

ACTON - AGUA DULCE UNIFIED SCHOOL DISTRICT

Name of Charter

Contact Information:

Home Address:

Email:

Phone Number:

School Phone Number:

Fax Number:

Date Petition Received:

_____ Initial Charter Petition

Board Hearing Date:

_____ Annual Performance Audit

Hearing on Admissions Preferences Date (may be same):

_____ Charter Renewal

Date of Board Decision: _____ YES NO

30 Day Extension Yes No Deadline Date:

Comments/ Concerns/ Special Instructions:

Biggest areas of concern:

Grounds for Denial One - UNSOUND EDUCATIONAL PROGRAM (Education Code 47605(b)(1))			
	NO	YES	
Does the educational program present a likelihood of physical, educational, or psychological harm?			
Is the educational program unlikely to be of educational benefit to the pupils who attend the charter school?			
Comments:			
Grounds for Denial Two - DEMONSTRABLY UNLIKELY TO SUCCESSFULLY IMPLEMENT THE PROGRAM (Education Code 47605(b)(2))			
	NO	YES	
Do petitioners have a past history of involvement with unsuccessful charter schools (revoked, closed due to finances)?			
Are petitioners unfamiliar with the contents of the Petition and the legal requirements applicable to charter schools?			
Does the Petition include an unrealistical financial and operational plan? (Detailed review in "Supplemental Information")			
Comments:			
Grounds for Denial Three - FAILURE TO INCLUDE REQUIRED SIGNATURES (Education Code 47605(a), (b)(3))			
Not Applicable to Renewal Petitions			
Signatures, Page(s) _____	YES	NO	N/A
If Converting an Existing Public School, does the Petition include signatures of 50% of the permanent status teachers of the school to be converted?			
If Petition will Not Convert an Existing Public School, does the petition include signatures of either:			
50% of parents of students expected to attend the charter school during its 1st year of operation, OR			
50% of the number of teachers expected to teach at the charter school during its 1st year of operation			
Statement of meaningful interest on signature page(s)?			
Was Petition attached to or available to people who signed?			
Comments:			
Grounds for Denial Four - REQUIRED AFFIRMATIONS (Education Code 47605(b)(4), (d))			
Affirmations, Page(s) _____	YES	NO	

Statement that school will be non-sectarian in its programs, admission policies, employment practices, and all other operations, will not charge tuition, and will not discriminate against any pupil on the basis of ethnicity, national origin, gender or disability.					
Grounds for Denial Five - FAILURE TO INCLUDE REASONABLY COMPREHENSIVE DESCRIPTIONS of FIFTEEN ELEMENTS (Educational Code 47605(b)(5))					
				NO	YES
Does the Petition <u>fail</u> to include reasonably comprehensive descriptions of the fifteen elements contained in Education Code 47605(b)(5)(A) - (O)? <i>** (All fifteen elements are reviewed individually, below.)**</i>					
REASONABLY COMPREHENSIVE DESCRIPTION - EDUCATIONAL PROGRAM (Educational Code 47605(b)(5)(A))					
a. Targeted School Populations - Page(s) _____			Strong	Sufficient	Insufficient
Age, grade levels and number of students					
Type of desired student populations					
Comments:					
b. Attendance - Page(s) _____			Strong	Sufficient	Insufficient
School year and school day					
Attendance requirements					
Comments:					
REASONABLY COMPREHENSIVE DESCRIPTION - EDUCATIONAL PROGRAM (Educational Code 47605(b)(5)(A)) (Cont'd.)					
c. Description of How Learning Best Occurs - Page(s) _____			Strong	Sufficient	Insufficient
Description of learning setting (e.g. traditional, home based, distance learning, etc.)					
Description of how curriculum aligns to student performance standards					
Subject areas with scope and sequence of skills to be taught					
Proposed teaching methodologies, clear rationale with intended population					
Instructional design or strategies based on successful practice or research					
Proposed program strongly aligned to school's mission					

