted to the district, the petition will be immediately remanded back to the district for re-evaluation.*

**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