

YUBA COUNTY BOARD OF EDUCATION

935 14th Street
Marysville CA 95901

Agenda

January 10, 2018



Marlene Rastetter

Trustee Area 1

George Smith

Trustee Area 2

Mary Hovey

Trustee Area 3

Desiree Hastey, Vice President

Trustee Area 4

Eva Teagarden, President

Trustee Area 5



Francisco Reveles, Ed.D.
Superintendent

**YUBA COUNTY BOARD OF EDUCATION
REGULAR MEETING**

Wednesday, January 10, 2018 – 4:30 P.M.
Yuba County Office of Education
935 14th Street – Oak Room
Marysville, CA 95901

AGENDA

1. CALL TO ORDER, ATTENDANCE, AND PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA

ACTION ITEM

3. CONSENT AGENDA

ACTION ITEM

3.1 Approval of Minutes of December 13, 2017 – Page 3-7

3.2 Approval of Minutes of December 26, 2017 – Page 8

3.3 Approval of Temporary County Teacher Certificates – Page 9

The above items are self-explanatory. All items on the Consent Agenda are considered a routine item or one that has been previously discussed. Any Board Member may request that an item be pulled for further discussion.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

This item is being placed on the agenda to allow any member of the public to speak on non-agenda items or to share information with the Board. Persons wishing to address the Board are requested to fill out a “Request to Speak” card before the start of the meeting and give it to the secretary, Board President, or superintendent. Individual speakers will be allowed five minutes to address the Board ~ fifteen minutes’ total time for public input on each item.

The California Government Code, Section 54595.2(a)(2) states, “No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3.”

5. SUPERINTENDENT’S REPORT

5.1 THIS ITEM PROVIDES AN OPPORTUNITY FOR THE DIRECTORS/SUPERINTENDENT/BOARD MEMBERS TO SHARE VARIOUS ITEMS OF INTEREST

INFORMATION ITEM

5.2 RECOGNITION OF ASSEMBLY MEMBER JAMES GALLAGHER FOR HIS DEDICATION AND SERVICES ON BEHALF OF YUBA COUNTY
President Teagarden

INFORMATION ITEM

5.3 QUARTERLY REPORT ON WILLIAMS UNIFORM - Page 10 COMPLAINTS
Superintendent Reveles

INFORMATION ITEM

Superintendent Reveles will share the Quarterly Report on Williams Uniform Complaints for October 1, 2017 – December 31, 2017, 2nd Quarter, pursuant to Education Code §35186.

6. EDUCATIONAL SERVICES

- 6.1 APPROVAL OF YUBA COUNTY OFFICE OF – Page 11-28
EDUCATION CHARTER OVERSIGHT MANUAL
Bobbi Abold

ACTION ITEM

- 6.2 CHILD CARE PLANNING COUNCIL UPDATE
Tonya Byers

INFORMATION ITEM

- 6.3 LOCAL CONTROL ACCOUNTABILITY
PLAN (LCAP) UPDATE
Bobbi Abold

INFORMATION ITEM

7. FISCAL SERVICES

- 7.1 REVIEW OF AUDIT REPORT FOR 2016-2017
Violette Begley

INFORMATION ITEM

The Audit Report for 2016-2017 will be distributed for review. Acceptance of the Audit Report for 2016-2017 will be placed on the agenda for the February 2018 Board Meeting.

8. OTHER ITEMS TO COME TO THE ATTENTION OF THE BOARD

INFORMATION ITEM

9. ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board Meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Superintendent's Office at 530-749-4854. Notification at least 48 hours prior to the meeting will enable the Superintendent's Office to make reasonable arrangements to ensure accessibility to the Board meeting.

All Open Session Agenda related documents are available to the public for viewing at the Yuba County Office of Education located at 935 14th Street, Marysville, CA 95901.

**YUBA COUNTY BOARD OF EDUCATION
REGULAR MEETING**

Wednesday, December 13, 2017 ~ 4:30 p.m.
935 14th Street ~ Oak Room
Marysville, CA 95901

