

## Oakland Unified School District

# Charter School Renewal FAQ

### Q. What is the approval process for charter renewal?

A.

- a. Submission of Charter Renewal Request documents (outlined below) at a regularly scheduled OUSD Board of Education Meeting (*between October 1 and January 31 of renewal year*)
- b. Public Hearing (*within 30 days of Charter Renewal Request submission*)
- c. Renewal Site Inspection and School Performance Analysis (*This may be scheduled in advance of Renewal Request submission*)
- d. District Staff Report and Recommendation
- e. Board of Education Teaching and Learning Committee Meeting
- f. Board of Education Decision Meeting

### Q. How long is the charter renewal process?

A. OUSD Board of Education decision meeting will occur approximately 60\* to 90 days following the submission of a charter renewal submission request.

*\*parties may **mutually agree** for an extension up to 30 days, which is universally requested by OUSD in order to complete all staff report processing and meet all internal staff report submission timelines*

### Q. What information should be included in the Charter Renewal Request?

A. Request for charter renewal should include, at a minimum, the following:

*\* It is recommended that schools contact the Office of Charter Schools prior to submission of Renewal request to discuss updated guidelines.*

1. A cover letter signed by the Governing Board President or designee authorizing the submission of the charter renewal request to the District Board of Education.
2. Signatures pursuant to Education Code §47605.
3. A Performance report that specifically addresses the areas set forth in the **OUSD Charter Renewal Performance Report Narrative Guidelines**, paying close attention to the **Evaluation Criteria for Charter Renewal**.
4. A submission of an FULLY- UPDATED charter petition in two parts.

**PART A:** Final Copy of Renewal Petition with inclusion of all newly enacted laws and regulations pertaining to charter schools since the previous authorization.

**PART B:** Red-Line Copy of Original Petition that outlines all changes made to the charter petition since its previous authorization, including any material revisions proposed by the school.

5. Supplemental materials should be submitted with the Charter Renewal Request, as appropriate to reinforce, exemplify, or otherwise provide for the reasonably comprehensive description of the required charter petition elements pursuant to Education Code §47605. Pursuant to Education Code S 47605(g) the charter petition must also include information regarding the proposed operation of the school including the potential effects of the school, the specific location of the proposed facilities, the manner in which the administrative services are to be provided, and potential civil liability effects upon the school and upon the District.
6. Two (2) binders of hard copies of all documents submitted to the Board of Education.
7. One (1) electronic copy of all documents submitted stored on a CD-R disc. Please provide the Performance Report Narrative and Final Charter Petition in Microsoft WORD format ONLY and the Budget Projections and Cash Flow in EXCEL format ONLY.

**Q. When should a Charter Renewal Request be submitted to OUSD?**

A. Charter renewal requests are encouraged to be submitted from October – January of the academic year the charter expires. Following January, it will be difficult to complete the charter renewal process and possible appeals prior to the charter expiration date.

*Q. How early can a school submit a charter renewal petition?*

A. A charter renewal request may not be submitted prior to **270 days** before the charter expiration date. The earliest Board of Education meeting at which a renewal request for a school may be submitted will be the first regularly scheduled OUSD Board of Education meeting in October of the charter renewal year.

*Q. How late can a school submit a charter renewal petition?*

A. Schools are encouraged not to submit later than 150 days prior to expiration to allow for access to the appeals process at the County and State level if necessary.

**Q. How does a charter school submit a Charter Renewal Request to the OUSD?**

A. Charter Renewal Requests must be filed at a regularly scheduled Board of Education meeting. The District Legislative Calendar can be found at <http://bex.ousd.k12.ca.us/CALENDAR.htm>.

At the board meeting at which you will submit your complete Charter Renewal Request, including two hard copies in a binder and one electronic copy on CD. You should expect to do the following:

- i. Submit a speaker card for the agenda item entitled **“Public Comment”**
- ii. When your name is called, you will bring your Charter Renewal Request documents to the podium and essentially state: ***“Good evening Oakland Unified School District Board of Education. My name is Joanne Educator and I am submitting a charter petition and renewal request on behalf of Speak Softly Charter School for your approval.”*** Please insert actual petitioner and school name here.
- iii. You will then hand to the board secretary or his assistant the submission of all required documents (two hard copy binders and one CD).

Please see the following link for an update on the agenda 72 hours in advance of the meeting at which you intend to submit: <http://ousd.legistar.com/Calendar.aspx>

**Q. How many copies of the school's Charter Renewal Request, including updated petition should be submitted?**

A. Based on the Office of Charter Schools' review process, we are asking at the time of submission for **TWO (2) HARD COPIES OF ALL DOCUMENTS** and **ONE (1) CD WITH SOFT COPIES of ALL DOCUMENTS SUBMITTED**. Please provide the Performance Report Narrative and Final Charter Petition in Microsoft WORD format and the Budget Projections and Cash Flow in EXCEL format.

**Q. What happens after the school submits its Charter Renewal Request?**

A. A public hearing is scheduled by the OUSD Board of Education office. This public hearing will be held no later than 30 days after the petition submission at a regularly scheduled OUSD Board of Education meeting. District staff will develop a Staff Report and Recommendation that will be presented to the Teaching and Learning Committee of the Board, prior to a final presentation to the entire Board of Education for decision-making.