Comments:				
d. Describe How the School Will Address the Needs of All Students Page(s)_____	Strong	Sufficient	Insufficient	N/A
Outline a plan or strategy to support students not meeting pupil outcomes				
English Language Learner				
Gifted Students/ Proficient Students				
Below grade level and other at risk students				
Special education Students				
Describe how monitoring student groups' progress will inform the implementation of the school's instructional program.				
Comments:				
e. Transferability of Courses (High School) - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Clear description of transferability of courses to other high schools and eligibility				
Comments:				
f. What It Means to be an Educated Person in the 21st Century - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Objective of enabling pupils to become self-motivated, competent, life-long learners.				
Clear list of academic skills and qualities important for an educated person				
Clear list of non-academic skills and qualities important for an educated person				
Provide assurance that, to the extent independent study is provided, the school will comply with state laws relating to independent study as set forth in Education Code 47612.5.				
REASONABLY COMPREHENSIVE DESCRIPTION - MEASUREABLE STUDENT OUTCOMES (Educational Code 47605(b)(5)(B))				
Measurable Student Outcomes Exit Outcomes/Graduation Standards - Page(s) _____	Strong	Sufficient	Insufficient	N/A
Pupil outcomes are measurable, i.e. specific assessments listed for exit outcomes				
Pupil outcomes will address state content/ performance standards in core areas				
Exit outcomes include acquisition of academic and non-academic skills				
Concise list of exit outcomes encompass specific skills, not too vague				
Affirm that "benchmark" skills and specific classroom-level skills will be developed				

Affirmation/description that exit outcomes will align to mission, curriculum and assessments				
Affirmation that college-bound students wishing to attend California colleges or universities have the opportunity to take courses that meet the "A-G" requirements				
Lists school-wide student performance goals students will make over a given period of time, projected attendance, dropout, or graduation rate goals, etc.				
Acknowledge that exit outcomes and performance goals may need to be modified over time				
If high school, graduation requirements defined				
If high school, WASC accreditation standards addressed				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - METHOD TO MEASURE PROGRESS (Educational Code 47605(b)(5)(C))				
The Method by Which Pupil Progress Will Be Measured - Page(s) _____	Strong	Sufficient	Insufficient	N/A
At least one assessment method or tool listed for each of the exit outcomes				
Assessments include multiple, valid and reliable measures using traditional and/or alternative tools				
Assessment tools include all required state assessments				
Chosen assessments are appropriate for standards and skills they seek to measure				
Affirmation/description of how assessments align to mission, exit outcomes and curriculum				
Describes minimal required performance level necessary to attain each standard				
Outline plan collecting, analyzing and reporting student/school performance data				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - GOVERNANCE (Educational Code 47605(b)(5)(D))				
Governance Structure of School -Page(s) _____	Strong	Sufficient	Insufficient	N/A
Describes role of parents have in the governance of the school - solicit input from parents				
Describes key features of governing structure (usually a board of directors) such as:				
Size/ Composition of board:				
Board committees or advisory councils				

Board's scope of authority/responsibility				
Method for selecting initial board members				
Board election/appointment and turnover				
Affirms future development of, or has proposed bylaws, policies or similar documents				
Initial governing board members identified by name or the process to select them				
Clear description of school's legal status and determination of whether a board member from the charter granting agency is on the board for the charter				
Outlines legal or operational relationship between school and granting agency				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - EMPLOYEE QUALIFICATIONS (Educational Code 47605(b)(5)(E))				
Qualifications to be Met by Individuals to be Employed by the School - Page(s) _____	Strong	Sufficient	Insufficient	N/A
Identifies key staff positions within the school				
Defines "core, college preparatory teachers/afirms they will hold appropriate credentials (Commission on Teaching Credentialing Certificate/Permit)				
Describes key qualifications (knowledge, experience, education, certification, etc.)				
Identifies any non-core, non-college prep teaching positions staffed by non-certified teachers				
Identifies the steps, if any, to minimize the use of emergency credentialed teachers				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - HEALTH AND SAFETY (Educational Code 47605(b)(5)(F))				
Health and Safety Procedures - Page(s)	Strong	Sufficient	Insufficient	N/A
Affirms that each employee will furnish the school with a criminal record summary				
Provide, if possible, the charter school address and description of facilities				
Assure the school's facilities will comply with state building codes, ADA access requirements, and maintain records documenting such compliance				

Assure the school will maintain a copy of facilities inspections on file				
Outlines specific health and safety practices addressing such key areas as:				
Seismic safety (structural integrity and earthquake preparedness)				
Student safety procedures clearly stated				
Natural disasters and emergencies				
Immunizations, health screenings, administration of medications				
Tolerance for using drugs and/or tobacco				
Staff training on emergency and first aid response				
References/ accompanied by more detailed set of health and safety related policies and procedures				
Assure safety and disaster plans appropriate to the site will be developed				
Explain how support services such as nursing, student health screening and nutrition programs will be provided				
Assure required criminal record background checks and initial and ongoing tuberculosis screenings of employee candidates will be conducted				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - RACIAL/ETHNIC BALANCE (Educational Code 47605(b)(5)(G))				
Means to Achieve a Reflective Racial and Ethnic Balance - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Lists several specific practices/policies likely to lead to a diverse applicant pool/ enrollment practices and policies appear to be selected to target relevant racial and ethnic groups.				
Number of local presentations				
REASONABLY COMPREHENSIVE DESCRIPTION - RACIAL/ETHNIC BALANCE (Educational Code 47605(b)(5)(G)) (Cont'd.)				
Means to Achieve a Reflective Racial and Ethnic Balance (Continued)	Strong	Sufficient	Insufficient	N/A
The community based organizations the charter will partner with in order to engage in recruitment efforts.				

