

Oakland Unified School District

Office of Charter Schools



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Oakland Unified School District

Charter Renewal Handbook

2019-20

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INTRODUCTION

This handbook is prepared by the Oakland Unified School District’s Office of Charter Schools to guide charter schools through the renewal request process during the 2019-20 school year, for a charter term that begins with the 2020-21 school year. Charter school staff should review and follow the guidance and instructions provided as they prepare to submit their charter renewal petitions. The Office of Charter Schools also holds renewal orientations with staff of charter schools requesting renewal each summer.

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CHARTER RENEWAL REQUEST TIMELINE

Process Step	Timeline
<p>Submission of Performance Report Using the template provided by the Office of Charter Schools (OCS) at the charter school’s renewal orientation, charter schools should submit their performance report prior to the renewal site visit. The performance report should also be included in the school’s charter petition, and may reflect minor edits made by the school, if necessary. The performance report should be submitted to charteroffice@ousd.org.</p>	Submit at least two weeks prior to either the scheduled renewal site visit or the submission of the charter renewal request, whichever is earlier.
<p>Submission of Requested Site Visit Documentation Charter schools should submit documentation requested in the <i>Renewal Site Visit Document Request</i> section of this handbook to charteroffice@ousd.org.</p>	Submit at least two weeks prior to either the scheduled renewal site visit or the submission of the charter renewal request, whichever is earlier.
<p>Renewal Site Visit District staff conduct a two-day site visit at the requesting school, during which staff will conduct focus groups and observe classrooms. The renewal site visit is used to corroborate and augment what is included in the charter petition.</p>	Site visits will be scheduled by Office of Charter Schools staff in collaboration with the charter school. The visit may occur prior to the submission of the charter renewal request by the school, based on scheduling needs. Submit renewal site visit schedule to charteroffice@ousd.org at least one week prior to the site visit.
<p>Submission of Charter Renewal Request The charter school submits a request for renewal of the charter to the OUSD Board of Education (Board). Submissions must be made at a regularly scheduled Board meeting during public comment. See <i>Charter Renewal Submission Requirements</i> section.</p>	Per Board Policy 0420.4, submissions should occur no sooner than 270 days and no later than 150 days prior to expiration of the charter (typically between October and January).
<p>Public Hearing The school presents to the Board and interested parties are provided an opportunity to comment on the renewal request of the charter school.</p>	Per Education Code section 47605(b), the public hearing occurs within 30 days from the date of submission of the renewal request.
<p>District Staff Report and Recommendation The Office of Charter Schools is responsible for conducting the due diligence necessary to inform the Board regarding the renewal of the charter. Based on a review of the school’s renewal petition, an analysis of its academic performance, the findings of the renewal site visit, and a review of other relevant information, OCS staff will provide a report to the Board that typically includes a recommendation to approve or deny the renewal request.</p>	The staff report is posted on Legistar for public viewing, in accordance with the Brown Act, prior to the Board decision meeting.

<p>Board of Education Decision Meeting and Vote</p> <p>The Board discusses and votes on the renewal of the charter petition. Charter school should have a representative available to answer questions surfaced by the Board's discussion. Charter school may bring additional speakers to provide public comment.</p>	<p>Per Education Code section 47605(b), the decision meeting must occur within 60 days of the submission of charter renewal request.</p> <p>Charter law allows for a mutually agreed upon 30-day extension from 60 to 90 days, allowing OUSD staff flexibility in scheduling renewal activities.</p>
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CHARTER RENEWAL FREQUENTLY ASKED QUESTIONS

Q1. What is the approval process for charter renewal?

A. See section *Charter Renewal Request Timeline* for details. The process includes:

- a. Submission of draft performance report
- b. Submission of requested site visit documentation (in advance of renewal site visit)
- c. Renewal site visit
- d. Submission of charter renewal request documents (outlined below) at a regularly scheduled Oakland Unified School District (OUSD) Board of Education Meeting
- e. Public hearing (within 30 days of charter renewal request submission)
- f. District staff report and recommendation
- g. Board of Education decision meeting and vote (within 60 days* of initial submission)

Parties may **mutually agree to an extension of up to 30 days, which may be requested by OUSD in order to complete the staff report.*

Q2. When should a charter renewal request be submitted to OUSD?