<p>1. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE</p>	<p>A regular meeting of the Yuba County Board of Education was called to order at 4:30 p.m. at the Yuba County Office of Education, 935 14th Street, Marysville, by President Eva Teagarden.</p>
	<p>Present were Eva Teagarden, Desiree Hastey, Mary Hovey and George Smith. Absent: Marlene Rastetter</p>
<p>2. APPROVAL OF AGENDA</p>	<p>Motion made by Desiree Hastey and seconded by George Smith to approve the agenda. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Marlene Rastetter.</p>
<p>3. ANNUAL ORGANIZATIONAL MEETING OF THE YUBA COUNTY BOARD OF EDUCATION</p> <p><u>ACTION ITEM</u></p>	<p>3.1 CONFIRM TIME, DATE AND PLACE OF REGULAR MEETINGS The regular Board Meetings are held at the Yuba County Office of Education, 935 14th Street, Marysville, on the second Wednesday of each month beginning at 4:30 p.m. with the exception of the June Board Meetings which will be held June 13, 2018, and June 20, 2018 beginning at 4:30 p.m. Motion made by George Smith and seconded by Mary Hovey approving this schedule. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Marlene Rastetter.</p> <p>3.2 ELECTION OF PRESIDENT AND VICE PRESIDENT FOR THE TERM FROM DECEMBER 2017 TO NOVEMBER 2018 Motion made by Desiree Hastey and seconded by George Smith to nominate Trustee Eva Teagarden to serve as President. Nominations were closed. Upon vote, Eva Teagarden was elected President of the Yuba County Board of Education from December 2017 to November 2018. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Rastetter. Motion made by George Smith and seconded by Eva Teagarden to nominate Desiree Hastey as Vice President. Nominations were closed. Upon vote, Desiree Hastey was elected Vice President of the Yuba County Board of Education from December 2017 to November 2018. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Rastetter. President Teagarden chaired the remainder of the meeting.</p> <p>3.3 Board Committees: Descriptions and responsibilities Dr. Reveles discussed the YCOE Advisory Committees and asked the board members to consider serving on the committees. Trustee Smith volunteered to serve on the</p>

**YUBA COUNTY BOARD OF EDUCATION
REGULAR MEETING**

Wednesday, December 13, 2017 ~ 4:30 p.m.
935 14th Street ~ Oak Room
Marysville, CA 95901

	<p>Superintendent’s Salary Committee and the Budget Committee. Trustee Hastey volunteered to serve on the Superintendent’s Salary Committee and the Yuba County Children’s Wellness and Child Abuse Prevention Council. President Teagarden volunteered to serve on the SELPA Community Advisory Committee and the Yuba County Children’s Wellness and Child Abuse Prevention Council.</p>
<p>4. CONSENT AGENDA <u>ACTION ITEM</u></p>	<p>4.1 Approval of Minutes of November 8, 2017 4.2 Acceptance of Temporary County Certificates 4.3 Revised 2017-2018 Carden School Calendar Item 4.3, Revised 2017-2018 Carden School Calendar was removed from the agenda. Motion made by Desiree Hastey and seconded by Mary Hovey. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Rastetter.</p>
<p>5. PUBLIC COMMENTS ON NON-AGENDA ITEMS</p>	<p>No Public Comments were made.</p>
<p>6. REPORT</p>	<p>6.1 Dr. Reveles shared various items of interest:</p> <ul style="list-style-type: none"> • Attended South Lindhurst High School Career Day • Met with Plumas Lake Elementary School District’s Principals: <ul style="list-style-type: none"> ○ Principal Marcie Nichols, Cobblestone Elementary School ○ Principal Tiffany Steele, Rio Del Oro Elementary School ○ Principal Julie Rojo, Riverside Meadows Intermediate School • Met with Rikki Shaffer, Chamber of Commerce • Attended Marysville Joint Unified School District Board Meeting for the Williams Report • Met with Marysville City Mayor, Ricky Samayoa and Yuba County Administrator Robert Bendorf – Re: Yuba County Senior Center • Presentation to parents of Marysville Head Start • Attended Chamber of Commerce’s State of the Counties Breakfast • Attended Yuba County Senior Center Party • Attended Family Resource Centers Network Meeting • Attended the California School Board Association (CSBA)

