

ORANGE COUNTY DEPARTMENT OF EDUCATION

Costa Mesa, California

BOARD POLICY

400-12

Charter Schools

The Orange County Board of Education (Board) encourages the establishment of quality charter schools in Orange County as an integral part of the California educational system. The Board believes that charter schools provide one opportunity to implement school-level reform and to support innovations which improve student learning and enable students to become self-motivated, competent, and lifelong learners. These schools shall operate under the provisions of their charters, specific state and/or federal laws and regulations, and general oversight of the chartering authority. The Board's actions as an authorizer shall be guided by the laws, regulations, and policies applicable to petition review, monitoring and oversight, renewals, and revocation.

Please see Appendix 400-12 for additional information.

Legal Authority: Education Code sections 35160, 35160.2, 47600 *et seq.*; 5 California Code of Regulations section 11960 *et seq.*

Adopted: 4/20/05

Rev.: _____

ORANGE COUNTY DEPARTMENT OF EDUCATION

Costa Mesa, California

Appendix 400-12

Charter School Petition Review

When considering charter petitions, the County Board shall be guided by the intent of the Legislature, that quality charter schools are and should be an integral part of the California educational system. It shall be the policy of the Board to give appropriate consideration to petitions for charter schools to be operated under its jurisdiction. It is the objective of the board that all charter school petitions shall be reviewed in accordance with the letter and spirit of the law. Accordingly, the Board shall implement state and federal law and regulations fully and fairly, and protect the interests of parents, students, and the public when granting or denying charter petitions.

The provisions of this policy shall pertain to 1) charter school petitions proposing a countywide charter school(s) submitted directly to the Board, and 2) petitions denied by the Governing Board of a school district and subsequently submitted to the Board for review. In the case of petitions presented on appeal, the County Board shall follow the procedures outlined below.

Petitions for countywide charter schools shall be reviewed by the Board under the requirements of applicable law and regulations as well as any additional requirements that the Board considers necessary for the sound operation of countywide charter schools. Petitions denied by school districts, and submitted to the Board for review, shall be reviewed by the Board under the requirements of applicable law and regulations. The Board shall hold charter schools under its jurisdiction accountable for fulfilling the terms of their charters and may revoke a charter if deemed necessary.

Ad Hoc Committee on Charter Appeals/Applications

Upon receipt of a charter school appeal or countywide application, the Board may establish an Ad Hoc Committee on Charter Appeals/Applications consisting of two Board members appointed by the President of the Board. The Committee shall act as a liaison between the Board, Orange County Department of Education (OCDE) staff and charter school petitioners on all matters related to the appeal or application.

Charter School Petition Appeals

The provisions of this section pertain to petitions denied by the Governing Board of an Orange County school district and subsequently submitted to the OCBE for review. Prior to submitting a petition for review, petitioners should carefully review this Board Policy which sets forth three major elements:

Policy and Appendix

1. Documentation Required of Petitioners
2. The Review Process
3. Criteria for the Review and Approval of Charter School Petitions

Documentation Required of Petitioners

Within 180 calendar days of the denial by the local the local district, appellants shall deliver to the Office of the Orange County Superintendent of Schools fifteen (15) printed copies and one electronic copy of a petition containing the following:

1. A Table of Contents.
2. A complete unedited copy of the charter petition as denied by the District, including supporting documents considered by the District when the petition was denied.
3. Evidence of the District governing board's action to deny the petition (e.g. meeting minutes) and the governing board's written factual findings specific to the particular petition, when available, setting forth specific facts to support one or more of the grounds for denial set forth in Education Code Section 47605(b).
4. If available, the Charter School's written response to the District's findings for denial of the charter petition.
5. A description of any changes to the petition necessary to reflect the County Board of Education as the chartering entity, as applicable, consistent with Title 5, California Code of Regulations section 11967(b)(4)). This description may be provided in narrative form or through supplementary documentation, and may include, but is not limited to, the following:
 - a. A description of any changes to the petitioner's Governing Board and/or leadership which have occurred subsequent to the denial by the local district. (This includes resignations and additions.);
 - b. A description of any changes to the petitioner's enrollment projections and operational budget which have occurred subsequent to the denial by the local district and the reasons therefore. For purposes of this section, a change is "material" if it equals or exceeds one classroom
 - c. A description of any changes to the petitioner's proposed physical facilities which have occurred subsequent to the denial by the local district and the reasons therefore;
 - d. Clarifications that address deficiencies noted in the district governing board's written factual findings; and/or
 - e. Clarifications necessary to address the evaluation criteria established by this Board Policy and any implementing procedures or administrative regulations that may differ from the district governing board.