The print and non-print media the school will advertise in and the frequency with which advertisements will appear				
The informational materials to be generated by the school and the languages they will be presented in				
The methods by which the school will distribute informational materials - see outreach plan				
Identify the length of the open enrollment period for the first year and justify why that period would satisfy the goal to achieve racial and ethnic balance				
Assure the school will maintain an accurate accounting of the ethnic and racial balance of students enrolled in the school				
Describe the measurable ongoing recruitment efforts and outreach programs the school will engage in following the first year of enrollment to encourage applications from potential students reflecting racial and ethnic balance.				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - ADMISSIONS REQUIREMENTS (Educational Code 47605(b)(5)(H))				
Admissions Requirements - Page(s) _____	Strong	Sufficient	Insufficient	N/A
Mandatory assurances regarding non-discriminatory admission procedures				
No contradiction of admissions requirements re: conversion schools and public random				
Clearly describes admissions requirements and preferences (<i>see</i> Ed. Code 47605(b)(5)(d)(1))				
Preferences must be approved by AADUSD Board at Public Hearing				
Proposed admissions and enrollment process and timeline				
Statement that the charter school will admit all pupils, as called for in Education Code 47605.				
Describe the efforts the school plans to undertake to make the school accesible academically low achieving and economically disadvantaged students				
Describe the District's preferred procedure for charter school lotteries or alternative statement describing the school's proposed procedure, ensuring a lottery that is public, random and draws names from pools of ballots.				
Comments:				

REASONABLY COMPREHENSIVE DESCRIPTION - FINANCIAL AUDIT (Educational Code 47605(b)(5)(I))				
Financial Audit - Page(s)____	Strong	Sufficient	Insufficient	N/A
Procedure to select and retain independent auditor				
Qualifications of independent auditor				
Audit will employ generally accepted accounting procedures				
Describe specific scope of audit				
Timing of audit and whom it will be sent to				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - SUSPENSION AND EXPULSION (Educational Code 47605(b)(5)(J))				
Pupil Suspension and Expulsion - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Assure the school will adhere to the suspension and expulsion policy established by the AADUSD Board of Education and / or CA Ed. Code				
Detailed, step-by-step process by which student may be suspended or expelled				
Reference to a comprehensive set of student disciplinary policies				
Outlines or describes strong understanding of relevant laws protecting constitutional rights of students, generally, and of disabled and other protected classes of students				
Policies balance students' rights to due process with responsibility to maintain a safe learning environment				
For suspensions of fewer than 10 days, provide oral or written notice of charges, evidence supporting charges, and opportunity for student to contest the action				
For suspensions of 10 days or more and all expulsions, provide written notice of charges and explanation of student's basic rights; provide a hearing adjudicated by a neutral officer within a reasonable time at which student may bring legal counsel or an advocate, and an opportunity for student to present testimony, evidence, and witnesses and to confront adverse witnesses				
Contain a clear statement that no pupil shall be involuntarily removed for any reason unless parent/guardian has been provided written notice in native language of intent to remove at least five schooldays before effective, and notice of right to contest action				
Explains how resident school district or COE will be involved in disciplinary matters				

Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - RETIREMENT (Educational Code 47605(b)(5)(K))				
Staff Retirement System - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Statement of whether staff will participate in STRS, PERS, or Social Security (if STRS, then all teachers must do so)				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - ATTENDANCE ALTERNATIVES (Educational Code 47605(b)(5)(L))				
Public School Attendance Alternatives - Page(s) <u>63</u>	Strong	Sufficient	Insufficient	N/A
States that students may attend other district schools or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of their district or county of residence or description of other attendance alternatives				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - EMPLOYEE RIGHTS (Educational Code 47605(b)(5)(M))				
Description of Employee Rights - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Whether and how staff may resume employment within the district				
Rights, if any, of employees leaving District to work in charter school (carry over sick time, etc.)				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - DISPUTE RESOLUTION (Educational Code 47605(b)(5)(N))				
Dispute Resolution Process - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Outlines a simple process for charter and granting agency to settle disputes				
Process indicates whether it is binding on school or granting agency/fair process				
Step by step process for identifying/framing dispute points				
Whether internal chapter disputes may be brought to granting agency				
Identifies specific parties to be involved at each step				

