

# Appendix E: Charter School Request for Renewal

**Charter Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

The items listed below are the requested documents for a charter school renewal submission to the Alameda County Office of Education. Receipt of this package initiates the timeline for the Alameda County Board of Education to take action (Ed. Code 47605, 47605.6, 47607, 47607.2). Submission of this package should include the following:

- 3 Hard Copies in a 3-ring binder
- 1 Electronic Copy (flash drive) including all of the financial documents

After the submission of the renewal package is complete, the petitioner(s) may expect the following information from the ACOE review staff:

- Date of Receipt
- Proposed date of the ACBOE Meeting for the Public Hearing
- Proposed date in which the Summary of Findings Report will be published
- Proposed date of the ACBOE Meeting for the Determination Hearing
- Proposed date for the Site Visit (Virtual Visit for the 2020-21 School Year)

The following documentation should be submitted as part of the Charter Renewal Package. Regardless of the charter school's Performance Category (High, Middle or Low), all renewals must include the following required renewal documents:

- **Cover Letter** - *include the following information:*
  - A cover letter signed by the charter school governing board president or designee authorizing the submission of the charter renewal request to the County Board and certifying that the petitioner deems the petition to be complete.
- **Narrative** - *include the following information:*
  - A description of the changes to the petition
    - sufficient detail and background information as to why the changes were made
    - how it will impact charter and authorizing entity
  - Narrative summary of new requirements of charter schools enacted into law after the charter was originally granted or last renewed that are relevant to your school.
- **Final Copy of the Revised Charter Petition** - *include the following information:*
  - A complete copy of the charter petition which has been updated to conform with any new laws enacted since the charter was last approved or modified through an approved material revision.
- **Summary of Changes to Previously Approved Charter Petition** - *include the following information:*
  - *(Highly Recommended)* A red-lined petition in a .doc format
    - Use track changes to strike out language to be deleted, and underline language to be added.
  - *(Recommended)* Running record of all changes made from original to revised petition
    - Include page numbers for original and new petition
    - Minor editing changes, formatting do not have to be included.
- **Signed Certification of Affirmations** - *include the following information:*
  - A signed certification to the Alameda County Office Board of Education setting that petitioner(s) will comply with all applicable laws.
- **Financial Documents** - *include the following information:*

- An Excel spreadsheet and Local Control Funding Formula (LCFF) calculator in electronic form showing calculations and formulas for budget and financial projections.
  - Assumptions used for all elements of the financial projections, particularly enrollment, Average Daily Attendance (ADA), revenues and expenses in detail.
  - Breakdown and documentation supporting all revenue items, especially grants and other local revenues.
  - Full-Time Equivalents (FTEs) by fiscal year in the renewal period.
  - A Multi-Year Projection (MYP) for the duration of the renewal period, in Alternative form.
  - A Cash flow projection by month at least for the first budget period of the renewal MYP and annual for the remaining period of the renewal MYP.
  - Copies of contracts and any documents evidencing leases and rental of locations for the renewal period.
  - A set of most recent financial statements including balance sheet, income statement and cash flow for the Charter.
  - Any other document or financial report that will help get a better and clear understanding of the renewal MYP and projections, including certifications, notes of fulfillment of pending audit findings, and others.
- **Additional Documents** - *include the following information:*
    - [Appendix H: Charter School Evaluation Matrix](#) - indicating the page number each item can be located on within the petition
- **Public Hearing Presentation** - *include the following information:*
    - A presentation for the initial public hearing (may be a placeholder).
    - The presentation should be no longer than 10 minutes.
    - Revisions to the slide deck may be submitted to ACOE up to 12 business days before the date of the initial public hearing.
- **Board Meeting Date Availability** - *indicate your availability below for all the Alameda County Board of Education meeting dates you can attend:*

<input type="checkbox"/> July 12, 2022	<input type="checkbox"/> February 14, 2023
<input type="checkbox"/> July 26, 2022*	<input type="checkbox"/> February 28, 2023*
<input type="checkbox"/> August 9, 2022	<input type="checkbox"/> March 14, 2023
<input type="checkbox"/> August 23, 2022*	<input type="checkbox"/> March 28, 2023*

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| <input type="checkbox"/> September 13, 2022  | <input type="checkbox"/> April 11, 2023  |
| <input type="checkbox"/> September 27, 2022* | <input type="checkbox"/> April 25, 2023* |
| <input type="checkbox"/> October 11, 2022    | <input type="checkbox"/> May 9, 2023     |
| <input type="checkbox"/> October 25, 2022*   | <input type="checkbox"/> May 23, 2023    |
| <input type="checkbox"/> November 8, 2022    | <input type="checkbox"/> June 13, 2023   |
| <input type="checkbox"/> December 13, 2022   | <input type="checkbox"/> June 27, 2023*  |
| <input type="checkbox"/> January 24, 2023    | <input type="checkbox"/> July 11, 2023   |
|  | <input type="checkbox"/> July 25, 2023*  |

*\*Reserved meeting dates held at the discretion of the board.*

## Additional Documentation Required for Middle and Low Performing Charter Schools

**Middle and Low Performing Charter Schools must address the following information:**

**Mandatory:**

- Dashboard data from when the charter was established to the present
- Current verifiable academic assessment data (i.e. CAASPP) and California School Dashboard indicators for the most recent two years prior to the end of the charter term pursuant to EC 52052.
- If the most recent Dashboard data is not available, the charter school must provide verifiable data which quantifies the local and state indicators on the dashboard.

**Highly Recommended:**

- [Appendix F: School Performance Data Tool/School Performance Data Tool – COVID-19 Version](#)
- [Appendix G: Charter Renewal Performance Report](#)

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**Charter Renewal requested by:**

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_