



**ALAMEDA COUNTY  
OFFICE OF EDUCATION**

**RESEARCH, ASSESSMENT &  
ACCOUNTABILITY PARTNERSHIPS**

# **Charter Schools Office**

## ***Material Revision Protocol***



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## OVERVIEW OF THE PROCESS FOR CONSIDERING A MATERIAL REVISION

The Alameda County Office of Education (ACOE) receives and reviews material revisions to charters authorized by the Alameda County Board of Education (County Board) on its behalf.

A material revision is considered to have been received when the charter school has submitted all of the following to the Charter School Office:

1. A cover letter addressed to the Alameda County Superintendent of Schools requesting a material revision to the charter, and a narrative that states the reason for the revision and its impact to the school (see Material Revision Guidelines for more information).
2. Attachment of any documents supporting the material change such as a lease agreement, certificate of occupancy, revised Bylaws or Articles of Incorporation, school performance or other data.
3. Evidence that the charter school's governing board has approved the submission of the material revision's request and supporting documentation (e.g., signed board resolution or meeting minutes).
4. Include a Board-approved budget and assumptions/narrative that reflect the impact of the revision (include information for each remaining year in current charter term).
5. Revised charter petition (if applicable): The description of the material revision shall be submitted as a revised charter document and shall include a reasonably comprehensive description of any new requirement of law since the charter was approved or last renewed pursuant to *Education Code Section 47607(a)(2)*. Language to be deleted shall be identified by strike-out and language that is new shall be identified by underline.

Items 1 – 5 constitute a Submission Package; receipt of all required documentation triggers the timeline for County Board action.

### Review Process

Material revisions of charters are governed by the standards and criteria in *Education Code* section 47605.

#### Notification:

ACOE notifies the petitioner in writing when the Submission Package is complete and the schedule dates of the Public Hearing, Report, and Board Action.

#### Timeline:

The petition for a material revision is governed by different timelines and procedures than a petition [Today's Fresh Start Charter School v. Inglewood Unified School Dist. (2018) 20 Cal.App.5th 276, 285 [228 Cal.Rptr.3d 857].) The timeline for public hearing and determination will be determined by ACOE staff and communicated with charter leaders.

Public Hearing: It is the petitioner's opportunity to present the background and reason for the requested material revision to the charter.

Determination Hearing: Staff reports on Finding of Facts and the County Board takes action to either approve or deny the material revision request. The petitioner may

address the County Board, and the County Board may ask questions of ACOE staff and the petitioner.

## **MATERIAL REVISION GUIDELINES**

When submitting your material revision, be sure to describe/include the following information in narrative form:

- 1) Include specific details of the change such as any change in the number of classrooms, staff, grade levels, total enrollment, specific location, start date, financial impact, etc. and identify the charter element(s) to be revised.
- 2) Supply sufficient detail and background information as to why the material revision is necessary and how it will impact charter and authorizing entity.
- 3) Estimate savings or expenses as a result of the material revision. It may also be appropriate for the charter to include the charter board's action regarding the material revision.

## **MATERIAL REVISION REVIEW**

- 4) Upon review of the material revision, ACOE staff will request additional information needed for programmatic and/or fiscal clarification(s). Charter staff is requested to respond prior to the due date listed on the letter.
- 5) ACOE staff will review the responses from charter leaders and will request additional information as needed.