



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

CHARTER SCHOOL SUPPORT

Non-Renewal Appeal Application

San Mateo County Office of Education

San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA • 94065-1064

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If a school district denies a charter petition, the petitioner may elect to submit the charter petition to the San Mateo Board of Education (SMBOE) within 30 days of a denial by the school district (Ed. Code 47605(k)). Charter petition appeals submitted to San Mateo County Office of Education (SMCOE) must follow the timelines set forth in Ed. Code 47605(b).

The submission of the proposed charter petition to the County Office of Education begins the process for review. No later than 60 days after receiving the petition, a public hearing will be held, at which time the SMBOE will consider the level of support for the petition by the charter school leadership, charter school community, the school district(s) where the charter school petitioner proposed to place the school facilities, and any member from the public.

Within 90 days of receiving the petition, the SMBOE will hold a determination. However, this date may be extended by an additional 30 days if both parties agree to the extension in writing. At the determination, the SMBOE will either grant or deny the charter. The Summary of Findings by the SMBOE shall be published 15 days before the determination.

APPEAL PETITION: 90 Day Timeline



APPEAL PETITION: 30 Day Extension (120 Day Timeline)



Checklist

- Contact SMCOE Charter School Services to establish a digital upload link for petition submission.
- Format of documents
 - PDF format
 - Please submit a copy of all financial documents in Excel format
- Completed Charter Non-Renewal Petition Appeal Application
 - Organizational/Governance Chart
 - Facilities Supplemental Documents (if applicable)
 - Articles of Incorporation
 - Board Bylaws
- A copy of the Charter Petition Review Matrix with page numbers included to indicate where the information is located within the petition.
- Evidence of the denial action and the written factual findings adopted by the governing board of the school district
 - Board meeting minutes
 - Resolution
 - Written factual findings
- All required supplemental materials and documents as requested by the SMCOE.

Charter Petition Non-Renewal Appeal Application

School General Information

School Name:	
Lead Petitioner (name, position):	
Lead Petitioner Address:	
Lead Petitioner Email:	
Lead Petitioner Phone:	
Current Charter Term:	
Current Authorized Grade Levels:	
Current Grade Levels Actually Served:	
Proposed Renewal Charter Term:	

District Denial Information

District Denying Renewal:	
Date Renewal Submitted to District:	
District Public Hearing #1 Date:	
District Public Hearing #2/Action Date:	

School Leadership

Executive Leadership

Position	Name	Years in Position

Are any individuals in executive leadership positions currently, or previously, affiliated with another charter school? If so, please list the individual, school and affiliation.

Name of Employee	Previous School	Affiliation / Position Held

Board Members

Position	Name	Board Term

Are any individuals on the governing board of the charter school currently, or previously, affiliated with another charter school? If so, please list the individual, school, affiliation, and time period.

Board Member Name	Affiliated School	Affiliation / Position Held	Time Period

Board agendas and minutes are publicly available at:

[enter website]

Charter School Performance Category

Please select the performance category for the charter school, as indicated on the California Department of Education's (CDE) [Charter School Performance Category Data File](#).

High Performing Middle Performing* Low Performing*

*If Middle or Low Performing, please indicate what verified data, if any, the charter school has provided to measure student performance.

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Related Parties/Entities

Please list each related party and/or entity to the charter school

Name of Related Party/Entity	Corporation Status and State (Ex. CA/501(C)(3))	Describe Relationship

Governance Structure/Organizational Structure

Please provide an organizational chart that illustrates how the charter school is governed and operated, including but not limited to:

- Sole Statutory Member (if applicable)
- Governing Board
- Executive Leadership
- Charter School staff/employees
- Related Parties (if applicable)

Facilities

Please complete the table below with the charter school's current location(s). Please do not include any locations proposed as a material revision under this section. **The SMCOE will not consider or act on any material revisions including in a renewal petition on appeal. A material revision can only be considered by the governing board of the authorizing agency and are not subject to appeal (EC § 47607).**

Location	Grade Levels Served	Current Location Capacity	Current Location Enrollment

Are any facilities located outside the geographic boundaries of the school district in which you are authorized to operate?

YES

NO

If Yes, please attach from the school district in which you are operating, the written authorization for the charter school to continue to operate within their boundaries (Education Code Section 47605(a)(5)(A)).

Special Education – SELPA Information

	Yes	No
Has the Charter School applied for, or been approved as an LEA member of a SELPA?		

If yes, please provide the following:

LEA #	
Name of SELPA	
SELPA Contact Information (including name, phone and email)	

If no, please provide the following:

Explain the intent for special education compliance as a charter school in the charter petition.	Petition Page:	
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Proposed Material Revisions

If the charter school has included any material revisions with the submission of renewal, please identify the proposed material revisions below. **Please note: The SMCOE will not consider or act on any material revisions including in a renewal petition on appeal. A material revision can only be considered by the governing board of the authorizing agency and are not subject to appeal (EC § 47607).**

Proposed Material Revision	Description of Material Revision

Students Served

Use the California Department of Education Data Quest data for the tables below. Please complete the tables below:

Student Enrollment by Grade

Grade Level	Year 1	Year 2	Year 3	Year 4	Year 5
Grade K					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
TOTAL Enrollment:					

Student Demographics

	Year 1	Year 2	Year 3	Year 4	Year 5
African American	%	%	%	%	%
American Indian/Alaska Native	%	%	%	%	%
Asian	%	%	%	%	%
Filipino	%	%	%	%	%
Hispanic/Latino	%	%	%	%	%
Pacific Islander	%	%	%	%	%
White	%	%	%	%	%
Two or More Races	%	%	%	%	%
Not Reported	%	%	%	%	%

Student Subgroups

	Year 1	Year 2	Year 3	Year 4	Year 5
English Learners	%	%	%	%	%
Foster Youth	%	%	%	%	%
Homeless Youth	%	%	%	%	%
Migrant Education	%	%	%	%	%
Students with Disabilities	%	%	%	%	%
Socioeconomically Disadvantaged	%	%	%	%	%

I certify that the information provided above is truthful and accurate to my knowledge.

Signature of Charter School

Date

Printed Name, Title

Contact Email and Phone