**YUBA COUNTY BOARD OF EDUCATION
REGULAR MEETING**

Wednesday, December 13, 2017 ~ 4:30 p.m.
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	<p align="center">Conference</p> <ul style="list-style-type: none"> • Chaired the Yuba County Children’s Council Meeting • Held the St. John’s Community Lunch • Met with Yuba County Administrator Robert Bendorf • Attended the Capital Service Region (CSR) Region 2 Meeting • Delivered motivational presentations to students at Juvenile Hall, Carden and Thomas E. Mathew Schools • Attended Virginia School Christmas Event • YCOE meeting with California State Assembly, Committee on Education’s Deputy Chief Consultant Tanya Lieberman <p>Leslie Cena, Assistant Superintendent of Special Education shared information and pictures from the Virginia School Christmas event that was held on December 12, 2017. Trustee Smith shared information on COLA, retirement, and LCAP. President Teagarden suggested a thank you letter from the Board of Education to the Marysville Rotary Club for the Virginia School Christmas Event. The Board of Education will be informed of Yuba County Office of Education events so Board Members can attend.</p>
<p>7. EDUCATIONAL SERVICES</p> <p><u>INFORMATION ITEM</u></p>	<p>7.1 YUBA COUNTY OFFICE OF EDUCATION CHARTER OVERSIGHT MANUAL – FIRST READ Bobbi Abold, Assistant Superintendent of Instruction, reviewed the Yuba County Office of Education Charter Oversight Manual. The Yuba County Office of Education Charter Oversight Manual will be on the January Board Agenda as an action item for approval.</p>
<p><u>INFORMATION ITEM</u></p>	<p>7.2 LOCAL CONTROL ACCOUNTABILITY PLAN, LOCAL INDICATORS FALL DASHBOARD UPDATE Bobbi Abold reviewed the Local Control Accountability Local Indicators Fall Dashboard.</p>
<p><u>INFORMATION ITEM</u></p>	<p>7.3 PLUMAS LAKE CHILD DEVELOPMENT CENTER REPORT Bobbi Abold introduced Hope Jensen, Plumas Lake Child Development Center Director and Joscelyn Parnow, Plumas Lake Child Development Center Lead Teacher. Bobbi Abold reviewed the Plumas Lake Child Development Center report.</p>

YUBA COUNTY BOARD OF EDUCATION

REGULAR MEETING

Wednesday, December 13, 2017 ~ 4:30 p.m.

935 14th Street ~ Oak Room

Marysville, CA 95901

<p>8. FISCAL SERVICES</p> <p><u>ACTION ITEM</u></p>	<p>8.1 APPROVAL OF FIRST INTERIM REPORT FOR 2017-2018</p> <p>Violette Begley, Director of Fiscal Services, reviewed the First Interim Report for 2017-2018 with the Board. Violette Begley reported on Fund 35 County School Facilities Funds. Motion made by George Smith and seconded by Mary Hovey to approve the First Interim Report for 2017-2018. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Marlene Rastetter.</p>
<p><u>ACTION ITEM</u></p>	<p>8.2 AMEND SYSTEM FUND DESIGNATION FOR NEW CAPITAL OUTLAY FACILITIES FUND</p> <p>Violette Begley explained the amendment and referenced the adopted Resolution 2017-03, which is to authorize temporary borrowing between funds for construction project. Motion made by George Smith and seconded by Desiree Hastey to amend the system fund designation for new capital outlay facilities fund from Fund 40 to Fund 35. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Marlene Rastetter.</p>
<p><u>ACTION ITEM</u></p>	<p>8.3 REQUEST FOR ALLOWANCE OF ATTENDANCE BECAUSE OF EMERGENCY CONDITIONS (FORM J-13A)</p> <p>Violette Begley reviewed the Request for Allowance of Attendance Because of Emergency Conditions, Form J-13A, due to the Cascade Fire. Motion made by George Smith and seconded by Mary Hovey to approve the Request for Allowance of Attendance Because of Emergency Conditions, For J-13A. Motion carried with four affirmative votes: Hastey, Hovey, Smith, and Teagarden. Absent: Marlene Rastetter.</p>
<p>9. OTHER ITEMS TO COME TO THE ATTENTION OF THE BOARD</p> <p><u>ACTION ITEM</u></p>	<p>9.1 RESOLUTION NO. 17-09, EXCUSED ABSENCE FROM A BOARD MEETING</p> <p>Request to excuse Marlene Rastetter’s absence from the Regular Board Meeting on October 11, 2017. Motion made by George Smith and seconded by Mary Hovey to approve Resolution No. 17-09. Roll Call vote: Desiree Hastey, aye; Mary Hovey, aye; George Smith, aye; and Eva Teagarden, aye. Motion unanimously carried. Absent: Marlene Rastetter.</p>
<p><u>ACTION ITEM</u></p>	<p>9.2 RESOLUTION NO. 17-10, EXCUSED ABSENCE FROM A BOARD MEETING</p> <p>Request to excuse George Smith’s absence from the Regular</p>

YUBA COUNTY BOARD OF EDUCATION
REGULAR MEETING

Wednesday, December 13, 2017 ~ 4:30 p.m.
935 14th Street ~ Oak Room
Marysville, CA 95901

	Board Meeting on October 11, 2017. Motion made by Desiree Hastey and seconded by Mary Hovey to approve Resolution No. 17-10. Roll Call vote: Desiree Hastey, aye; Mary Hovey, aye; and Eva Teagarden, aye. Motion unanimously carried. George Smith abstained. Absent: Marlene Rastetter
10. ADJOURNMENT	Meeting was adjourned at 5:54 p.m.