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

A charter renewal request may not be submitted prior to **270 calendar days** before the charter expiration date. In the absence of a waiver from the Board, 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.

Q3. What information should be included in the charter renewal request?

A. See section *Charter Renewal Submission Requirements* for details. In summary, the request for charter renewal should include the following:

1. A cover letter signed by the governing board president or designee authorizing the submission of the charter renewal request to the OUSD Board of Education.
2. A submission of a **fully updated** charter petition in two parts:
 - Final Copy of Renewal Petition
 - Red-Line Copy of Original Petition
3. A performance report
4. A signed Statement of Assurances
5. A PowerPoint presentation for the Public Hearing

Q4. How does a charter school submit a charter renewal request to OUSD?

A. Charter renewal requests must be filed at a regularly scheduled OUSD Board of Education meeting. The District Legislative Calendar can be found at <https://www.ousd.org/domain/62>.

At the Board meeting at which you will submit your complete charter renewal request, including one (1) hard copy in a binder and one (1) electronic copy on a flash drive, you should expect to do the following:

1. Submit a speaker card for the agenda item entitled **“Public Comment”**
2. When your name is called, you will bring your charter renewal request documents to the podium and state the following: ***“Good evening Oakland Unified School District Board of Education. My name is [Proposed Petitioner] and I am submitting a charter petition and renewal request on behalf of [Name of Charter School] for your approval.”*** (Insert actual petitioner and school name.)
3. You will then hand to the Board secretary or their assistant all required documents (1 hard copy and 1 electronic copy on flash drive).

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>.

Q5. 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 renewal request. Interested parties are provided an opportunity to comment to the Board of Education regarding their support of or opposition to the charter renewal request.

The school will be allotted 10 minutes to make its presentation. Speaker cards are not required to be submitted for the 10-minute presentation. If there are additional speakers who wish to speak who are not part of the formal presentation of the school, please note that they must submit speaker cards. **Additionally, please note that while the estimated 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 when selecting your invited presenters.

Schools that wish to present a PowerPoint presentation during the Public Hearing must provide a copy of the PowerPoint presentation to the Board Office **on the same date as the charter renewal petition submission.** The PowerPoint presentation should be included on the flash drive submitted. You should also email the PowerPoint in pptx format to Edgar.Rakestraw@ousd.org and Linda.Floyd@ousd.org, and please also copy charteroffice@ousd.org.

Q6. How is the renewing school evaluated?

A. The Office of Charter Schools conducts a renewal site visit and School Performance Analysis of the requesting charter school. District staff will conduct a two-day renewal site visit, which is used to corroborate and augment the written charter renewal request submitted by the school and the School Performance Analysis 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 school. Based on the review of the school’s charter renewal request, the findings of the renewal site visit, the School Performance Analysis, and other relevant information, a recommendation will be made to the OUSD Board of Education. The Board of Education makes the final decision.

Q7. When does the renewal site visit occur?

A. Renewal site visits will be scheduled by Office of Charter Schools staff in conjunction with the charter school. The visit may occur prior to the submission of the charter renewal request by the school based on scheduling needs. The site visit is scheduled for two consecutive days, but may require up to three days.

Q8. 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 at the meeting, 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 OUSD Board of Education discussion of the charter renewal request. Please note that this is not the venue for a presentation from the charter school, which is designed to occur at the Public Hearing.

Q9. Who makes the final decision?

A. The Office of Charter Schools will prepare a staff report and recommendation to be presented at the decision hearing. The final decision will be made by a vote of the OUSD Board of Education at the decision hearing, by the statutory deadline.

Q10. What happens if a charter renewal request is denied?

A. A charter school has two options:

1. If the school chooses not to pursue an appeal, it will cease operation on the last day of the charter term. The Office of Charter Schools will collaborate with the charter school throughout the closure process.
2. The school may choose to appeal the OUSD Board of Education decision to the Alameda County Board of Education. If the Alameda County Board of Education denies the charter renewal request, the school may choose to appeal to the State Board of Education. Note that as of July 2019, there is pending State legislation that may substantially change the appeals process.

CHARTER RENEWAL STANDARDS

The Charter Schools Act of 1992 establishes the criteria by which charter renewal applications must be evaluated. In order to recommend the approval of a charter school renewal to the OUSD Board of Education, the Office of Charter Schools must determine that the charter school has met the requirements set forth in Education Code §47607(b) and 47605(b).