Policy and Appendix

6. A signed certification stating that petitioners will comply with all applicable law.
7. Signature pages as required by Education Code Section 47605(a).

Petitioners may, at their discretion, submit any additional information they deem necessary to enable the OCBE to give appropriate consideration to the petition. However, proposed changes in the following areas **will not be considered** by the OCBE. Accordingly, petitions should **not** include proposed changes in the following areas:

- a. The proposed educational program, as described in Education Code section 47605(b)(5)(A)(ii), including but not limited to grade configuration of the school; curriculum, instruction and assessment; framework for educational design; the basic learning environment or instructional approach or approaches.
- b. The target student population, including grade levels to be served, and specific educational interests, backgrounds, or challenges. For purposes of this section, a delay of not more than two school years in serving one or more grade levels shall not be considered a change to the target student population.
- c. The school's mission.

The Review Process

The Public Hearing

No later than 30 days after receiving a petition, the OCBE shall hold a public hearing on the provisions of the charter, at which time the Board shall consider the level of support for the petition by teachers, parents or guardians, and the school district(s) where the charter school petitioner proposes to place school facilities. During the public hearing, the Board may ask questions of petitioners or district representatives related to the proposed charter, as necessary to give appropriate consideration to the petition.

Petitioners will be permitted a maximum of 15 minutes to address the OCBE. Petitioners may, but shall not be required to, utilize technology including but not limited to PowerPoint, in addressing the Board. It is the expectation of the Board that petitioners will specifically address the written findings the local district cited in the district's denial of the petition.

Upon receipt of a request received by OCDE a minimum of five business days before the scheduled public hearing, representatives of the local school district will also be permitted a maximum of 15 minutes to comment on the petition.

Policy and Appendix

During the public hearing, the Board will also receive a maximum of 15 minutes public comments. Individual comments shall be limited to three minutes each. Upon a motion duly passed by a majority to the Board, these time limits may be extended.

Within 30 days of the public hearing, and within 60 days from receipt of the petition, the OCBE shall grant or deny the charter in a Board meeting separate from the meeting in which the public hearing was held, unless the OCBE and petitioner extend the date of approval or denial by an additional 30 days by written mutual agreement.

If the OCBE does not grant or deny the petition within the time period set forth in the previous paragraph, the petitioner may submit the petition to the State Board of Education for review.

Communications with OCDE Staff

Throughout the review process it is expected that the petitioner will remain in regular communications with designated OCDE staff members and respond to inquiries in a prompt and timely manner. Likewise, it is the expectation of the Board that OCDE staff members will respond to inquiries by petitioners in a prompt and timely manner.

Communications with the OCBE Ad Hoc Committee on Charters

Upon request, petitioner shall meet with members of the Ad Hoc committee as well as designated OCDE staff members to discuss matters relating to the petition. The meeting shall take place in the offices of the OCDE or at a mutually agreeable location.

The Timing of the Staff Report and Recommendation

The OCDE staff shall provide a report and recommendation for approval or denial to both Board members and petitioners no later than five business days before the Board is scheduled to vote to approve or deny a charter appeal.

Criteria for the Review and Approval of Charter School Petitions and Charter School Renewal Petitions by the Orange County Board of Education.

The OCBE shall review the charter school petition pursuant to California Education Code section 47605(b) and applicable regulations and apply the following criteria in voting to approve or deny a petition:

(a) For purposes of Education Code section 47605(b), a charter petition shall be “consistent with sound educational practice” if, in the OCBE's judgment, it is likely to be of educational benefit to pupils who attend. A charter school need not be designed or intended to meet the educational needs of every student who might possibly seek to enroll in order for the charter to be granted by the OCBE.

Policy and Appendix

(b) For purposes of Education Code section 47605(b)(1), a charter petition shall be “an unsound educational program” if it is any of the following:

(1) A program that involves activities that the OCBE determines would present the likelihood of physical, educational, or psychological harm to the affected pupils.

