



SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT
Making Hope Happen

San Bernardino City Unified School District

Office of Charter School Operations

Evaluation and Renewal Assessment



Mission: The mission of Charter School Operations (CSO) is to assist the District Governing Board in approving charter schools for the SBCUSD by providing autonomy in exchange for strong accountability. CSO acts as a liaison between public schools and charter schools to build a team that can work seamlessly to develop strategies, options, and services for students at risk and not meeting their potential. By implementing transparent policies and procedures, professional customer service, and collaborative practices, Charter School Operations works in the interest of students and families of SBCUSD.

The goal of the Evaluation and Renewal Assessment is to assure a sound educational program at all charters as well as assure their fiscal soundness so that all authorized charters can implement all elements of the education plan as authorized by the Governing Board while maintaining the autonomy of the schools.

This document was prepared from the following sources: *Oakland USD, San Diego USD, Adelanto Elementary District, National Association of Charter School Authorizers, and Fiscal Crisis & Management Assistance Team (FCMAT)*. Special assistance from: *Riverside County Office of Education, San Bernardino County Office of Education, and the California Charter Schools Association*.

Timelines for submission: The recommendation is every quarter with the dates in: October; February; May; and August. Business Services and Charter School Operations will meet to complete a charter school evaluation/progress report for Cabinet and the Governing Board.

Dissemination of Report: Upon approval of the process by the Superintendent's Cabinet and SBCUSD Board, Charter School Operations in collaboration with Business Services will conduct a meeting with all authorized charter schools. This will provide the schools and the community with a fair and transparent process to assess all authorized charters by the SBCUSD Governing Board. The findings will be used as part of the renewal evaluation upon the submission of a renewal petition by the charter school.

Use of the Report: After each site visit, the form will be completed in all areas evaluated. A copy of the report will be sent to the school and a file will be maintained by Charter School Operations. At renewal, a compilation of all reports will be made available for all staff.

Schools that receive a High/Extremely High Risk evaluation in any area will receive a Letter of Concern. The school will be provided up to 30 days to correct the deficiency or develop a long term plan to correct. Pursuant to Educational Code 47607(c) and Revocation procedures as outlined by 5 CCR section 11968.5.2 a Notice of Violations will be requested by the District for any schools that fail to adequately address the Letter of Concern.

Renewal and Ongoing Assessment of Charter Schools Authorized by SBCUSD

There will be seven areas on which all charter schools will be reviewed as part of an ongoing assessment. Not all areas will be covered at each site visit unless the visit is part of the site visit prior to renewal.



Areas Reviewed

The areas reviewed for evaluation are:

- **General Requirements**
- **Educational Program and Ongoing Assessment**
- **Governance**
- **Facilities and Operations**
- **Personnel**
- **Student Services**
- **Fiscal and Business Operations**

All standards will be based upon the following:

Making Consistent Judgments: In the complex context of school review it is important that the terminology used is clearly understood by everyone concerned. It is also imperative that everyone recognizes that there are many ways in which a school's program for improving student outcomes can merit a particular evaluation and meeting standards is a matter of informed professional judgment and not simply a technical process. The following standard is included to assist reviewers in making consistent judgments.

Meets the Standard: The charter school provides concrete and convincing evidence that demonstrates its success over the charter term. The charter school can meet all of the elements listed below to demonstrate thorough preparation, presents a clear picture of how the school is currently operating, and addresses the topic with specific and accurate information

Does Not Meet the Standard: Concrete and convincing evidence demonstrating the success of the charter school over its charter term is lacking or inconsistent. The elements listed below address most of the requirements, but often fail to meet the requirements.



Educational Program and Ongoing Assessment: A charter school promotes student learning through a clear vision and high expectations. It achieves clear, measurable program goals and student learning objectives, including meeting its stated performance standards, state and federal performance standards, and closing achievement gaps of students. High levels of student academic attainment and achievement are expected throughout the entire school. These high expectations are reflected in the school curriculum which: a) provides rich content and strong vocabulary 2) clearly identifies essential and enduring knowledge, and 3) provides assessments that effectively support students' long-term mastery of essential knowledge. The curriculum is structured in a coherent grade-by-grade sequence to prepare students for life-long learning, careers, and active citizenship. The school supports all students and provides differentiated experiences for all students to be successful. The school identifies and supports EL, Special Education, and Gifted and Talented populations.



Areas Reviewed:

The areas reviewed for this evaluation are checked below:

- General Requirements**
- Educational Program and Ongoing Assessment**
- Governance**
- Facilities and Operations**
- Personnel**
- Student Services**
- Fiscal and Business Operations**

Charter School: _____

Date: _____

Evaluation Team

Members _____

General Notes:



General Requirements	Meets Standard	Not Met	N/A
Charter School Education Code Requirements			
1. Shall be nonsectarian in programs admission policies, employment practices, and all other operations.			
2. Shall not charge tuition.			
3. Shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability.			
4. Shall admit all students who reside in California who wish to attend (up to the charter school's capacity based upon space, staff, or charter school policy).			
5. Shall determine by public random drawing, which students, other than those already enrolled, who will be allowed to enroll if the number of students of pupils who wish to attend the charter school exceeds the charter school's capacity.			
6. Shall notify the superintendent of the charter school district of the pupil's last known address within thirty (30) days if a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason.			
7. There is evidence that the charter school is providing support and services that are consistent with its stated mission.			
8. There is a MOU on file concerning any services provided by the District and how the District will be reimbursed for such services including encroachment fees.			
9. The charter school responds to the District's reasonable requests for information.			
10. Maintains appropriate levels of insurance as recommended by District's Risk Management Department.			
11. Petition has indemnification language acceptable by District legal counsel.			
12. Charter petition contains dispute resolution process acceptable by District legal counsel.			
13. Charter school corporate by-laws agree with charter school petition regarding governance and conflict of interest laws.			
14. Charter school submits accurate data for CALPADS and meets CALPADS submission deadlines.			



