

## Antelope Valley Union High School District

Educational Services  
44811 Sierra Highway  
Lancaster, CA 93534  
(661) 948-7655, ext. 228

### Overview of the Process for Considering a Petition to Renew a Charter Authorized by the Antelope Valley Union High School District (AVUHSD) Board of Trustees

A renewal petition, and all required documents comprising the Submission Package, shall be submitted after the California Department of Education (CDE) releases the Growth Academic Performance report for the year prior to the last year of the charter term but no later than 120 days before the term of the charter is due to expire.

The petition to renew a charter authorized by the AVUHSD Board of Trustees is considered to have been received when the petitioner has submitted all of the following:

1. The charter petition and all supporting documents, including budgets (*Education Code* (EC) 47607). The elements of the petition must comply with the applicable section of the *Education Code* pertinent to the type of charter the school is seeking to renew (e.g., EC 47605, 47605.5, or 47605.6).
2. Documentation that the charter school met at least one of the renewal criteria specified in EC 47607(b). The AVUHSD Board of Trustees shall consider the past performance of the school's academics, finances, and operation in evaluating the likelihood of future success, along with future plans of improvement, if any.
3. A reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed (*California Code of Regulations*, Title 5, section 11966.4).
4. Documentation that the charter school's governing body has approved the petition, proposed budget and submission of the renewal petition to the AVUHSD Board of Trustees.
5. Completed and signed forms: *Notice of Submission: Petition to Renew a Charter* and *Required Documents: Petition to Renew a Charter Authorized by the Governing Board of Trustees*.

**Items 1 – 5 constitute a Submission Package; receipt triggers the timeline for AVUHSD Board of Trustees action.**

*Additional Documents:* Once the petition is considered to have been received, no additional documents will be considered unless requested by AVUHSD. Additional information may be requested during the review process.

*Incomplete Submissions:* If AVUHSD determines the petitioner has not submitted all required documents, the petitioner will be given the option of withdrawing and resubmitting the petition or informing AVUHSD that it should complete the review based on documents submitted. AVUHSD shall inform the petitioner of the applicable statutory and regulatory timelines and permissible extensions of those timelines to support the petitioner in making an informed decision. AVUHSD submits requests for timeline extensions to the AVUHSD Board of Trustees for action.

### **Review Process**

AVUHSD utilizes a review protocol based on the model and standards developed by the CDE. The protocol has been modified to reflect the AVUHSD Board of Trustees as the authorizer.

In addition to determining whether the renewal petition contains a reasonably comprehensive description of the elements and all required affirmations and assurances, AVUHSD will determine whether the charter school has met at least one (1) of the criteria specified in EC 47607(b) and that the petition reflects changes to law since the charter was first authorized or last renewed. When reviewing a petition for renewal, the AVUHSD Board of Trustees will consider the past performance of the school with regard to academics, finance, and operation in evaluating the likelihood of success along with any evidence of future plans for improvement (*California Code of Regulations*, Title 5, section 11966.4).

**Antelope Valley Union High School District**  
Educational Services

**Capacity Interview**

AVUHSD may interview the charter school's governing board and leadership team to help determine if the board has the capacity to govern the school and the leadership team has the background necessary to implement the charter. Information from the interview is included in the staff report.

**Presentations to the AVUHSD Board of Trustees (Board Meeting Dates)**

The AVUHSD Board of Trustees typically considers a petition at two (2-3) separate regularly scheduled meetings:

- (1) **Public Hearing** – Held within 30 calendar days of receipt of a Submission Package. It is the petitioner's opportunity to demonstrate support for the charter and provide an overview of the school's proposed educational program including the school's mission, the educational design and how the proposed school will fulfill the legislative intent of the *Charter Schools Act (EC 47601)*.
- (2) **Staff Report on Findings of Fact and AVUHSD Board of Trustees Action** – Held within 60 calendar days of receipt of a Submission Package unless both parties agree to an extension of up to 30 days (The request for an extension must be made prior to the AVUHSD Board of Trustees taking a vote to approve or deny the charter petition). The petitioner may address the AVUHSD Board of Trustees, and the AVUHSD Board of Trustees may ask questions of AVUHSD district staff and the petitioner.

The AVUHSD Board of Trustees typically meets the first and the third Wednesday of the month. The AVUHSD Board of Trustees calendar is available at <http://www.boarddocs.com/ca/avuhsd/Board.nsf/Public>

**Notification**

AVUHSD notifies the petitioner in writing when (1) the Submission Package has been received and deemed complete; (2) the date and time of the Capacity Interview are set; and (3) the dates of the Public Hearing, Report, and Board Action are established.

Please review the documents entitled, *Notice of Submission: Petition to Renew a Charter* and *Required Documents: Petition to Renew a Charter Authorized by the Governing Board of Trustees* for further information on submitting a renewal petition.

Petitioners may contact the Educational Services' Department at (661) 948-7655 ext. 228 for additional information.