Basic rules at each step				
Which results are binding				
The timelines for dispute resolution				
The means by which the costs of resolving disputes are to be shared between the district and the charter school				
Comments:				
REASONABLY COMPREHENSIVE DESCRIPTION - CLOSURE PROCEDURES (Educational Code 47605(b)(5)(O))				
Closure Procedures and Transfer of Records -Page(s) _____	Strong	Sufficient	Insufficient	N/A
Clear description of procedures to be used if the charter school closes, including:				
Notice to:				
Parents/guardians, including info to assist in locating alternative programs and means to obtain student records				
LACOE, including list of pupils and their school districts of residence				
SELPA				
CDE, including location where pupil and personnel records will be stored post-closure				
Pupil records - identify pupils in each grade, classes each pupil has completed, and each pupil's school district of residence; assist in transferring records to new schools				
Financial Records and Audit:				
Prepare final financial records and identify funds needed to complete closure				
Select qualified CPA for final audit and complete audit within six months				
Account for all financial assets and property, including accounts receivable, loans, grants, and unpaid bills/staff compensation				
Comments:				
Grounds for Denial Six - DECLARATION OF WHO IS EXCLUSIVE PUBLIC EMPLOYER (Education Code 47605(b)(6))				
Labor Relations - Page(s)_____		YES	NO	N/A
State whether charter or local school district will be employer for EERA purposes?				

If AADUSD is the employer, include provisions clarifying charter's roles in collective bargaining?							
Comments:							
REQUIRED SUPPLEMENTAL INFORMATION (Education Code 47605 (g))							
Financial Plan				Strong	Sufficient	Insufficient	N/A
First year operational budget -Page(s) <u>Financial Submissions (Attachments) pg. _____</u>							
Start-up costs - The Charter School assumes multi-year growth of 3.4%, 5.4% & 1.7% in LCFF revenues; amounts appear to be reasonable and consistent with FCMAT calculator and anticipated growth in ADA.							
Cash flow for first three years - Cashflow projections appear to be reasonable for all multiyear projections with no negative ending balances in any of the months on statements.							
Financial projections for the first three years							
COMMENTS:							
REQUIRED SUPPLEMENTAL INFORMATION (Education Code 47605 (g)) (Cont'd.)							
Planning Assumptions Page(s) <u>_____</u>							
Numbers/types of students							
Number of staff							
Facilities needs							
Costs of all major items are identified and within reasonable market ranges							
Revenue assumptions in line with state and federal funding guidelines							
Revenue from "soft" sources less than 10% of on1going operational costs							
Timeline allows window for grant applications to be submitted and funded							
Comments:							
Start-up Costs -Page(s) <u>_____</u>				Strong	Sufficient	Insufficient	N/A

Clearly identifies most major start-up costs				
Staffing -Page(s)_____				
Facilities				
Equipment and Supplies- Page(s)_____				
Professional Services -Page(s)_____				
Assumptions in line with overall school design plan				
Identifies potential funding source				
Timeline allows for grant and fundraising				
Comments:				
Annual Operating Budget- Page(s)_____	Strong	Sufficient	Insufficient	N/A
Annual revenues and expenditures clearly identified by source				
Revenue assumptions closely related to applicable state and federal funding formula				
Expenditure assumptions reflect school design plan				
Expenditure assumptions reflect market costs				
"Soft" revenues not critical to solvency				
REQUIRED SUPPLEMENTAL INFORMATION (Education Code 47605 (g)) (Cont'd.)				
Annual Operating Budget Continued	Strong	Sufficient	Insufficient	N/A
Strong reserve or projected ending balance				
If the first year is not in balance, identifies solvency in future years and sources of capital sufficient to cover deficits until year budget is projected to balance				
Expenditure for sufficient insurance to name district as also insured/hold harmless agreement				
Expenditure sufficient for reasonably expected legal services				
Expenditure for Special Education excess costs consistent with current experience in county				