(2) A program that the OCBE determines not to be likely to be of educational benefit to the pupils who attend.

(3) If the petition is for renewal of a charter school, and either the charter school has not met the standards for renewal pursuant to Education Code section 47607(b), as applicable, or the charter school has not met the measurable pupil outcomes as described in its charter.

(c) For purposes of Education Code section 47605(b)(2), the OCBE shall take the following factors into consideration in determining whether charter petitioners are “demonstrably unlikely to successfully implement the program.”

(1) If the petitioners have a past history of involvement in charter schools or other education agencies (public or private), the history is one that the OCBE regards as unsuccessful, e.g., the petitioners have been associated with a charter school of which the charter has been revoked or a private school that has ceased operation for reasons within the petitioners' control.

(2) The petitioners are unfamiliar in the OCBE's judgment with the content of the petition or the requirements of law that would apply to the proposed charter school.

(3) The petitioners have presented an unrealistic financial and operational plan for the proposed charter school. An unrealistic financial and operational plan is one to which any or all of the following applies:

(A) In the area of administrative services, the charter or supporting documents do not adequately:

1. Describe the structure for providing administrative services, including, at a minimum, personnel transactions, accounting and payroll that reflects an understanding of school business practices and expertise to carry out the necessary administrative services, or a reasonable plan and time line to develop and assemble such practices and expertise.
2. For any contract services, describe criteria for the selection of a contractor or contractors that demonstrate necessary expertise and the procedure for selection of the contractor or contractors.

(B) In the area of financial administration, the charter or supporting documents do not adequately:

Policy and Appendix

1. Include, at a minimum, the first-year operational budget, start-up costs, and cash flow, and financial projections for the first three years.
2. Include in the operational budget reasonable estimates of all anticipated revenues and expenditures necessary to operate the school, including, but not limited to, special education, based, when possible, on historical data from schools or school districts of similar type, size, and location.
3. Include budget notes that clearly describe assumptions on revenue estimates, including, but not limited to, the basis for average daily attendance estimates and staffing levels.
4. Present a budget that in its totality appears viable and over a period of no less than two years of operations provides for the amassing of a reserve equivalent to that required by law for a school district of similar size to the proposed charter school.
5. Demonstrate an understanding of the timing of the receipt of various revenues and their relative relationship to timing of expenditures that are within reasonable parameters, based, when possible, on historical data from schools or school districts of similar type, size, and location.

(C) In the area of insurance, the charter and supporting documents do not adequately provide for the acquisition of and budgeting for general liability, workers compensations, and other necessary insurance of the type and in the amounts required for an enterprise of similar purpose and circumstance.

(D) In the area of facilities, the charter and supporting documents do not adequately:

1. Describe the types and potential location of facilities needed to operate the size and scope of educational program proposed in the charter.
2. In the event a specific facility has not been secured, provide evidence of the type and projected cost of the facilities that may be available in the location of the proposed charter school.
3. Reflect reasonable costs for the acquisition or leasing of facilities to house the charter school, taking into account the facilities the charter school may be allocated under the provisions of Education Code section 47614.

(4) The petitioners personally lack the necessary background in the following areas critical to the charter school's success, and the petitioners do not have a plan to secure the services of individuals who have the necessary background in these areas:

(A) Curriculum, instruction, and assessment.

(B) Finance and business management.

Policy and Appendix

(d) For purposes of Education Code section 47605(b)(3), a charter petition that “does not contain the number of signatures required by subdivision (a)” of Education Code section 47605 shall be a petition that did not contain the requisite number of signatures at the time of the submission of the original charter to a school district governing board pursuant to Education Code section 47605(a). The OCBE shall not disregard signatures that may be purported to have been withdrawn or to have been determined to be invalid after the petition was denied by the school district. The signature requirement set forth in Education Code section 47605(a) is not applicable to a petition for renewal.

(e) For purposes of Education Code section 47605(b)(4), a charter petition that “does not contain an affirmation of each of the conditions described in subdivision (d)” of Education Code section 47605 shall be a petition that fails to include a clear, unequivocal affirmation of each such condition, not a general statement of intention to comply. Neither the charter nor any of the supporting documents shall include any evidence that the charter will fail to comply with the conditions described in Education Code section 47605(d).

