

## Antelope Valley Union High School District

### Educational Services

44811 Sierra Highway

Lancaster, CA 93534

(661) 948-7655

### Overview of the Process for Considering a Petition to Establish a Charter

The Antelope Valley Union High School District receives and reviews petitions on behalf of the Antelope Valley Union High School District Board of Trustees. The initial petition to establish a Charter is considered to have been received when the petitioner has submitted all of the following:

1. The petition must include a narrative statement explaining how the charter school *will serve pupils for whom the Antelope Valley Union High School District would otherwise be responsible for providing direct education and related services (Education Code (EC) 47605.5).*
2. The charter petition and all supporting documents, including budgets (*EC 47607*). The elements of the petition must follow the order presented in *EC 47605*. Include the language of the *Education Code* as the heading to each section.
3. Documentation that the charter school's governing body has approved the petition, proposed budget and submission of the charter petition to the Antelope Valley Union High School District Board of Trustees.
4. Completed and signed forms: *Notice of Submission: Petition to Establish a Charter (EC 47605.5)* and *Required Documents: Petition to Establish a Charter*.

### Petition Deadlines

Person(s) who intend to seek Board of Trustees approval of a charter are expected to notify the district of such intent no later than July 1 of the fiscal year preceding the fiscal year in which the charter school is to begin operation. (Education Code 35160; 35160.1) Consideration may be given by the Board of Trustees for special circumstances.

The deadline for submitting a charter petition to the Board shall be November 14 of the fiscal year prior to the fiscal year in which the charter school plans to begin operation. (based on 5 CCR 11969.9) Consideration may be given by the Board for special circumstances.

### **Items 1 – 4 constitute a Submission Package; receipt triggers the timeline for the Antelope Valley Union High School District Board of Trustees action.**

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

### **Verification Process**

Prior to review of a petition, The Antelope Valley Union High School District verifies:

1. The charter petition meets the statutory requirements for a petition that can be heard directly by the Antelope Valley Union High School District Board of Trustees under *EC 47605.5*.
2. The authenticity of petition signatures: (A) Teacher signatories must have been meaningfully interested in and qualified to work at the charter at the time of signature; (B) parent signatories had children who were or would be eligible to attend the charter; and (C) that signatories had the opportunity to review the petition.

3. The submission complies with statutory and regulatory requirements. If the Antelope Valley Union High School District determines the petitioner has not submitted all required documents, the petitioner will be given the option of withdrawing and resubmitting the petition or informing the Antelope Valley Union High School District that it should complete the review based on documents submitted. The Antelope Valley Union High School District 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. The Antelope Valley Union High School District submits requests for timeline extensions to the Board of Trustees for action.

### **Petition Review Process**

The Antelope Valley Union High School District utilizes a review protocol based on the model and standards developed by the California Department of Education (CDE). The protocol has been modified to reflect the Antelope Valley Union High School District Board of Trustees as the potential authorizer.

### **Capacity Interview**

The Antelope Valley Union High School District interviews 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 Antelope Valley Union High School District Board of Trustees (Board Meeting Dates)**

The Antelope Valley Union High School District Board of Trustees typically considers a petition at (2-3) separate regularly scheduled meetings:

1. Public Hearing – Held within 30 calendar days of receipt of a Submission Package for a Charter. 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 The Antelope Valley Union High School District Board of Trustees Action – Held within 60 calendar days of receipt of a Submission Package for a Charter unless both parties agree to an extension of up to 30 days. (The request for an extension must be made prior to the Antelope Valley Union High School District Board of Trustees taking a vote to approve or deny the charter petition.) The petitioner may address The Antelope Valley Union High School District Board of Trustees, and the Board of Trustees may ask questions of the Antelope Valley Union High School District staff and the petitioner.

The Antelope Valley Union High School District Board of Trustees typically meets the first and third Wednesdays of the month. The Board of Trustees calendar is available at <http://www.boarddocs.com/ca/avuhsd/Board.nsf/Public>.

### **Notification**

The Antelope Valley Union High School District 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 Establish a Charter (EC 47605.5)* and *Required Documents: Petition to Establish a Charter*.

Petitioners may contact Educational Services' Department at 661-948-7655, ext. 249 for additional information.

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

**Notice of Submission: Petition to Establish a Charter (EC 47605.5)**

*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: Street \_\_\_\_\_

City \_\_\_\_\_

State/Zip code \_\_\_\_\_

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

Mobile \_\_\_\_\_

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

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

**School Information:**

Proposed enrollment: First year: \_\_\_\_\_ Fully implemented: \_\_\_\_\_

Proposed grade levels: First year: \_\_\_\_\_ Fully implemented: \_\_\_\_\_

Proposed opening date (*if authorized*): \_\_\_\_\_

Proposed or actual school location / address: Street \_\_\_\_\_

*If more than one site, provide main site here; attach list  
of additional site addresses.* City \_\_\_\_\_

State/Zip code \_\_\_\_\_

**Notice of Submission:**

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

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

**Antelope Valley Union High School District**  
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**Required Documents: Petition to Establish a Charter (EC 47605.5)**

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

*Check items submitted and submit form with petition documents*

- 1. Completed and signed *Notice of Submission: Petition to Establish a Charter* Form
- 2. Completed and signed *Required Documents: Petition to Establish a Charter* Form

**Section I**

- I.1 Table of Contents for Sections I through V (identify page number for each required element)
- I.2 List of Affirmations and Assurances signed by petitioner
- I.3 Evidence the school's governing body approved submission of the petition to the LEA Board of Trustees
- I.4 Charter Petition pursuant to EC 47605 and 47505.5 (Direct) with each element identified by EC section
- I.5 Resumes for petitioners and members of the Board of Directors

**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 (3) years of operation
- II.3 Most recent Independent Financial Audit of 501(c)(3) (if applicable)
- II.4 Copy of the Public Charter Schools Grant Program Application and budget (if applicable)

**Section III**

- III.1 Required signatures of meaningfully interested parents (include name, mailing address, tel. number, age(s) of child(ren) or teachers (include name, mailing address, tel. number)
- III.2 Credentials for meaningfully interested teachers (if teacher signatures were submitted)

**Section IV**

- IV.1 Bylaws of 501(c)(3) (if school operated as/by a nonprofit)
- IV.2 Articles of Incorporation of 501(c)(3) (if school operated as/by a nonprofit)

**Section V**

- V.1 Lease/Rental Agreement(s) or Similar Document(s) (if site has been secured)
- V.2 Certificate of Occupancy(ies) (if site has been secured)

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

Once Antelope Valley Union High School District verifies that all required documents have been submitted, it triggers the timeline for Public Hearing and Board Action. The AVUHSD 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, spiral bound copies of all sections, including all elements and appendices.

Antelope Valley Union High School District reserves the right to request additional documents and information as necessary to provide its Board of Trustees with a complete understanding of the proposed charter.

Antelope Valley Union High School District will conduct a facilities inspection as part of the petition review process or prior to opening, if authorized.

**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) has received, read, understands, and intends to adhere to the requirements outlined in this document, the *Overview of the Process for Considering a Petition to Establish a Charter*\* and the AVUHSD’s Board of Trustees Policies and Administrative Regulations regarding Charter Schools\*\*.

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 Establish 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>*