Comments:				
Cash Flow Analysis - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Monthly protection of revenue receipts in line with state/federal funding				
Expenditures projected by month and correspond with typical/reasonable schedules				
Show positive fund balance each month and/or identify sources of working capital				
Comments:				
Long-term Plan - Page(s)_____	Strong	Sufficient	Insufficient	N/A
Projects revenues and expenditures for at least two additional years				
Revenue assumptions based on reasonable potential growth in state and federal revenues				
Revenue assumptions based on reasonable student growth projections				
Reasonable cost of living and inflation assumptions				
Annual fund balances are positive or likely sources of working capital are identified				
COMMENTS:				
REQUIRED SUPPLEMENTAL INFORMATION (Education Code 47605 (g)) (Cont'd.)				
District Impact Statement - Page(s)_____	Strong	Sufficient	Insufficient	N/A
*Provides district with estimated numbers of students anticipated to enroll 3500 students				
*Identifies whether charter intends to purchase support services from district				
General terms are identified- an agreement would be drafted clearly laying out costs and services needed				
*Describe process and policies between charter and district (including...)				
Process, activities and associated fees for oversight of charter				
Content, processes, timelines, and evaluation criteria for annual review and site visits				
Regular, ongoing fiscal and programmatic performance monitoring and reporting				
Statement allowing reasonable opportunity to correct deficiencies in Charter Performance				

Specific proposed support service needs and payments to district for services rendered				
Clearly drafted contract or agreement				
Identify whether or not will request district-owned facilities				
Reasonably detailed lease or occupation agreement				
*Proposed legal status of the school is identified				
*Describes facilities agreement with charter-granting agency, if appropriate				
*Identify whether school intends to manage risk independently or secure it through the district				
*Addresses the increased civil liability exposure for the district				
Comments:				
Special Education / SELPA - Page(s) _____	Strong	Sufficient	Insufficient	N/A
Identifies whether or not in an independent LEA for special education purposes				
Consulted with the SELPA Director				
Discussed special education responsibilities of charter				
Discussed application of SELPA policies				
In writing, explains how special education services will be provided consistent with SELPA plan and/or policies and procedures				
Includes fiscal allocation plan				
REQUIRED SUPPLEMENTAL INFORMATION (Education Code 47605 (g)) (Cont'd.)				
Special Education / SELPA Continued	Strong	Sufficient	Insufficient	N/A
If Charter not an independent LEA:				
Clarifies in charter or MOU the responsibilities of each party for service delivery				
Referral				
Assessment				
Instruction				

Due Process				
Agreements describing allocation of actual and excess costs				
Charter fiscally responsible for fair share of any encroachment on general funds				
If Charter is LEA within SELPA				
Notifies SELPA Director of intent prior to February 1st of preceding school year				
Located within AV SELPA geographical boundaries				
Provides current operating budget in accordance with Ed Code 42130 and 42131				
Provides assurances that all will be instructed in safe environment				
Provides copy of original charter petition and any amendments				
Responsible for any legal fees relating to application and assurances process				
Meets terms of the "Agreement Regarding the Organization, Implementation, Administration and Operation of the SELPA				
Meets the terms of all AV SELPA policies and procedures				
Charter fiscally responsible for fair share of any encroachment on general funds				
Petition includes the following assurance:				
The charter will comply with all provisions of IDEA				
No student will be denied admission based on disability or lack available services				
Will implement a Student Study Team process				
Any student potentially in need of 504 services responsibility of charter school				
Petition/MOU describes the process for notifying the district of residence and chartering district when a special education student enrolls, becomes eligible, ineligible and/or leaves the charter school				
REQUIRED SUPPLEMENTAL INFORMATION (Education Code 47605 (g)) (Cont'd.)				
Special Education / SELPA Continued	Strong	Sufficient	Insufficient	N/A
Overview of how special education funding and services will be provided by:				
Charter School				

Charter Granting Agency				
SELPA				
Petition/MOU describes the transition to or from a district when a student with an IEP enrolls in or				
Comments:				
For Renewal Petitions Only				
Grounds for Denial Seven - ACADEMIC PERFORMANCE CRITERIA FOR RENEWAL (Education Code 47607(b))				
Academic Performance Data, Page(s) _____	YES	NO	N/A	
Has the Charter School satisfied at least one of the following academic performance criteria in Education Code 47607(b)?				
Qualified with CDE for an alternative accountability system pursuant to Ed. Code 52052? (Formally Alternative Schools Accountability Model ("ASAM") schools, now Dashboard Alternative School Status ("DASS") schools.)				
Demonstrated academic performance that is at least equal to the academic performance of the public schools that the charter school's pupils would have otherwise been required to attend, as well as the academic performance of AADUSD students, taking into account the student population served by the charter school. This shall be based upon the following information:				
Documented and clear and convincing data.				
Pupil achievement data from assessments, including, but not limited to CAASPP results, for demographically similar pupil populations in comparison schools.				
Information submitted by the charter school.				
The California School Dashboard.				
Comments:				