(f) For purposes of Education Code section 47605(b)(5), the OCBE shall take the following factors into consideration in determining whether a charter petition does not contain a “reasonably comprehensive” description of each of the specified elements.

(1) The description of the educational program of the school, as required by Education Code section 47605(b)(5)(A), at a minimum:

(A) Indicates the proposed charter school's target student population, including, at a minimum, grade levels, approximate numbers of pupils, and specific educational interests, backgrounds, or challenges.

(B) Specifies a clear, concise school mission statement with which all elements and programs of the school are in alignment and which conveys the petitioners' definition of an “educated person” in the 21st century, belief of how learning best occurs, and goals consistent with enabling pupils to become or remain self-motivated, competent, and lifelong learners.

(C) Includes a framework for instructional design that is aligned with the needs of the pupils that the charter school has identified as its target student population.

(D) Indicates the basic learning environment or environments (e.g., site-based matriculation, independent study, community-based education, or technology-based education).

(E) Indicates the instructional approach or approaches the charter school will utilize, including, but not limited to, the curriculum and teaching methods (or a process for developing the curriculum and teaching methods) that will enable the school's pupils to master the content standards for the four core curriculum areas adopted by the SBE

Policy and Appendix

pursuant to Education Code section 60605 and to achieve the objectives specified in the charter.

(F) Indicates how the charter school will identify and respond to the needs of pupils who are not achieving at or above expected levels.

(G) Indicates how the charter school will meet the needs of students with disabilities, English learners, students achieving substantially above or below grade level expectations, and other special student populations.

(H) Specifies the charter school's special education plan, including, but not limited to, the means by which the charter school will comply with the provisions of Education Code section 47641, the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special education pupils, and how the school intends to meet those responsibilities.

(I) Contains a reasonably comprehensive description, for the charter school, of annual goals, for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by the charter school, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals.

(2) Measurable pupil outcomes, as required by Education Code section 47605(b)(5)(B), at a minimum:

(A) Specify skills, knowledge, and attitudes that reflect the school's educational objectives and can be assessed, at a minimum, by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress. It is intended that the frequency of objective means of measuring pupil outcomes vary according to such factors as grade level, subject matter, the outcome of previous objective measurements, and information that may be collected from anecdotal sources. To be sufficiently detailed, objective means of measuring pupil outcomes must be capable of being used readily to evaluate the effectiveness of and to modify instruction for individual students and for groups of students.

(B) Include the school's Academic Performance Index or similar growth target, if applicable.

(C) Demonstrate that the pupil outcomes align with the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by the charter school.

Policy and Appendix

(3) The method by which pupil progress is to be measured, as required by Education Code section 47605(b)(5)(C), at a minimum:

(A) Utilizes a variety of assessment tools that are appropriate to the skills, knowledge, or attitudes being assessed, including, at a minimum, tools that employ objective means of assessment consistent with paragraph (2)(A) of subdivision (f) of this section.

(B) Includes the annual assessment results from the Statewide Testing and Reporting (STAR) or similar program.

(C) Outlines a plan for collecting, analyzing, and reporting data on pupil achievement to school staff and to pupils' parents and guardians, and for utilizing the data continuously to monitor and improve the charter school's educational program.

(D) Provides, to the extent practicable, the method for measuring pupil outcomes for state priorities consistent with the way information is reported on a school accountability report card.

(4) The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parental involvement in supporting the school's effort on behalf of the school's pupils, as required by Education Code section 47605(b)(5)(D), at a minimum:

(A) Includes evidence of the charter school's incorporation as a non-profit public benefit corporation, if applicable.

(B) Includes evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that:

1. The charter school will become and remain a viable enterprise.
2. There will be active and effective representation of interested parties, including, but not limited to parents (guardians).
3. The educational program will be successful.
4. The charter school and its governing body will comply with the Brown Act, the Public Records Act, the Political Reform Act, and Government Code section 1090.

(5) The qualifications to be met by individuals to be employed by the school, as required by Education Code section 47605(b)(5)(E), at a minimum:

(A) Identify general qualifications for the various categories of employees the school anticipates (e.g., administrative, instructional, instructional support, non-instructional

Policy and Appendix

support). The qualifications shall be sufficient to ensure the health, and safety of the school's faculty, staff, and pupils.