For clarity in the review process, the Office of Charter Schools has developed **three renewal standards** which summarize the criteria established in Education Code. All standards must be met in order to recommend renewal. These standards, their corresponding Education Code, and the content reviewed for each standard, are outlined below.

Pursuant to the requirements of SB 1290, the District “shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to grant a charter renewal.” (Ed. Code § 47607(a)(3)(A).)

Renewal Standard I: The school is academically sound.

Renewal Standard I corresponds to Education Code §47607(b)(4)(A) which states:

The entity that granted the charter determines that the academic performance of the charter school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population that is served at the charter school.

Renewal Standard I also corresponds to Education Code §47605(b)(1), which states a renewal petition may be denied if:

The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.

Evidence considered for Renewal Standard I:

- Similar Schools Analysis
- [School Performance Analysis](#) – determined from State dashboard data and CORE growth data
- School Quality Review ratings – determined from the renewal site visit

Renewal Standard II: The school is demonstrably likely to be able to implement the proposed program.

Renewal Standard II corresponds to Education Code §47605(b)(2) which states a petition can be denied if:

The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.

Evidence considered for Renewal Standard II:

- Financial practices
- Operational health
- Governance/board health
- Compliance with regulatory elements

- School’s adherence to its past proposed Educational Program
- Pursuit of Measurable Pupil Outcomes
- Standing with families and community members – determined from renewal site visit focus groups and survey results from the school’s staff, students, and families

In cases where the school has deviated from the terms of its charter, the review analyzes the extent to which the deviation had a positive or negative impact on Renewal Standards I and II.

Renewal Standard III: The school’s plans for a future charter term are “reasonably comprehensive”.

Renewal Standard III is based on Education Code §47605(b)(4), (5) and (6). This section of Education Code established the minimum requirements of a petition. Specifically, it states a petition can be denied when:

(4) The petition does not contain an affirmation of each of the conditions described in subdivision (d).

(5) The petition does not contain reasonably comprehensive descriptions of all of [the 15 required elements]

(6) The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.

Evidence considered for Renewal Standard III:

- All District Required Language is included in the renewal petition
- Statement of Assurances is included in the renewal petition
- Each of the 15 elements required by Education Code §47605(b)(5)(A) to (P) is included in the renewal petition
- Any language required by new laws and regulations enacted since the previous charter authorization is included in the renewal petition

Staff also account for and assess any significant changes from the prior charter petition, compared to the charter renewal petition, that could have an impact on the school’s performance.

CHARTER RENEWAL SUBMISSION REQUIREMENTS

All submissions should be prepared double-sided on plain letter paper with standard margins. The documents should be written using a typical, easy-to-read font in size 11- or 12-point.

At the time of submission, provide one (1) hard copy and one (1) flash drive containing MS Word and Excel format where appropriate (e.g. budget) of the documents **AND** one (1) copy of the entire submission, exactly as filed, in PDF format with bookmarks, identical to the table of contents.

Complete submissions **must include all of the following documents:**

- A cover letter signed by the governing board president or designee authorizing the submission of the charter renewal request to the OUSD Board of Education
- Final Copy of Renewal Petition with inclusion of content required by all newly enacted laws and regulations pertaining to charter schools since the previous authorization, including any District Required Language (see section *OUSD District Required Language*)
- Red-Line Copy of Original Petition that outlines all changes made to the charter petition since its previous authorization, including any District Required Language (see section *OUSD District Required Language*)
- Charter Renewal Performance Report (see section *Charter Renewal Performance Report Guidelines*)
- Signed Statement of Assurances (see section *Statement of Assurances*)
- PowerPoint Presentation for the Public Hearing (in pptx format; presentation should be no longer than 10 minutes)

CHARTER RENEWAL PERFORMANCE REPORT

Background

According to Board Policy 0420.4 - Philosophy, Goals and Objective; Charter Schools:

...Any charter granted by the Board shall contain adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems, public governance systems, and multiple measures for evaluating the educational program...

Filings that request charter renewal must include, but not be limited to, a reporting of: fiscal accountability systems, public governance systems, multiple measures for evaluating the educational program, and student performance data.

Therefore, in keeping with this policy, the Office of Charter Schools asks that charter schools requesting renewal prepare and submit a performance report that includes reporting of key data points and information that may not be available through other sources.