Respectfully submitted,

Francisco Reveles, Ed.D.
Superintendent, Yuba County Office of Education

**YUBA COUNTY BOARD OF EDUCATION
SPECIAL MEETING**

Wednesday, December 26, 2017 ~ 10:00 a.m.
935 14th Street ~ Oak Room
Marysville, CA 95901

1. CALL TO ORDER, ATTENDANCE, PLEDGE OF ALLEGIANCE	A special meeting of the Yuba County Board of Education was called to order at 10:06 a.m. at the Yuba County Office of Education, 935 14 th Street, Marysville, by President Eva Teagarden.
	Present were Eva Teagarden, Mary Hovey and George Smith. Absent: Marlene Rastetter and Desiree Hastey
2. APPROVAL OF AGENDA	Motion made by George Smith and seconded by Mary Hovey to approve the agenda. Motion carried with three affirmative votes: Hovey, Smith, and Teagarden. Absent: Marlene Rastetter and Desiree Hastey.
3. PUBLIC COMMENTS	No public comments were made.
4. BOARD RESOLUTION NO. 2017-11	Board Resolution No. 2017-11 was presented to authorize Francisco Reveles, Ed.D., Yuba County Superintendent of Schools, to sign and sell the surplus property at 4979 Olivehurst Avenue, Olivehurst, CA. Motion made by George Smith and seconded by Mary Hovey to approve Board Resolution No. 2017-11. Roll Call vote: Mary Hovey, aye; George Smith, aye; and Eva Teagarden, aye. Motion unanimously carried. Absent: Marlene Rastetter and Desiree Hastey.
5. ADJOURNMENT	Meeting was adjourned at 10:13 a.m.

Respectfully submitted,

Francisco Reveles, Ed.D.
Superintendent, Yuba County Office of Education

Temporary County Certificates Issued
December 5, 2017 to January 3, 2018

<u>NAME</u>	<u>CREDENTIAL APPLIED FOR</u>	<u>PREV CRED</u>	<u>TCC EXPIR</u>
Morrison, Jennifer	Prelim Admin Services	Yes	5/31/2018

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186(d)]
 2017-2018

District: _____

Person completing this form: _____ Title: _____

Quarterly Report Submission Date:
 (check one)

- October 2017 - 1st quarter-(7/1-9/30/17)
- January 2018 - 2nd quarter (10/1-12/31/17)
- April 2018 - 3rd quarter (1/1-3/31/18)
- July 2018 - 4th quarter (4/1-6/30/18)

Date for information to be reported publicly at governing board meeting: _____

Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
CAHSEE Intensive Instruction and Services			
TOTALS			

 Print Name of District Superintendent

 Signature of District Superintendent

 Date

Yuba County Office of Education

Oversight Manual

Administrative Procedures
For
Charter School Authorizing



Francisco Reveles, Ed.D.
Superintendent of Schools

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INTRODUCTION

Charter school authorizing is a powerful strategy for making excellent public schools and educational opportunities available to all students. Done well, charter authorizing increases student achievement by expanding the supply of quality public schools to satisfy unmet needs—particularly by providing life-changing opportunities for students ill-served by the existing school system.

National Association of Charter School Authorizers,
Principles and Standards of Quality Authorizing, 2015

The administrative procedures contained herein are designed to guide the work of the Yuba County Office of Education (YCOE), Board of Education (Board) and staff, and give charter school governing boards, administrators, staff and the public a clear understanding of the authorizing practices. These practices support and promote charter schools as an integral partner in meeting the diverse educational needs and priorities of Yuba County students and families.

Transparent and consistent authorizing promotes a rigorous and respectful relationship among charter school operators, advocates and authorizers.

PETITION SUBMITTAL

The charter petition is the proposal for a charter school, and if approved by the Yuba County Board of Education, acts as an agreement between the charter school petitioners and YCOE. It provides the charter school's detailed educational plans, including mission and vision, and student achievement goals, as well as fiscal, governance and operational policies and procedures. In conducting its review of a charter petition, YCOE complies with the Charter Schools Act, codified under California Education Code §47600, et seq., which delineates requirements that charter authorizing entities are to follow in reviewing charter petitions. YCOE also considers the California State Board of Education regulations located at 5 CCR § 11967.5.1. Accordingly, the YCOE's Charter Oversight Office seeks to determine whether charter petitions are reasonably comprehensive, educationally sound and likely to be successfully implemented¹. Based on its conclusion, the review team makes a recommendation to the Yuba County Board of Education.

Prior to Petition Submission **Submitting Petition**

Prior to submitting a petition, potential petitioners should contact YCOE's Charter Oversight Office for a submission packet. The submission packet should be reviewed thoroughly as it contains a list of required documents for YCOE's recommended petition submission.

