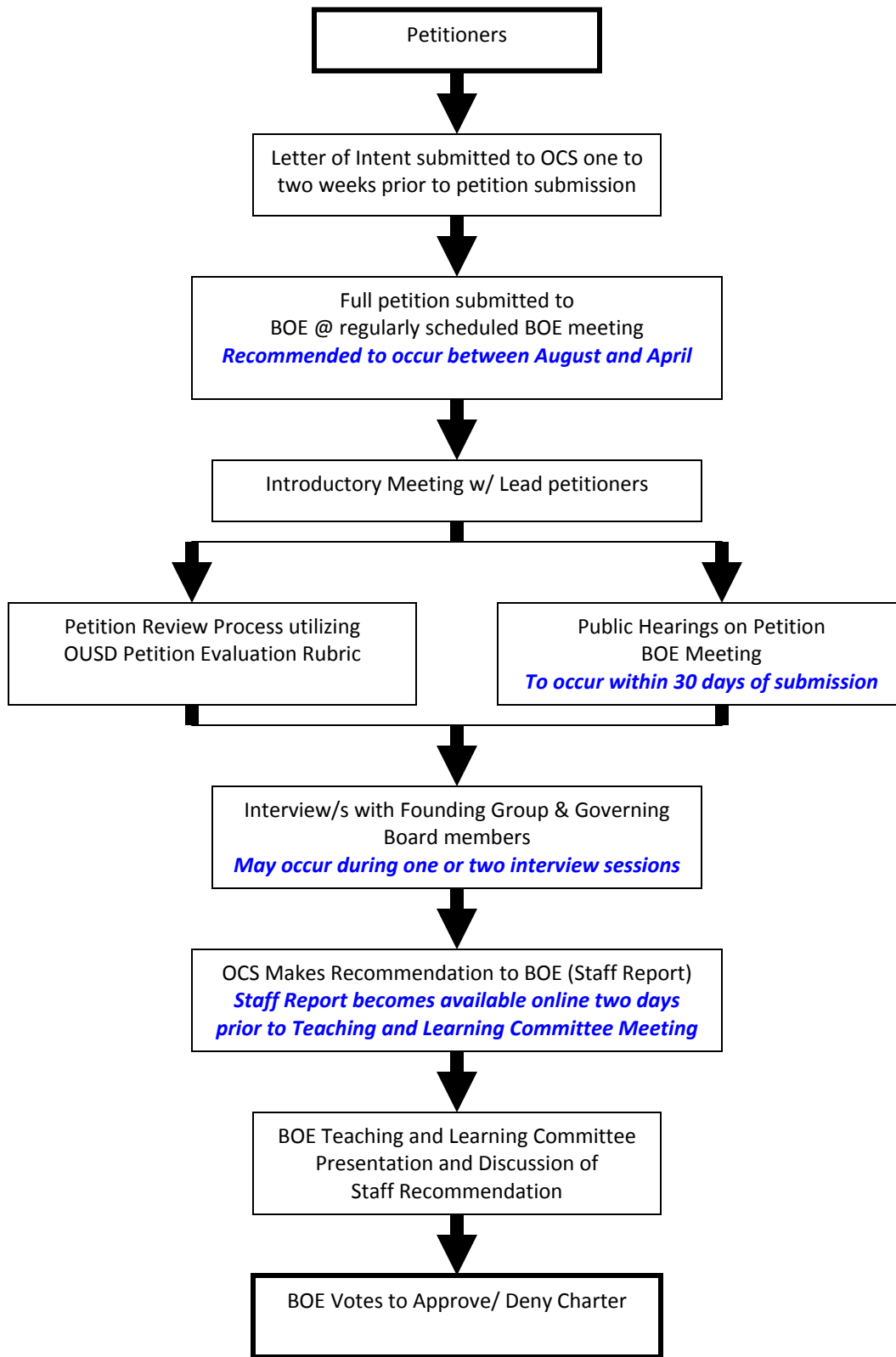


NEW CHARTER SCHOOL PETITION PROCESS TIMELINE



THE PETITION PROCESS AND REVIEW STAGES

Instructions	All submissions should be prepared double-sided on plain, 8 ½ x 11” sized paper that is suitable for reproduction. Brevity, specificity, and clarity are strongly encouraged.
Deadlines	Charter petitions may be submitted at ANY regularly scheduled board meeting. It is STRONGLY RECOMMENDED that petitions seeking to open in the subsequent academic school year be submitted prior to November 15 of the academic year prior in order to ensure sufficient time to prepare for opening following approval. Petition submissions are recommended to occur between August and April. NOTE: The OUSD Board of Education is in recess throughout the month of July.
Format	Please ensure all required areas are addressed, include attachments sparingly but as needed to ensure evidence of a reasonably comprehensive program description, avoid complex binding, and provide 10 copies of the petition submission in its entirety and one CD-RW containing soft-copies in Microsoft Word and Excel format of all materials included in the original submission. Exceptions here may include documents for which only a PDF or scanned version exists. Petition signatures must include a phone contact for verification purposes.
Forms	Letter of Intent, certification statement, statement of assurances, charter school roster of key contacts, operating budget template, signatures with phone contacts.
Where to Mail or Fax <u>Letters of Intent</u>	Office of Charter Schools 1025 Second Avenue, Room 206 Oakland, CA 94606 P: (510) 879-8349 F: (510) 879-1844
Where to submit <u>Charter Petition</u>	Regularly Scheduled Governing Board Meeting MUST BE SUBMITTED DURING PUBLIC COMMENT USING A SPEAKER CARD 1025 Second Avenue, Board Room Oakland, CA 94606
Letter of Intent (template attached)	All interested charter school petitioners are asked to notify the Office of Charter Schools of their intention to apply for a charter by completing the Letter of Intent.
Submission of Petition	Initial submission of the charter petition to the Oakland Unified School District Governing Board must occur during a regularly scheduled board meeting. This is done during the Public Comment section of the meeting. Petitioner should submit a “speaker card” and when called to the podium; simply state name, affiliation, and intent to submit charter petition for consideration. Submit petition and all required copies at that time to the Board Secretary for handling.
Acknowledgement of Receipt	Charter Petitions will be date stamped at the time of submission. A letter or email will be provided to the lead petitioner verifying receipt of a full petition with information regarding important dates associated with the petition review process