(B) Identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individuals assigned to those positions.

(C) Specify that the requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary.

(6) The procedures that the school will follow to ensure the health and safety of pupils and staff, as required by Education Code section 47605(b)(5)(F), at a minimum:

(A) Require that each employee of the school furnish the school with a criminal record summary as described in Education Code section 44237.

(B) Include the risk assessment/examination of faculty and staff for tuberculosis as described in Education Code section 49406.

(C) Require immunization of pupils as a condition of school attendance to the same extent as would apply if the pupils attended a non-charter public school.

(D) Provide for the screening of pupils' vision and hearing and the screening of pupils for scoliosis to the same extent as would be required if the pupils attended a non-charter public school.

(7) Recognizing the limitations on admissions to charter schools imposed by Education Code section 47605(d), the means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted, as required by Education Code section 47605(b)(5)(G), shall be presumed to have been met, absent specific information to the contrary.

(8) To the extent admission requirements are included in keeping with Education Code section 47605(b)(5)(H), the requirements shall be in compliance with the requirements of Education Code section 47605(d) and any other applicable provision of law.

(9) The manner in which annual, independent, financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority, as required by Education Code section 47605(b)(5)(I), at a minimum:

(A) Specify who is responsible for contracting and overseeing the independent audit.

(B) Specify that the auditor will have experience in education finance.

Policy and Appendix

(C) Outline the process of providing audit reports to the OCBE, California Department of Education, or other agency as the OCBE may direct, and specifying the time line in which audit exceptions will typically be addressed.

(D) Indicate the process that the charter school will follow to address any audit findings and/or resolve any audit exceptions.

(10) The procedures by which pupils can be suspended or expelled, as required by Education Code section 47605(b)(5)(J), at a minimum:

(A) Identify a preliminary list, subject to later revision pursuant to subparagraph (E), of the offenses for which students in the charter school must (where non-discretionary) and may (where discretionary) be suspended and, separately, the offenses for which students in the charter school must (where non-discretionary) or may (where discretionary) be expelled, providing evidence that the petitioners' reviewed the offenses for which students must or may be suspended or expelled in non-charter public schools.

(B) Identify the procedures by which pupils can be suspended or expelled.

(C) Identify the procedures by which parents, guardians, and pupils will be informed about reasons for suspension or expulsion and of their due process rights in regard to suspension or expulsion.

(D) Provide evidence that in preparing the lists of offenses specified in subparagraph (A) and the procedures specified in subparagraphs (B) and (C), the petitioners reviewed the lists of offenses and procedures that apply to students attending non-charter public schools, and provide evidence that the charter petitioners believe their proposed lists of offenses and procedures provide adequate safety for students, staff, and visitors to the school and serve the best interests the school's pupils and their parents (guardians).

(E) If not otherwise covered under subparagraphs (A), (B), (C), and (D):

1. Provide for due process for all pupils and demonstrate an understanding of the rights of pupils with disabilities in regard to suspension and expulsion.
2. Outline how detailed policies and procedures regarding suspension and expulsion will be developed and periodically reviewed, including, but not limited to, periodic review and (as necessary) modification of the lists of offenses for which students are subject to suspension or expulsion.

(11) The manner by which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security, as required by Education Code section 47605(b) (5)(K), at a minimum, specifies the positions to be covered under each system and the staff who will be responsible for ensuring that appropriate arrangements for that coverage have been made.

Policy and Appendix

(12) The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools, as required by Education Code section 47605(b)(5)(L), at a minimum, specify that the parent or guardian of each pupil enrolled in the charter school shall be informed that the pupils has no right to admission in a particular school of any local educational agency (LEA) (or program of any LEA) as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the LEA

(13) The description of the rights of any employees of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school, as required by Education Code section 47605(b)(5)(M), at a minimum, specifies that an employee of the charter school shall have the following rights:

(A) Any rights upon leaving the employment of an LEA to work in the charter school that the LEA may specify.

(B) Any rights of return to employment in an LEA after employment in the charter school as the LEA may specify.

(C) Any other rights upon leaving employment to work in the charter school and any rights to return to a previous employer after working in the charter school that the OCBE determines to be reasonable and not in conflict with any provisions of law that apply to the charter school or to the employer from which the employee comes to the charter school or to which the employee returns from the charter school.