Once YCOE receives the submission packet, the Charter Oversight Administrator will be available to the petitioner to answer questions as they arrange for submission of the petition.

YCOE's Charter Oversight Administrator will provide guidance to facilitate YCOE's petition review process. However, beyond the guidance provided, the content of the petition must be created by the petitioner. The review team uses the content of the complete petition to assess the likelihood that the proposed school will provide an educationally sound program for the target population within a fiscally sound, viable organization.

Submitting an Appeal

If denied by a district within Yuba County, the petitioner may elect to appeal to the County Office of Education. Submission of the petition must be within 180 days of denial by the district (within 30 days for Non-Renewal Appeals). As with any petition submission, only

¹ Note that the basis for denial of a charter petition as specified in California Education Code § 47605(b) or 47605.6 (b) is "*unsound* educational program" or "*demonstrably unlikely* to successfully implement the program." Within this document, YCOE has used "soundness of the educational program" and "likelihood of successful implementation" as descriptors of this standard.

complete submission packets will be reviewed. The charter appeal review timeline becomes effective upon submission.

Petition Review

The purpose of this step is to conduct the required analysis to determine if the petition is reasonably comprehensive, educationally sound, and likely to be successfully implemented.

The full review is conducted by YCOE staff, which may include outside consultants. The full review consists of an examination of Elements 1-15 of the petition (described below), a fiscal review, and a capacity interview.

Petition: Required Elements

The petition is required to consist of 15 elements required by California Education Code §47605(b) (5) or 47605.6(b) (5). A successful petition contains “reasonably comprehensive descriptions” of each required element. The review team reviews and assesses whether the petition is reasonably comprehensive and educationally sound, and determines whether charter petitioners are “demonstrably unlikely to successfully implement the program.” The assessment is based on California Education Code §47605(b) or 47605.6(b).

Capacity Interview

California Education Code requires charter authorizing entities to determine whether petitioners have the capacity to successfully implement the program set forth in the charter petition [§47605 (b)(2) or 47605.6(b)(2)]. The YCOE Charter Oversight Office may conduct a capacity interview as part of the petition process for proposed charter schools.

During the interview, the review team will have the opportunity to clarify details in the charter petition and answer questions regarding YCOE’s charter petition review process.

Fiscal Review

The review team will conduct a review of the school’s fiscal plan and proposed operations. The review team assesses whether the petitioner’s assumptions used both for revenue and expenditures are reasonable and realistic. Based on this assessment, the fiscal staff will examine current funds, and the three-year budget and three-year cash flow projections to determine if the school is likely to be financially viable.

Public Hearing

Charters considered for approval will be placed on the YCOE Board of Education’s agenda. The Board will “consider the level of support for the petition by teachers employed by the district, other employees of the district, and parents,” as directed by Education Code §47605(b) or 47605.6(b).

Recommendation

The purpose of this step is to provide a recommendation to the Board based on the YCOE charter petition review team's evaluation. Based on the analysis as described above, the review team will prepare and submit a Staff Recommendation to the Board.

Board Action

The purpose of this step is for the YCOE Board of Education to make a decision regarding the charter petition and should be completed within *60 calendar days* or *90 calendar days* if the 30-day extension was mutually agreed upon (*90-120 calendar days for countywide*).

The Board will make a final decision and take action to approve or deny the charter petition. The Board may only deny a petition for a new school if they find that:

1. The charter school will provide an unsound educational program for students during the term of its charter;
2. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition;
3. The petition does not contain the number of signatures required;
4. The petition does not contain the necessary affirmations set forth in the Charter Schools Act;
5. The petition does not contain reasonably comprehensive descriptions of the fifteen required elements set forth in the Charter Schools Act; and/or
6. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school.

For a countywide charter school, the Board considers the following conditions:

1. The petition does not contain reasonable justification for why the charter school could not be established by a petition to a school district; and/or
2. Any other basis that the Board finds justifies denial of the petition

The Board of Education shall not deny a charter petition unless it makes written factual findings setting forth specific facts to support one or more of the findings above, pursuant to Education Code Section §47605(b) or 47605.6(b).

Since one of the original goals of the Charter Schools Act is to “encourage the use of different and innovative teaching methods,” YCOE will encourage and learn from innovative practices. It is the responsibility of the review team to focus on the quality of the educational program, the school’s capacity to implement it, and if chartered, the student achievement outcomes that it produces, rather than its fidelity to a traditional approach. YCOE authorizes and reviews schools with diverse missions, designs and programs. YCOE shall maintain no institutional preference with regard to curriculum or instructional model.