**Antelope Valley Union High School District**  
Educational Services

**Notice of Submission: Petition to Renew a Charter**

**Charter Type:** \_\_\_\_\_

*Submit form with petition documents*

*Please print or type*

**Name of Charter School:** \_\_\_\_\_

**Contact Information:**

Name of lead petitioner(s) / relationship to charter school: \_\_\_\_\_

Name of lead contact (if not petitioner): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number(s): Office: \_\_\_\_\_ Cell: \_\_\_\_\_

FAX number: \_\_\_\_\_

Email: \_\_\_\_\_

**School Information:**

Enrollment: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Grade Levels: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

Current school address: \_\_\_\_\_

City: \_\_\_\_\_ State/ZipCode: \_\_\_\_\_

*If more than one site, provide main site here: attach list of additional site address*

Will the school remain at the current site(s)? Yes/No \_\_\_\_\_

*If no, attach explanation and new address(es)*

**Notice of Submission:**

Signature of lead petitioner(s): \_\_\_\_\_

\_\_\_\_\_

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

**Antelope Valley Union High School District**  
Educational Services

**Required Documents: Petition to Renew a Charter Authorized by the Governing Board of Trustees**

**Submission Package:** Submit one (1) set of the following required documents to the Antelope Valley Union High School District (AVUHSD), Educational Services.

*Check items submitted and submit form with petition documents*

- 1. Completed and signed *Notice of Submission: Petition to Renew a Charter Form*
- 2. Completed and signed *Required Documents: Petition to Renew a Charter Authorized by the Governing Board of Trustees Form*

**Table of Contents for Sections I through IV** (identify page number for each required element)

**Section I**

- I.1 List of Affirmations and Assurances signed by petitioner
- I.2 Documentation that the Charter School is eligible for renewal under at least one of the criteria established under *EC 47607(b)*
- I.3 Charter Petition pursuant to *EC 47605 (Appeal)*, *47505.5 (County Direct)*, or *47605.6 (Countywide)* Begin each element by citing the specific *EC* section. The petition must include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed (*California Code of Regulations*, Title 5, section 11966.4).
- I.4 If the petition is for a countywide charter, include a rationale addressing *EC 47605.6(a)*<sup>1</sup>
- I.5 Resumes for petitioner(s) and members of the Board of Directors
- I.6 Evidence of the school's governing body approved submission of the petition to the AVUHSD Board of Trustees

**Section II**

- II.1 Proposed first year operational budget including start-up costs, cash-flow, and assumptions
- II.2 Financial projections for the first three years of operation
- II.3 Most recent Independent Financial Audit of 501(c)(3) (if applicable)

**Section III**

- III.1 Current Bylaws of 501(c)(3)
- III.2 Current Articles of Incorporation of 501(c)(3)

**Section IV**

- IV.1 Lease/Rental or Proposition 39 Agreement(s) or Similar Document(s)
- IV.2 Certificate(s) of Occupancy (if applicable)
- IV.3 Copy of the student/parent handbook, school safety plan, employee handbook, and any procedure the school will follow to ensure the health and safety of students and staff.
- IV.4 Copy of the student application form and enrollment form

**Antelope Valley Union High School District**  
Educational Services

**Directions:** Submit all documents simultaneously in a loose-leaf (3-ring) binder with numbered dividers inserted between sections. Continuously page number (paginate) the entire document (excluding dividers). Copies are to be single-sided. Also submit an electronic copy of items 1 – 2, Table of Contents, and Sections I – IV via CD or Flash Drive. Items 1 – 2 may be combined as one file; Table of Contents and each section shall be submitted as separate files. Section II (Budgets) shall be submitted as unlocked spreadsheets. Section III must be submitted as two (2) separate files (III.1, III.2).

Once AVUHSD verifies that all required documents have been submitted, it triggers the timeline for Public Hearing and Board Action. The AVUSD will notify the petitioner in writing. The petitioner shall have no less than five (5) working days to submit 20 collated, two-sided (back-to-back), three-hole punched, rubber banded copies of the Table of Contents and Sections I through IV.

AVUHSD reserves the right to request additional documents and information as necessary to provide the Board of Trustees with a complete understanding of the proposed charter.

AVUHSD may conduct a facilities inspection as part of the petition review process and will conduct an inspection of any new sites.

**Required Certification**

Submission of a petition and this signed document certifies that:

1. The charter school's Governing Board has taken action to approve the submitted petition and budget.
2. The charter school's Governing Board has taken action to approve submission of the petition to the Antelope Valley Union High School District Board of Trustees.
3. The charter school's Governing Board and lead petitioner(s) have read, understand, and intend to adhere to the requirements outlined in this document, the *Overview of the Process for Considering a Petition to Renew a Charter\**, and the *AVUHSD's Board Policies and Administrative Regulations* regarding Charter Schools\*\* and the Charter School Memorandum of Understanding (MOU)\*\*\*.

Printed name of charter school's Board signatory: \_\_\_\_\_

Signature of charter school's Board signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of lead petitioner(s): \_\_\_\_\_

Signature of lead petitioner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\* Please review the document, *Overview of the Process for Considering a Petition to Renew a Charter* or contact Educational Services' Department for additional information.

\*\* *Antelope Valley Union High school District's Board Policies and Regulations* are available at:  
<http://www.gamutonline.net/district/antelopevalley/Search?vlDistKey=2411&sSearchOne=charter&sdoc=1>

\*\*\*Charter School Memorandum of Understanding (MOU) Available at District Office