

**Superintendent's Policies and Procedures Manual**  
*Yolo County Office of Education*  
**Series 0000: Governance**

**Charter School Oversight**

The Yolo County Board of Education (“County Board”) and Yolo County Superintendent of Schools (“Superintendent”) recognize their ongoing responsibility to oversee that any County Board authorized charter school is complying with the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

The County Board delegates the administrative function of monitoring and oversight of its authorized charter school to the Superintendent or designee. The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the County Board, which may be a person employed or contracted by the County Board pursuant to Education Code 1042. (Education Code 47604.32.)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of a charter school at any time. (Education Code 47604.32, 47607.)

The Superintendent or designee may attend meetings of the charter school governing body.

**Waivers**

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the Yolo County Office of Education (“YCOE”) submit a general waiver request to the State Board of Education (SBE) on its behalf. If the County Board approves such a request, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

**Monitoring Charter School Performance**

The Superintendent or designee shall monitor each County Board-authorized charter school to determine whether it complies with legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law will be reported to the Superintendent and County Board.

The Superintendent, on behalf of the County Board, shall monitor each charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter and any applicable memorandum of understanding, and on the charter school’s annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (“LCAP”), as reported in the California School Dashboard.

The Superintendent, on behalf of the County Board, shall monitor the fiscal condition of the charter school based on any financial report or information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the charter school's LCAP, first and second interim financial reports, final unaudited report for the full prior year, and annual audit report. (Education Code 47604.32, 47604.33, 47606.5.)

The YCOE may charge up to one percent of a charter school's revenue for the actual costs of supervisorial oversight of the school. However, if the charter school is able to obtain substantially rent-free facilities from the YCOE, the YCOE may charge up to three percent of the charter school's revenue for actual costs of supervisorial oversight. If the YCOE is given responsibility for supervisorial oversight of a charter school that was authorized by SBE on appeal, the YCOE is not limited to these percentages and may charge for the actual costs of supervisorial oversight and for the administrative costs necessary to secure charter school funding. (Education Code 47613.)

### **Provision of YCOE Services**

The charter school may purchase administrative or other services from the YCOE or any other source in accordance with law. (Education Code 47613.) Whether or not to provide such services to a charter school is within the sole discretion of the YCOE.

Whenever the YCOE agrees to provide administrative or support services to a charter school, the YCOE and the charter school shall develop a memorandum of understanding that clarifies the financial and operational agreements between them.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The YCOE may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the YCOE as a condition for creating and submitting these reports. (Education Code 47611.3.)

### **Material Revisions**

Material revisions to any County Board-authorized charter school may be made only with County Board approval. Material revisions shall be governed by the same standards and criteria set forth in Education Code section 47605 (47605.6 for countywide benefit charters) and adopted Superintendent policies, and shall include, but not be limited to, a reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607.)

If a County Board-authorized charter school proposes to change sites, establish an additional site, or add grade levels not included in the approved charter, the charter school shall request a material revision of its charter. The County Board shall consider the request for a material revision at an open, public meeting. (Education Code 47605, 47605.6, 47607.)

The County Board delegates to the Superintendent the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

## **Technical Assistance/Intervention**

Whenever a charter school is identified for technical assistance based on the performance of one or more numerically significant student subgroups on SBE-established criteria, the charter school shall receive technical assistance. The technical assistance shall be from the Superintendent for charter schools not authorized by the County Board and from a county office of education identified as a geographic lead agency or its designee for County Board-authorized charters. Such technical assistance shall be focused on building the charter school's capacity to develop and implement actions and services responsive to student and community needs, including, but not limited to, any of the following: (Education Code 45607.3.)

1. Assisting the charter school to identify its strengths and weaknesses in regard to the state priorities applicable to the charter school pursuant to Education Code 47605. This shall include working collaboratively with the charter school to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness.
2. Working collaboratively with the charter school to secure assistance from an academic, programmatic, or fiscal expert or team of experts to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the charter school. Another service provider, including, but not limited to, a school district, county office of education, or charter school, may be solicited to act as a partner to the charter school in need of technical assistance.
3. Obtaining from the charter school timely documentation demonstrating that it has completed the activities described in items #1 and 2 or substantially similar activities, or has selected another service provider to work with the charter school to complete the activities described in items #1 and 2 or substantially similar activities, and ongoing communication with the County Board to assess the charter school's progress in improving student outcomes.

In addition, if, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, in regard to one or more state or school priorities identified in the charter, the YCOE may request assistance from the California Collaborative for Educational Excellence. (Education Code 47607.3, 52072, 52074.)

In accordance with law, the County Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to inadequate academic achievement of all numerically significant subgroups of students served by the charter school.

## **Complaints**

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, including the filing of complaints in accordance with Title IX of the Education Amendments of 1972 and the uniform complaint procedures as specified in California Code of

Regulations, title 5, section 4600-4670, including, but not limited to, for allegations of the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075.)

A complainant who is not satisfied with the decision by the charter school pursuant to the uniform complaint procedures may appeal the decision to the Superintendent of Public Instruction ("SPI"). (Education Code 52075.) If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075.)

### **School Closure**

In the event that the County Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or any applicable memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of any County Board action denying renewal of or revoking the charter, or if the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1.)

### **Legal References:**

Education Code, 47604.32, 47605-47608, 47611.3, 52052, 52072, 52074, 52075  
California Code of Regulations, Title 5, 4600-4760, 11962.1

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