Roles and Responsibilities at Each Step of the Petition Review Process

Petition Review Step	Charter Petition Review Team	Charter Schools
Petition Submission	Provide petition submission instructions.	Learn about the petition review process and expectations for successful petitions.
Full Review and Public Hearing	<p>Conduct full review of petition with team.</p> <p>Conduct capacity interview, if requested.</p> <p>Hold public hearing to consider the level of support for the petition by teachers employed by the district, other employees of the district, and parents.</p>	<p>Provide petition.</p> <p>Participate in capacity interview, as requested.</p> <p>Participate in public hearing.</p>
Recommendation	Prepare recommendation and supporting documentation to Board.	Provide clarification, as necessary.
Board Action	Present recommendation to the Board.	Attend Board meeting, if desired.

Timeline

This section will outline the process to ensure that statutory deadlines are met.

YCOE accepts the submission of new petitions between August 15 – December 15 each year to accommodate the summer recess schedule, meet the statutory timelines, and to allow ample time for schools intending to open the following fall to conduct business in preparation.

In the case of petitions received after December 15, the Yuba County Board of Education reserves the right to consider approval on the basis of a one year delay in the commencement of the charter school operation.

Petitions Received on Appeal

A charter school petition that has been previously denied by the governing board of a school district must be received by the YCOE not later than 180 calendar days after the denial. Any petition received by YCOE more than 180 days after denial shall not be acted upon by the Board.

Locally Funded Charter Petitions

The same process and timelines for submitting, reviewing and approving a locally funded, “dependent,” charter apply to YCOE petitioners. The Charter Oversight Administrator will work closely with YCOE staff to ensure petition language is relevant to a locally funded charter.

OVERSIGHT

Introduction to Oversight

It is YCOE's philosophy, in accordance with the California Charter Schools Act, to evaluate charter schools using a performance-based system. YCOE's oversight process is guided by the charter's academic performance, and compliance with their petition, applicable memorandum of understanding (MOU) and state and federal law. YCOE will oversee approved charter schools by focusing on the following criteria:

1. Student Achievement and Educational Performance;
2. Governance and Organizational Management;
3. Fiscal Operations; and
4. Satisfaction of the Charter Petition, Applicable MOU, and state and federal law.

Therefore, YCOE conducts regularly scheduled visits and meetings with administration of all authorized charter schools. The purpose of these visits is to ensure each charter's compliance with their petition, applicable MOU, and state and federal law.

As part of the four categories listed above, oversight shall include a review of the school's compliance with applicable law, regulations, court orders, any applicable MOU, and the terms of its petition. Furthermore, oversight visits will also serve as opportunities for reflective assessment for both the charter school and YCOE to broaden the lens used to monitor the performance of the charter school and to systematically assess different and innovative practices implemented for possible use in district settings.

Charter school leaders and governing board members are encouraged to take a cooperative approach to these oversight processes and engage with the oversight office in monitoring the school's programs. Providing additional evidence, when appropriate, and making corrections or adjustments, when necessary, will increase the likelihood of the school's success.

Specifically, school visits and evaluations:

- Allow the charter school and the oversight office to understand if the school is successfully implementing their petition. It is YCOE's intent that this process serve to ensure the fairness and transparency in YCOE's charter oversight.
- Provides schools with regular feedback and affords them opportunity to improve operations, thereby increasing the opportunities for student success.

While Education Code §47604.32 requires a school site visit during each year of the charter term, YCOE retains the right to visit charters at least once each semester. The length and depth of any charter visit shall be determined by YCOE.

Components of Oversight

This section describes the components that comprise the YCOE's monitoring of a school over the charter term.

Current Year Self-Assessment

Charter schools in the first, second, third, or fourth years of their charter shall complete and submit a brief self- assessment to YCOE not less than one month prior to the date of the second semester visit. Charter schools in the fifth or last year of their charter term may submit a Renewal Petition in lieu of the self- assessment.

The self-assessment is intended to 1) promote directly relevant, respectful and rigorous conversations during the site visit and enable the school to take an active role in preparing for and contributing to the effectiveness of the site visit; and 2) provide a process through which the charter school can actively reflect on its progress. In preparing the self-assessment, the school should include 1) a description of how the charter is implementing the educational program described in its petition; and 2) a brief description of how YCOE may provide more effective oversight of the charter.

LCAP Review

Pursuant to Education Code Section §47606.5, on or before July 1 each year, approved charters are required to update the goals and annual actions to achieve those goals identified in the charter petition.

The Charter Oversight Office will review the charter school's LCAP to ensure compliance with the of the California Education Code The local control and accountability plan and annual update to the local control and accountability plan shall be developed using the adopted template, and will include the following:

- A review of the progress toward the goals included in the charter, an assessment of the effectiveness of the specific actions described in the petition toward achieving the goals, and a description of changes to the specific actions the charter school will make as a result of the review and assessment.
- A listing and description of the expenditures for the fiscal year implementing the specific actions included in the charter as a result of the reviews and assessment required by the previous bullet.

