

SCCOE Charter Renewal Application Process

Process Step	Timeline
Pre-Renewal Meeting	Optional Meeting in preparation for Renewal (3-6 months before Renewal submission during final year of term)
<p style="text-align: center;">Submission of Charter Renewal Application</p> <p>School submits a request for renewal of charter to the Charter Schools Department. Submission includes the updated charter petition including executive summary, a performance report, matrix, signed certification page, supplemental documents, and 1 hard copy/1 electronic copy on USB thumb drive of complete submission packet (including the LCFF calculator and excel spreadsheet of budget). The petition is considered “submitted” when the Charter Schools Department receives and date stamps the application package which has been certified by petitioner.</p>	<p>Submissions must be made consistent with the requirements of the school’s MOU and BP 0420.4. The petitions must be updated to include any new laws which have come into existence since the last charter review process and updated as necessary to reflect the charter school’s current program and practices. Petitioner will also sign SCCOE certification page indicating petition is complete</p> <p>MOUs will be updated as part of the renewal process.</p>
<p style="text-align: center;">Public Hearing</p> <p>The renewing school is given an opportunity to make a formal presentation to the Santa Clara County Board of Education (SCCBOE) regarding renewal request of charter school. Interested parties are provided an opportunity to comment.</p>	Pursuant to statute, occurs within 60 days from the date of submission.
<p style="text-align: center;">Renewal Site Visit & Performance Analysis</p> <p>This is the evaluation of the renewing school. Staff will conduct a one-day site visit of the charter school as well as analyzing performance data. Goals of the renewal site visit are to corroborate and augment the written request through interviews, observation, and a review of documents and materials.</p>	<p>Site visit to occur after submission of the charter renewal request and usually after public hearing.</p> <p>Visit will be a full day and includes interviews of staff, parents, students, and board members.</p>
<p style="text-align: center;">Staff Report & Recommendation</p> <p>The Charter Schools Department is responsible for preparing a report summarizing the evidence to assist the Santa Clara County Board of Education in making its decision regarding the renewal of the charter. The report is based on a review of the school’s request for renewal, the findings of the renewal visit team, and other relevant information.</p>	Staff report is posted for public viewing at least 15 days prior to SCCBOE meeting at which the decision will be made.
<p style="text-align: center;">Santa Clara County Board of Education Determination Meeting</p> <p>The Santa Clara County Board of Education votes on the renewal of the charter. The Board of Education votes to renew, conditionally renew, or to not renew a school’s charter.</p>	Decision-meeting to occur approximately 90 days following submission of the charter renewal request. Parties may mutually agree to an extension of up to 30 days.

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Scheduling Visit Dates

The Charter Schools Department (CSD) typically conducts renewal visits within the 30-60 day time frame after the Petition has been submitted, and a Public Hearing has been conducted. The Memorandum of Understanding (MOU) dictates the submission for Petitions for Renewal no earlier than the final year of the current term of the charter school. Renewal submissions usually happen in fall after CAASPP and dashboard data has been released.

To schedule a visit, the CSD contacts the school with a planned visit date. While the CSD does attempt to accommodate each school's schedule, planned visit days do not change unless a serious conflict exists, e.g. if large numbers of students will not be in attendance or participating in typical classroom instruction. Once a school leader knows the day of the renewal visit, s/he should share that information with staff and board members and begin visit preparations.

Point of Contact

The CSD's Designated Liaison is the initial point of contact for issues related to the renewal visit, and will work with school leaders to develop a schedule for the visit. In the days leading up to the visit, school leaders should contact the office with any questions or concerns regarding the renewal process.

Team Composition

While most school evaluation visits conducted during the charter term tend to focus on the extent to which schools are making progress towards their educational and operational goals, renewal visits encompass the full scope of a charter school and therefore the renewal visit teams include members evaluating schools' governance, legal compliance, and fiscal/operational soundness, as well as educational performance.

The Visit Schedule

Renewal site visits typically occur over the course of a single day, depending on the size and structure of the school. CSD staff will rely on school staff in drafting a broad visit schedule shortly before the visit. This schedule identifies the times when team members will conduct classroom observations and interview teachers during their preparation periods, without specifying particular teachers or classes. The schedule also includes interviews of stakeholder groups including operations, personnel, fiscal, parents, students, teachers, and governing board members. Each site visit day runs from approximately 8 a.m. to 4:00 p.m. The order of the visit schedule is adaptable for each school, however, the amount of time for each set of interviews should not change.

Sample 1-Day Renewal Site Visit Schedule – order is flexible

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Time	Activity
8 to 8:30 am	Observe start of school day
8:30 to 9:30 am	Orientation/interview with school leaders
9:30 am to 10:30 am	Classroom observations/office staff interviews
10:30 am to 11:00 am	Parent focus group (including, parents of SpEd, and ELL students)
11:00 am to 11:30 am	Board Member focus group
11:30 to 12:00 pm	Lunch
12:00 to 1:00 pm	Classroom observations /office staff and/or home office interview
1:00 to 1:30 pm	Student focus group
1:30 to 2:30 pm	SCCOE review team work time (Student File Reviews/ 504 / spec. ed.)
2:30 to 3:00 pm	Teacher focus group
3:00 to 4:00 pm	Closing meeting and identification of follow-ups

Site Visit Documents

Prior to the site visit, the CSD will request information necessary to plan the visit. The CSD may also request other documents in addition to the charter renewal petition package to maximize the value of the time spent at the school. The CSD will provide each school with a due date for the submission of pre-visit documents requested. Additional documents are also requested to be provided on the day of the visit, to assist with classroom visitations. Please note that while the CSD reviews all documents thoroughly, team members may or may not decide to ask questions about specific documents during the visit.