Goals

- Highlight areas of emphasis for the Office of Charter Schools for the renewal process, related to Board Policy 0420.4
- Provide guidance for the Office of Charter Schools for further inquiry during the renewal site visit
- Collect information on areas that are not necessarily otherwise covered in each school's charter renewal petition

Guidelines

The performance report includes requests for descriptive responses as well as data tables. Where descriptive responses are requested, please provide comprehensive yet concise responses. If there are sections where you feel you are not in a position to respond, please elicit responses from more appropriate parties (e.g. governing board president).

A **draft** of this report needs to be submitted to the Office of Charter Schools staff (charteroffice@ousd.org) via e-mail in Word format **at least 2 weeks in advance** of either the renewal site visit or the submission of the charter renewal request at a Board meeting, whichever is earlier. **The final draft of this Performance Report needs to be submitted as an Appendix in the Renewal Charter Petition.**

Measurable Pupil Outcomes (MPOs): Please update your school's MPOs in the Info Center by the same deadline as the performance report.

PERFORMANCE REPORT – OPEN RESPONSES

1. Measuring the effectiveness of instruction

How do you measure the effectiveness of the quality of instruction?

Which are the most effective features of instruction at your school, and why?

What aspects of instruction most need improvement, and what action is being taken?

2. Diversity of student enrollment

What are the strategies and processes that you have put in place to ensure your school enrolls a diverse student population (e.g. representation of English Learners, students with disabilities, or of homeless status)?

What future plans do you have to address any disparities in representation at your school?

3. Student engagement

How do students know how they are doing?

How do students voice concerns?

Are there opportunities for students to be involved in decision-making and the governance of the school?

What is an example of a change you have made to the school based on student feedback?

4. Family engagement

What opportunities exist for family involvement at the school?

How do families know how their students are doing?

How do families voice concerns?

Are there opportunities for families to be involved in decision-making and the governance of the school?

What is an example of a change you have made to the school based on family feedback?

5. Teacher engagement

How can teachers voice concerns?

Are there opportunities for teachers to be involved in decision-making and the governance of the school?

What is an example of a change you have made to the school based on teacher feedback?

6. Performance of key student groups

How is your education program addressing the needs of the below student groups? What is working well? What most needs improvement, what future actions are planned to address this, and what are significant barriers to increasing student achievement for these groups?

- (a) English Learners
- (b) students with disabilities
- (c) students in need of remediation
- (d) advanced students performing above grade level, and
- (e) any other student groups you are paying particular attention to

7. Governance

Does the governing board interact with students, parents, and/or teachers? If so, in what ways?

Does the governing board evaluate the school leader? If so, how?

Provide an example of a recent issue or policy that the board is working on.

8. Innovation

What are 2-3 innovative practices at your school that could not be implemented in a district school setting?

PERFORMANCE REPORT – DATA REQUEST

Supplemental Financial Information (for Year 5 of current charter term)

Percent of budget to be spent on facilities	
Percent of budget to be spent on teacher salaries	
Percent of budget to be spent on other staff salaries	

Demand/Waitlist Information (only for incoming grade levels: K, 6, 9)

Waitlist data should be from around the first day of school.

Year of Current Charter Term	Date of Lottery	Grade Level	# of Applicants	# of Available Spaces	# of Students on Waitlist (as of first day of school)
<i>EXAMPLE</i>	<i>4/1/18</i>	<i>K</i>	<i>180</i>	<i>100</i>	<i>30</i>
		<i>6</i>	<i>115</i>	<i>100</i>	<i>5</i>
		<i>9</i>	<i>90</i>	<i>100</i>	<i>0</i>
Year 1		K			
		6			
		9			
Year 2		K			
		6			
		9			
Year 3		K			
		6			
		9			
Year 4		K			
		6			
		9			
Year 5		K			
		6			
		9			

Pupil Mobility

Subgroup	Number of Students					Percent of Total Enrollment				
	Year 1	Year 2	Year 3	Year 4	Year 5*	Year 1	Year 2	Year 3	Year 4	Year 5*
Students who joined the school other than at the usual time of admission										
Students who left the school other than at the usual time of leaving										

* Enter most recent data available.