- To the extent practicable, data will be reported in a manner consistent with how information is reported on a school accountability report card.
- The charter school shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan.

Document Review

Throughout the year, YCOE may ask the charter to submit documentation regarding current programs and practices. Additional documents may also be requested at the time of the site visit if questions, concerns, and/or inconsistencies arise.

School Site Visit

YCOE will schedule and lead site visits. Additional team members will be asked to participate in school site visits based upon the unique elements of the school and the focus of the visit. During the school site visit, the oversight team will investigate key areas of inquiry that are aligned with implementation of the petition.

The school site visit may include a tour of the school facility, classroom observations and interviews with, but not limited to, charter school administrators, teachers, parents, students, and members of the governing board. YCOE will work closely with the charter to create a visit schedule that takes into account the charter school's unique organization and daily schedule.

Fiscal Oversight

YCOE will monitor the charter school's fiscal operations in accordance with the Charter Schools Act, and applicable school accounting principles.

RENEWAL

Introduction to Renewal

These administrative procedures will guide YCOE and any approved charter schools through the renewal process.

Criteria for Renewal

In making the renewal recommendation decision (approval or denial), YCOE will evaluate the charter school according to the California Education Code and implementing regulations, focusing on the following:

1. Student Achievement and Educational Performance;
2. Governance and Organizational Management;
3. Fiscal Operations; and
4. Fulfillment of the Charter

Specifically, YCOE will review the petition to determine whether, pursuant to California Education Code § 47605:

1. The charter school presents an unsound educational program for the pupils to be enrolled in the charter school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in subdivision (d).
4. The petition does not contain reasonably comprehensive descriptions each of the 15 elements (Not applicable to renewal petitions).
5. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school.

YCOE also considers the California State Board of Education regulations located at 5 CCR § 11967.5.1.

Yuba County Board of Education Timeline

At least 120 days prior to the expiration of the current charter term

Charter petitioner submits their renewal petition along with any additional information or documents requested by YCOE. Pursuant to statute, the 60 day timeline for Board decision begins the day the petition is formally submitted and marked as received by YCOE.

At least 90 days prior to the expiration of the current term and within 30 days of submission

YCOE shall conduct a comprehensive review of the renewal petition. A public hearing will be scheduled to public support for the charter renewal.

At least 60 days prior to the expiration of the current term and within 60 days of submission

The Board will meet to approve or deny the renewal petition. Approval or denial actions must be completed at least 60 days prior to the expiration date of the current charter term.

YCOE and the charter may agree to extend the timelines.

The Renewal Application and Review Process

Student Achievement and Educational Performance

YCOE shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to grant a charter renewal. A charter school approaching the end of its charter term must provide evidence of the charter's academic achievement during the course of its first term. YCOE will compare this evidence to the relevant California Education Code to determine if satisfactory academic performance has been achieved.

Sound Educational Program and Capacity to Implement

As part of their review, YCOE will evaluate the renewal petition's educational program and the likelihood the petitioners are to successfully implement the program.

A renewal request allows YCOE to consider the charter's performance, including student achievement data as well as academic, governance and fiscal records. Thus a charter's performance will be considered to determine whether or not the renewal petition offers a sound educational program and demonstrates a capacity for implementation. Consistent oversight records will assist with documenting progress and developmental needs year-to-year over the life of the charter.

As part of its analysis of a charter school's record of performance over the term of the charter, the review team will assess the renewal application and oversight reports documenting the extent to which charter school governing board members and staff have, for example, successfully implemented the terms of their charter, addressed deficiencies, and demonstrated capacity to continue to do so in the future based on

evidence of past performance. This includes a review of the school's performance in the areas of academic achievement, governance, organizational management, finance, and the attainment of applicable benchmarks, as well as a review of the statutory criteria for renewal.

Reasonably Comprehensive Renewal Petition

In contrast to the two previous criteria which assessed the school's past accomplishments, this criterion is focused on the school's future. It requires the school to describe its plans for academic program, structure, and operations of the term of a future renewal charter, should a renewal petition be granted.

Education Code § 47607 requires the Renewal Petition to contain the same 15 elements as the initial petition and to be assessed according to the same "reasonably comprehensive" standard. As such, it is reviewed and evaluated according to the processes, criteria and timelines as a petition for a new charter. Yuba County Board of Education policy requires charter schools applying for renewal to submit their request for Renewal at least 120 days prior to the expiration of the existing charter.