(14) The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter, as required by Education Code section 47605(b)(5)(N), at a minimum:

(A) Include any specific provisions relating to dispute resolution that the OCBE determines necessary and appropriate in recognition of the fact that the OCBE is not a local district.

(B) Describe how the costs of the dispute resolution process, if needed, would be funded.

(C) Recognize that, because it is not a local district, the OCBE may choose to resolve a dispute directly instead of pursuing the dispute resolution process specified in the charter, provided that if the OCBE intends to resolve a dispute directly instead of pursuing the dispute resolution process specified in the charter, it must first hold a public hearing to consider arguments for and against the direct resolution of the dispute instead of pursuing the dispute resolution process specified in the charter.

Policy and Appendix

(D) Recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but not limited to, revocation of the charter in accordance with Education Code section 47604.5, the matter will be addressed at the OCBE discretion in accordance with that provision of law and any regulations pertaining thereto.

(15) The declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act. Education Code section 47605(b)(5)(O) recognizes that the OCBE is not an exclusive public school employer. Therefore, the charter school must be the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act (commencing with Government Code section 3540).

(16) The procedures to be followed by the charter school for school closure, which shall include at a minimum, each of the following:

(a) Designation of a responsible entity to conduct closure-related activities.

(b) Notification of the closure of the charter school to parents (guardians) of pupils, the authorizing entity, the county office of education (unless the county board of education is the authorization entity), the special education local plan area in which the school participates, the retirement systems in which the school's employees participate (e.g., Public Employees' Retirement System, State Teachers' Retirement System, and federal social security), and the California Department of Education, providing at least the following:

(1) The effective date of the closure;

(2) The name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure;

(3) The pupils' school districts of residence; and

(4) The manner in which parents (guardians) may obtain copies of pupil records, including specific information on completed courses and credits that meet graduation requirements.

(c) Provision of a list of pupils in each grade level and the classes they have completed, together with information on the pupils' district of residence, to the responsible entity designated in subdivision (a).

Policy and Appendix

(d) Transfer and maintenance of all pupil records, all state assessment results, and any special education records to the custody of the responsible entity designated in subdivision (a), except for records and/or assessment results that the charter may require to be transferred to a different entity.

(e) Transfer and maintenance of personnel records in accordance with applicable law.

(f) Completion of an independent final audit within six months after the closure of the school that may function as the annual audit, and that includes at least the following:

(1) An accounting of all financial assets, including cash and accounts receivable and an inventory of property, equipment, and other items of material value.

(2) An accounting of the liabilities, including accounts payable and any reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation.

(3) An assessment of the disposition of any restricted funds received by or due to the charter school.

(g) Disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed, including but not limited to, the following:

(1) The return of any grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law, as appropriate, which may include submission of final expenditure reports for entitlement grants and the filing of any required Final Expenditure Reports and Final Performance Reports.

(2) The return of any donated materials and property in accordance with any conditions established when the donation of such materials or property was accepted.

(h) Completion and filing of any annual reports required pursuant to Education Code section 47604.33.

(i) Identification of funding for the activities identified in subdivisions (a) through (h).

Policy and Appendix

(g) A “reasonably comprehensive” description, within the meaning subdivision (f) of this section and Education Code section 47605(b)(5) shall include, but not be limited to, information that:

- (1) Is substantive and is not, for example, a listing of topics with little elaboration.
- (2) For elements that have multiple aspects, addresses essentially all aspects the elements, not just selected aspects.
- (3) Is specific to the charter petition being proposed, not to charter schools or charter petitions generally.
- (4) Describes, as applicable among the different elements, how the charter school will:
 - (A) Improve pupil learning.
 - (B) Increase learning opportunities for its pupils, particularly pupils who have been identified as academically low achieving.
 - (C) Provide parents, guardians, and pupils with expanded educational opportunities.
 - (D) Hold itself accountable for measurable, performance-based pupil outcomes.
 - (E) Provide vigorous competition with other public school options available to parents, guardians, and students.

The Board shall hold charter schools under its jurisdiction accountable for fulfilling the terms of their charters and may revoke a charter if deemed necessary.

Legal Authority: Education Code sections 35160, 35160.2, 47600 *et seq.*; 5 California Code of Regulations section 11960 *et seq.*