Enrollment (for Year 5 of current charter term)

Student Group	Number Enrolled	Percent of Total Enrollment
Total Enrollment		
Asian		
Black or African American		
Filipino		
Hispanic or Latino		
Native American or Alaskan Native		
Native Hawaiian or Pacific Islander		
White		
Two or More Races		
Race Not Reported		
Male		
Female		
Homeless Students		
Foster Youth		
FRPM-Eligible/ Economically Disadvantaged		
English Learners		
Students with Disabilities		

** If official data for certain student groups are not yet available, please provide the most updated unofficial number.*

Enrollment Projections

For the upcoming charter term, projected enrollment for each year

	2020-21	2021-22	2022-23	2023-24	2024-25
Projected Enrollment					

Maximum enrollment of school during the upcoming charter term: _____

Expulsions

Subgroup	Year 1	Year 2	Year 3	Year 4
Schoolwide				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native American or Alaskan Native				

Native Hawaiian or Pacific Islander				
White				
Two or More Races				
Race Not Reported				
Male				
Female				
Homeless Students				
English Learners				
Students with Disabilities				

Graduation Information (High Schools only) - For Year 4 of current charter term

Cohort Graduation Rate	
Cohort Dropout Rate	

If official data is not yet available for Year 4, please provide preliminary/unofficial numbers.

Post-Graduation Plans (High Schools only, if available)

Data should be from 3-6 months after graduation for each year.

	Year 1	Year 2	Year 3	Year 4
% attending 4-year college				
% attending 2-year college				
% attending vocational/ technical training				
% joined military				
% working exclusively				

Teacher Recruitment/Retention (for each year of current charter term)

	Year 1	Year 2	Year 3	Year 4	Year 5
Total # of classroom teachers					
# of new classroom teacher hires					
# of classroom teachers retained from prior year					
# of classroom teachers that left their position prior to the end of the school year (e.g. resigned, quit, terminated)					
# of currently vacant classroom teaching positions (FTEs)					

Teacher Ethnicity (for Year 5 of current charter term)

Total # of classroom teachers	
# Asian	
# Black or African American	
# Hispanic or Latino	
# White	
# Other Ethnicity or Missing	

PERFORMANCE REPORT – FACILITIES AND MATERIAL REVISIONS

Facilities

Please respond to the following:

Does your lease extend through the end of your requested charter term? If not, please describe your plans for a facility solution.

Do you anticipate applying for Prop 39 during the course of the upcoming charter term?

Material Revisions

Please respond to the following:

As applicable: Describe any material revisions to your charter that you are requesting for this renewal period. These will be considered as part of the renewal process.

- Material revisions include, but are not limited to, the following areas: substantial changes to the educational program, mission, or vision; changes in grade levels to be served; increasing the enrollment cap; changes to lottery preferences or admission procedures; changes to the governance structure; entering into or revising a contract with a Charter Management Organization; changes in school location.
- In order to have the material revision to your charter approved:
 - State the revision(s) the school’s governing board wishes to make to the charter
 - Describe the reasons for the request(s)
 - Describe the changes in the operations of the school that will be impacted by the proposed revision(s). Indicate how student enrollment, curriculum, staffing, governance, facilities, and budget may or will be impacted in the current school year and in the subsequent school years

Office of Charter Schools staff may reach out for additional information to inform its recommendation.

RENEWAL SITE VISIT DOCUMENT REQUEST

Please provide the documentation listed below in accordance with the following guidance and timelines.

Submission Instructions/Timeline	Documentation
Documents to provide electronically at least two weeks prior to the site visit or the submission of the charter renewal request, whichever is earlier. Additional guidance will be provided by charter office staff on how to electronically submit these documents.	<ol style="list-style-type: none"> 1. Employee handbook 2. Parent/teacher/student surveys and results from most recent survey 3. Annual Professional Development schedule
Documents/Information to upload to the Info Center prior to the site visit or the submission of the charter renewal request, whichever is earlier.	<ol style="list-style-type: none"> 1. Current parent/student/family handbook 2. Current admissions policy 3. Current governing board bylaws 4. Fiscal management policies 5. Current governing board roster 6. Current copy of Certificate of Occupancy/Conditional Use Permit for all non-OUSD owned sites occupied by the school 7. Most recent Fire/Safety Inspection
Documents to provide at the start of the renewal site visit. Please provide two hard copies of each of these documents.	<ol style="list-style-type: none"> 1. Daily bell schedule 2. Master schedule, including teacher names, subject/grade levels teaching, and room numbers 3. Map of the classrooms, including teacher names, subject/grade levels teaching, and room numbers <p><i>NOTE: Please identify any classrooms that are being covered by substitute teachers during the site visit.</i></p>

RENEWAL SITE VISIT SCHEDULE

During the two-day renewal site visit, the team observes teaching and learning and conducts interviews with school leadership and focus groups with teachers, students, parents, and governing board. This provides the team with additional evidence to evaluate the school’s program and operations.