**Q. What is the purpose of a public hearing?**

A. A public hearing occurs during an OUSD Board of Education meeting that allows the public to speak regarding the charter school's charter renewal request. Interested parties are provided an opportunity to comment to the district Board of Education regarding their support or opposition of the charter renewal request of the charter school.

The school will be allotted 15 minutes to make its presentation. Speaker cards are not required to be submitted for the 15 minute presentation. If there are **additional speakers** who wish to speak that are not part of the formal presentation of the school, please note that they must submit speaker cards. **Please note that while the time of the Public Hearing is listed in the Public Hearing Notice, the actual time may occur later in the agenda depending on the pace of the meeting.** Please take this into consideration with respect to reading material you may wish to bring, as well as consideration of your invited presenters.

Schools that wish to present a PowerPoint presentation during the public hearing must provide a copy of the PowerPoint to Board Secretary, Edgar Rakestraw, **NO LATER THAN 12 pm noon, the Friday before the Board of Education meeting** at which the public hearing is scheduled to take place. You may email the PowerPoint to [Edgar.Rakestraw@ousd.k12.ca.us](mailto:Edgar.Rakestraw@ousd.k12.ca.us) and please cc' [Rebecca.Adams@ousd.k12.ca.us](mailto:Rebecca.Adams@ousd.k12.ca.us).

**Q. How is the renewing school evaluated?**

A. The Office of Charter Schools utilize the Charter Renewal Quality Standards when it conducts a renewal site inspection and school performance analysis of the requesting charter school. A third party reviewer is contracted by the district to conduct a 2 day onsite evaluation of the requesting charter school, in order to provide an additional evidence base with respect to the Charter Renewal Quality Standards. District staff will likely conduct its site inspection concurrently to reduce the impact

of the site visit on the school. The goals of the renewal site inspection visits are to corroborate and augment the written charter renewal request submitted by the school; through interviews, focus groups, classroom observations and a review of selected documents and materials.

The Office of Charter Schools is responsible for conducting the due diligence necessary to make a recommendation to the OUSD Board of Education regarding the renewal request of the charter. Based on the review of the school's charter renewal request, the findings of the renewal inspection teams and other relevant information, a recommendation will be made to the OUSD Board of Education. The Board of Education makes the final decision.

**Q. When does the renewal site inspection occur?**

A. The formal evaluation process begins in the fall of the renewal year. Actual site visitations **may likely occur prior to submission** of the charter renewal request by the school depending on scheduling needs. Attempts are made to schedule the site inspections based on each school's projected date of their charter renewal request submission. The site inspection requires two and a half days.

**Q. May the public (including school representatives) speak at the Teaching and Learning Committee meeting during which the Office of Charter Schools' staff report and recommendation is first presented?**

A. Yes. Speakers must submit a speaker card prior to the agenda item introduction. The Office of Charter Schools recommends that a school representative be present to answer questions that may surface from the Teaching and Learning Committee discussion of the charter renewal request.

**Q. May the public (including school representatives) speak at the OUSD Board of Education meeting during which a final decision is made?**

A. Yes. Speakers must submit a speaker card prior to the agenda item introduction. The Office of Charter Schools recommends that a school representative be present to answer questions that may surface from OUSD Board of Education discussion of the charter renewal request.

**Q. Who makes the final decision?**

A. The Office of Charter Schools' staff report and recommendation must be submitted in draft to the OUSD Board of Education secretary no later than 10 calendar days prior to the Teaching and Learning Committee meeting where discussion will take place prior to a final decision. A final decision will be made by the OUSD Board of Education at the subsequent regularly scheduled OUSD Board of Education meeting.

**Q. What has been the typical recommendation of staff in the past and how has the Board made its decisions?**

A. Staff has recommended denial of renewal requests, conditional renewal approval recommendations, in addition to approval recommendations. The Board of Education retains the right to make a decision that is contrary to the staff recommendation, which has occurred in the past. In all cases of non-renewal recommendations, academic performance and school operations were primary factors in the decision-making process.

**Q. What happens if a charter renewal is denied?**

A. A charter school has 2 options:

- i. If the school chooses not to pursue an appeal, it must cease operation on the last day of the charter term. Closure procedures will be enacted by the District at that time.
- ii. The school may choose to appeal the OUSD Board of Education decision to the county through the Alameda County Office of Education.

**Q. Can the school appeal the decision of the OUSD Board of Directors?**

A. Yes. A school may contact the Alameda County Office of Education for guidelines with respect to the charter appeals process. If that appeal effort is not successful, then the denied petition may be further submitted to the State Board of Education for consideration. District staff may be asked to attend the appeal hearings to speak on behalf of the District's Board of Education decision at the county and state level.

**KEY DOCUMENTS:**

- *OUSD RENEWAL PROTOCOL 2011*
- *OUSD PERFORMANCE REPORT NARRATIVE GUIDELINES*
- *OUSD RENEWAL SITE INSPECTION DOCUMENT LIST*
- *OUSD RENEWAL QUALITY STANDARDS RUBRIC*
- *OUSD RENEWAL QUALITY REVIEW HANDBOOK*
- *OUSD RENEWAL QUALITY REVIEW SELF-STUDY*
- *RCOMMENDED TEXT REVISIONS*
- *PETITION SIGNATURE FORM (PARENTS)*
- *PETITION SIGNATURE FORM (TEACHERS)*