Required Pre-Visit Documents

- **Staff Directory.** Provide a complete staff directory that includes each person’s room/office number; for teachers, also include grades and subject taught. The directory should also list non-instructional staff, including persons in the school who may not be employees, such as special education contractors, cafeteria and security personnel employed by the school, or regular volunteers with specific assignments.
- **Teacher Roster and Certification.** Update the CSD’s required Teacher Roster & Certification template, detailing each current teacher’s certification, teaching area and experience (including years of teaching at current charter), highlighting any changes occurring since the previous submission.
- **Organizational Chart.** Provide a chart that includes all staff members and illustrates the school’s current reporting structure. It need not name individual staff members, but should reflect all positions in the school and include relationships with any home office, management company or charter management organization.
- **Teacher Schedules.** Provide schedules that clearly indicate where each teacher will be and what subject and grade s/he will teach during each scheduled period on the day(s) of the visit. Please also indicate non-instructional time, e.g., prep or planning periods, team meetings, lunch, etc. Again, in order to facilitate scheduling, please be sure to clarify class names and locations. If a teacher’s schedule contains class names for internal purposes such as “Harvard” or “801B,” please provide an explanatory key.
- **Assessment List and Calendar.** Provide a list of diagnostic, formative, and summative assessments by grade level administered during the year; also provide the current annual

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calendar of when they are administered.

- **Assessment Data.** Provide the most recent assessment data (if not included in the petition document).
- **Professional Development Calendar.** Provide a current year calendar of professional development opportunities for the staff, including sessions held to date and planned.
- **Instructional Minute Calculation.** Include core-non-core schedule information and correlation with credentials
- **Fiscal/Operational Policies and Procedures.** Provide current fiscal/operational policies and procedures, if documents have changed since last submission.
- **Board Materials.** Provide the following information:
 - o Updated list of Board members with contact information, committee assignments, officer positions held and/or a list of non-trustee officers, current form 700's (for all persons identified on the conflict of interest code)
 - o Brown Act notice of governing board interview (if a quorum of the board will attend)

Documents for Day of Site Visit

- **Map of School.** Please provide a basic floor plan that review team can use to locate classrooms and offices. This need not be a formal blueprint.
- **Lesson Plans.** To the extent these are required by your instructional leadership, provide lesson plans for all teachers who will be teaching on the day of the renewal visit.
- **Access to Student Files.** Charter Schools Department Staff will be reviewing the cumulative files, special education files, 504 files.
- **School Safety Plan.** Provide a copy of the site specific school safety plan.

Logistics

The renewal site visit team seeks the following accommodations:

- **Coordination** – The school should designate someone, typically the school leader, to serve as a liaison for the visit team. That person should be available throughout the visit to troubleshoot, clarify, elaborate or highlight the instruction that is taking place. The school leader would also be able to help resolve possible issues with the schedule, help team members locate documents and ensure that the evaluation team has the chance to gather as much information as possible about the school's program and accomplishments.
- **Meeting Space** – The evaluation team will require a private meeting space (e.g., a small conference room, vacant classroom or lounge) for the duration of the visit. The evaluation team members may utilize laptop computers during the visit and will need access to power outlets and the school's Wi-Fi network.
- **Meals** – To maximize time on site, the evaluation team requests that the school provide a lunch menu for food to be ordered and paid by team members.

Petition Update Expectations:

As part of renewal, petitions must be updated to include all new laws since the petition was last approved and necessary to reflect the charter school's current program and practices. For renewals being considered during the 2020-2021 school year, the charter provisions requiring

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updates include, but are not limited to:

- Admissions policies and procedures (among other updates, must include a complete description of the application process, including information requested on the application, and a detailed description of the public random drawing process, including how any preferences are implemented)
- Student suspension/expulsion (among other updates, must comply with Ed. Code § 47606.2 and 48901.1, and confirm that expulsion is the only means of involuntarily dismissing a pupil other than “no shows” at the commencement of the year)
- Specify that parent volunteering or donations not required and how this is conveyed to current and prospective families
- Racial/Ethnic, Special Education, and English Learner balancing plan
- Governance section updated in compliance with Education Code Sections 47604 and 47604.1, AB 1505, budget trailer bill
- Parent representation on governing board
- Board meetings (including meeting minimum of every other month)
- Employee qualifications
- Health and safety procedures including school safety plan
- Employee rights of return updated to address rights of employees of the County Superintendent, not a school district
- Dispute Resolution – updated to copy SCCOE MOU dispute resolution section
- Closure protocols – updated to copy SCCOE MOU closure protocols
- Incorporate SCCOE best practices as reflected in SCCOE MOU and address any matters included in any Addendum to MOU particular to associated charter schools
- Updates to laws/standards other than the Charter Schools Act
- LCAP update process to comply with budget trailer bill requirements
- Describe specific plans for how the charter school will address, improve, and remediate any issues from the current term, including academics, finances, and operations
- Reflect requirements and expectations of BP 0420.04
- Demonstrate compliance with Education Code Sections 215, 215.5, 231.5, 231.6, 234.4, 234.6, 32283.5, 48985, 49062.5, 49070, 51225.2, 56040.3, 56365, 56366.1,

This list is not exhaustive and does not specify every item that must be included in a renewal charter nor every change to the law and/or regulations that must be considered in preparing the renewal charter, but is intended as a starting point and guidance. Each renewal charter must comply fully with all applicable legal requirements and must accurately describe the charter school’s operations and educational plan.

Note, any request to expand to additional sites and/or grades must be included and described as a specific request for material revision(s) and the proposal should be fully developed and explained.

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