Please ensure that focus groups contain a representative group of your school’s stakeholders, featuring members with differing viewpoints and backgrounds. Please refer to the chart below for recommendations regarding the composition of the focus group.

Focus Group	Recommended Participants
Governing Board	3-5 governing board members who can answer questions regarding the school’s budgets, finance, and governance (can be conducted by phone, if necessary)
Students	Maximum of 8 students. Please ensure group is representative of the student body in terms of ethnicity, gender, and special populations. Typically, schools invite ~2 students per grade level for grades 3 and up.
Families	Maximum of 8 family members/parents. Please ensure group is representative of the student body and that a non-staff member interpreter is present if needed.
Teachers	Maximum of 8 teachers. Please ensure group is representative of grade levels and subject areas at the school.

The following includes (1) a list of components that must be included in the two-day renewal site visit and (2) a sample site visit schedule. **Please revise the schedule as necessary, making sure to include all of the listed components and email a draft of this schedule to charteroffice@ousd.org no later than one week prior to the scheduled renewal site visit.** OCS staff will review the draft and follow up if changes are necessary.

Renewal Site Visit Components (approximate time needed indicated in parentheses)

- Initial Meeting with School Leader to review schedule (15 minutes)
- School Leader Interview (may also invite School Leadership Team and CMO Home Office staff, if desired) (1 hour)
- Classroom Observations (2-3 hours)
- Teacher Focus Group (1 hour)
- Family Focus Group (1 hour)
- Student Focus Group (1 hour)
- Governing Board Focus Group (1 hour)
- Debrief with School Leader (1 hour)
- Lunch (OUSD review team will provide own lunch) (1 hour)

Two-Day Site Visit Schedule (Sample)		
Time	Day 1	Day 2
9:00-9:15	Initial Meeting with School Leader	Initial Meeting with School Leader
9:15-10:15	School Leader Interview	Family Focus Group
10:15-12:00	Classroom Visits	Classroom Visits
12:00-1:00	Teacher Focus Group*	Student Focus Group*
1:00-2:00	Lunch	Lunch
2:00-3:00	Governing Board Focus Group	Debrief with School Leader

**If lunch is being provided for teachers/students during the focus groups, please ensure it is set up prior to the designated interview time and that adequate coverage has been scheduled for teachers.*

OUSD DISTRICT REQUIRED LANGUAGE

Please follow the instructions below:

- Visit the following link to view the most current version of the OUSD District Required Language (DRL): <http://www.ousdcharters.net/charter-renewalrevision.html>
- Place the DRL for each Element at the beginning of the Element under the Element heading. Use the Element headings provided in the DRL, including the statutory language for each Element.
- As shown here, please highlight all DRL in gray to facilitate easy identification of the DRL within the petition.
- Do not add, delete, or change any provision of the DRL.
- Ensure that all other provisions in the charter petition do not contradict and are otherwise consistent with the provisions of the DRL.
- Note that Element 11 does not include DRL other than its heading.

Please note that use of the DRL does not constitute an assurance or guarantee that the Board of Education will grant the petition. The DRL is intended to constitute a minimum threshold for eligibility for submission, not a guarantee that the petition will be granted.

STATEMENT OF ASSURANCES

Please follow the instructions below:

- Visit the following link to view the most current version of the Statement of Assurances:
<http://www.ousdcharters.net/charter-renewalrevision.html>
- Include the Statement of Assurances in the charter renewal submission*.
- Do not add, delete, or change any provision of the Statement of Assurances.
- Ensure that all other provisions in the charter petition do not contradict and are otherwise consistent with the provisions included in the Statement of Assurances.

**Please note, this form or other similar form must be signed by a duly authorized representative of the petitioner group and submitted with the petition. A petition will be considered incomplete if it is not accompanied by the Statement of Assurances or does not otherwise contain these assurances.*