In determining what constitutes a reasonably comprehensive description, the renewal review team is guided by the California State Board of Education's Code of Regulations §11967.5.1 *Criteria for the Review and Approval of Charter School Petitions by the State Board of Education*.

Differences Between Initial and Renewal Petition

The Renewal Petition is very similar to the initial charter petition, but with a few important differences. The Renewal Petition asks the charter schools to document the extent to which the charter school has improved student academic achievement, and present any proposed revisions to update its academic program, governance structure, and fiscal operations for the term of a future renewal charter, should one be granted. While the school previously developed a charter petition containing reasonably comprehensive descriptions of each of the 15 elements, time has passed since its original submission. During the charter term, multiple changes may have taken place, including additions and revisions of applicable laws and/or revisions of the YCOE policy.

Renewal Recommendation and Action by the Board of Education

YCOE will make a Staff Recommendation regarding a charter renewal to the Board. Within the guidelines delineated in Education Code §47605, and these procedures, the Board will make a final decision regarding charter renewal. The Board may only deny a renewal petition according to Education Code §47605 if the Board of Education finds that:

1. The charter school will provide an unsound educational program for students during the term of its charter;

2. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition;
3. The petition does not contain the necessary affirmations set forth in the Charter Schools Act; or
4. The petition does not contain reasonably comprehensive descriptions of the fifteen required elements set forth in the Charter Schools Act.
5. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code.

In the event a renewal is denied, the Charter Oversight Administrator will ensure all necessary documentation (including Findings of Fact and Confirmation of Denial) is delivered as required.

Roles and Responsibilities at Each Stage of the Renewal Process

Renewal Stage	Charter Oversight Office	Charter School
Minimum Standard for Renewal	Determine if the school is eligible for renewal according to the Charter Schools Act (Education Code 47607).	
Sound Educational Program & Capacity to Implement	Review the school's overall performance according to the measures in the most recently approved charter petition. Review previous oversight records (record of year-to-year oversight).	Respond to requests for data necessary for the Charter Oversight Office.
Renewal Petition	Review renewal petition.	Submit renewal petition. Respond to questions or concerns from YCOE. Participate in the Renewal Site Visit, if requested.
Renewal Recommendation	Consider the renewal petition's satisfaction of the	

	Charter Schools Act requirements.	
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MATERIAL REVISIONS

Introduction

During the term of its charter, a charter school may determine that it is necessary or desirable to seek an amendment of its approved petition. The Board must approve any proposed change to a petition before the change can be implemented. While some proposed changes to a charter may be deemed non-material and, therefore, can be accomplished in coordination with YCOE, any amendment that would constitute a “material revision” of the petition must be approved by the governing board of the charter school and the Board in accordance with California Education Code §47607(a)(1). Material revisions are governed by the same standards and criteria that apply to new petitions. The following guide serves to provide charter school governing boards, administrators, staff and the public a clear understanding of the process for submitting and reviewing applications for material revisions of charters.

Prior to Submission of the Application for Material Revision

The charter and YCOE should cooperate in the event either party determines a material revision is necessary. YCOE will work with the charter to determine whether the proposed amendment amounts to a “material revision” that requires Board approval.

Amendments that constitute “material revisions” include, but are not necessarily limited to, any change that would significantly alter a charter's mission, vision, educational philosophy, educational program, governance, or organizational structure. These changes may include but are not limited to:

- The addition or reduction of grades served;
- Enrollment increases above the enrollment capacity in the charter; and/or
- Change of, or addition to, facilities.

Recommendation and Board Action

YCOE will review the proposed revision in accordance with the Charter Schools Act and make a recommendation to the Board.

If YCOE determines that it will recommend denial of the requested material revision(s), it will notify the charter promptly. At that time, the school may choose to withdraw the request or indicate its intent to proceed to Board action notwithstanding YCOE's recommendation.

Based on the recommendation of the Charter Oversight Office and the guidelines delineated in Education Code § 47605, the Board will make a final decision to approve or deny the request for material revision. The Board may deny a request for material revision only if it finds that:

1. The charter school will provide an unsound educational program for students during the term of its charter; as amended.
2. The charter school is demonstrably unlikely to successfully implement the program set forth in the petition; as amended.
3. The petition does not contain the necessary affirmations set forth in the Charter Schools Act; as amended.
4. The petition does not contain reasonably comprehensive descriptions of the fifteen required elements set forth in the Charter Schools Act; as amended.
5. The petition does not contain a declaration of whether or not the charter school shall be deemed the exclusive public employer of the employees of the charter school for purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code; as amended.

Should the charter school's request for material revision of its charter be denied, the charter will continue to operate under the terms of its current approved charter.

Material revisions shall take effect immediately upon Board approval, unless a different effective date expressly applies, such as the beginning of the next school year.