	and timeline within five to ten days.
Public Hearing	<p>As provided by the Charter Schools Act, a public hearing will be held by the Board of Education to allow the petitioners to speak on behalf of their charter petition, as well as allow for public comment on the proposed charter within 30 days of the submission of the charter petition.</p> <p>The purpose of the hearing will be for clarification by the BOE regarding the specifics of the proposed charter, as well as an opportunity for the BOE and Office of Charter Schools staff to better understand the public sentiment surrounding the proposed charter. Questions and comments generated here may likely serve as the basis for questions to be posted during the petitioner interview. Petitioners must submit all presentation documents including PowerPoint presentations intended for use at the Public Hearing, to the Board Secretary no later than 12pm on the Friday prior to the Public Hearing date.</p>
Formal Review of Petition Overview	The Formal Petition Review includes the two remaining parts of the review process. Each part is intended to allow for the application of guiding principles that we believe will assist in ensuring the recommended approval of only high quality charter petitions and subsequently high quality schools. The foundation of this process is the interest in establishing a sound educational program and petitioner capacity to successfully implement their proposed charter. (<i>Education Code §47605(b)(1)(2)</i>)
Part I: Evaluation Rubric	District staff will thoroughly read the charter petition and all supplemental materials. A review team will be convened, if necessary, with expertise focused on key areas of the petition. A rubric developed in collaboration with the <i>National Association of Charter School Authorizers (NACSA)</i> , local charter school leaders, and in accordance with the Charter Schools Act of 1992 and its applicable laws and regulations, will be applied to the charter petition. The combined analysis of this review process will contribute to the overall evaluation of the charter petition. During the review process, questions will be generated in an effort to better clarify the soundness of the educational program, as well as the capacity of the lead petitioners to successfully implement the proposed charter. These questions may be posed during the Petitioner Interview/s.
Part II: Petitioner Interview/s	<p>Petitioner interview/s will be conducted by the Office of Charter Schools. This will be scheduled within a sufficient timeframe to allow for timely submission of a staff report to the BOE within the legal limits of the Charter Law. The interview/s will be facilitated by the Coordinator of the Office of Charter Schools and will be comprised primarily of Office of Charter Schools staff and may include additional members of a review team.</p> <p>The interview/s will require the participation of the lead petitioners, all identified school administrators, and the entire governing board, if possible. All participants will be subject to questions during the interview process.</p> <p>Questions during the interview/s will specifically seek to develop a clearer</p>

	<p>understanding of the will, skill, and capacity of the lead petitioners and their governing board to effectively and successfully implement their proposed charter school. Background into the design process, qualifications of the proposed school leadership and key staff, design elements, and existing, as well as developing, structures, systems and curriculum will be inquired upon to assist in informing the petition review process.</p>
<p>Office of Charter Schools Staff Recommendation</p>	<p>The staff of the Office of Charter Schools will make a formal recommendation based on the outcome of the charter review evaluation process and the petitioner interview/s. This staff report and recommendation will be made to the BOE of the District with respect to approval or denial of the charter petition. Staff Reports become available two days prior to the Teaching and Learning Committee meeting at which the petition will be considered.</p> <p>During the BOE Teaching and Learning Committee meeting and the full BOE meeting for which the charter petition approval/denial is on the agenda, the lead petitioner and any other supporters of the charter school have the right to speak on behalf of their petition request regardless of the nature of the staff recommendation.</p> <p>An appeal of the decision by the BOE is permitted pursuant to applicable laws, should a charter petition be denied.</p>
<p>Teaching and Learning Committee Meeting</p>	<p>All staff recommendations with respect to charter petitions must first be presented and discussed during the specific Teaching and Learning Committee meeting associated with the items intended for the agenda of a subsequent General BOE Meeting.</p> <p>This committee meeting is open to the public and it is possible that BOE committee members may have questions or wish to receive comment from the petitioning group at that time.</p> <p>The committee may recommend favorably or not recommend favorably the staff recommendation for full BOE decision-making.</p>
<p>Board of Education Decision</p>	<p>The Board of Education votes to approve or deny the charter petition.</p>

CHARTER PETITION REVIEW TEAM PROCESS