Educational Program and Ongoing Assessment	Meets Standard	Not Met	N/A
A. College and Career Readiness (High School)			
1. Graduation rate (meets or exceeds district average).			
2. A-G completion rates (meets or exceeds District average).			
3. College/vocational acceptance (meets or exceeds District average).			
4. Parents are informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements.			
B. Mission			
5. The mission of the school as written in the petition.			
6. The staff understands the mission of the school.			
7. The school has a realistic plan and timeline to improve student outcomes to meet the school mission.			
8. The school has a plan to implement Common Core State Standards.			
C. Demonstrates High Expectations for Student Achievement			
9. The school shows academic achievement and progress as indicated by their performance review reports as required by the LCAP.			
10. The school presents evidence that the school uses measures, targets and other student data to reflect its academic performance.			
11. The school identifies areas of improvement and specific plans to address all areas of improvements.			
12. Understands and follows the statewide system of assessment and accountability.			
13. Provides clear evidence for compliance with requirements for providing an education for at-risk students (LCAP).			
14. School materials are available for all students.			
15. Charter adopts a curriculum that addresses state adopted standards.			
16. The charter school implements a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition.			
17. The charter school has requested or has accreditation from Western Association of Schools and Colleges.			



Educational Program and Ongoing Assessment	Meets Standard	Not Met	N/A
D. Students with Disabilities, English Learners and Gifted and Talented			
18. The school provides evidence that it is committed to serving all students especially the highest needs students requiring Special Education services, students who are English Language learners, students who have 504 plans, and students who are gifted and talented.			
19. Admits all students as required by law.			
20. Demonstrates understanding of and capacity to meet state and federal requirements regarding the identification and education of students with disabilities.			
21. Conducts interim IEP as required by law.			
22. Schedules and holds IEPs as required by law.			
23. Demonstrates understanding of and capacity to meet state and federal requirements regarding identification of and education of its EL population.			
24. Provides reclassification data as well as other methods and strategies to monitor the progress, growth and success of all EL students.			
25. Lesson plans reflect specific strategies and objectives for English learners.			
26. Students who are achieving either significantly below or above are receiving instruction that addresses their learning differences.			
27. The school has developed a system to provide assistance as well as document interventions provided and assessing the effectiveness of interventions.			
28. The school has a plan to provide training to teachers to address the unique needs of students with special education needs.			
29. The school has developed a method to track and monitor curriculum and instruction decisions made by the IEP Team.			
30. The charter school has a plan for determining a student's eligibility for services under Section 504 of the rehabilitation act of 1973.			
31. The school implements and monitors all accommodations and services provided under Section 504 for all eligible students.			
32. The school has implemented a means to designate GATE students/High Achieving students and provides specific instruction to meet their needs.			



Educational Program and Ongoing Assessment	Meets Standard	Not Met	N/A
E. Curricular Materials			
33. The school has on site and uses standards based instructional materials and includes an implementation plan for the new Common Core State Standards.			
34. The charter school uses instructional materials that address the specific needs of special education students.			
35. The charter school uses instructional materials that address the needs of English learners.			
36. The charter school uses materials and strategies that address the needs of gifted students.			



Governance	Meets Standard	Not Met	N/A
1. The leaders of a charter school are stewards of the charter’s mission and vision and carry out their duties in a professional, responsible and ethical manner. Charter school leaders use their influence and authority for the primary purpose of achieving student success.			
2. The school provides the District with an organizational chart that is complete, accurate, and aligns with the school’s by-laws.			
3. The board actively discusses which elements of key decisions are governance vs. management.			
4. The board members understand their role in developing, supporting, and evaluating the charter school leader.			
5. There is a positive working relationship between the charter school leader, board chair, and full board.			
6. Board of directors meets on a regular basis.			
7. Complies with the Brown Act.			
8. The board is free of real or perceived conflicts of interest and has adopted a conflict of interest policy in accordance with Government Code 1090.			
9. Board approves the budget and has budget goals that reflect the goals of the LCFF.			
10. Budget revisions are approved by the board.			
11. The board has effective policies and procedures to evaluate school administration.			
12. The school engages students, parents, community stakeholders, teachers and other staff in the operation and improvement of the school.			
13. The governing board understands the annual budget and demonstrates knowledge of the charter school’s short-and long-term financial outlook.			
14. Provides the District with the names and contact information of all board members.			
15. The governing board represents strong diversity relevant to the community and the charter school population.			
16. The governing board members understand their role in developing, supporting, and evaluating the charter school leader.			



Facilities and Operations	Meets Standard	Not Met	N/A
1. A staff person is designated as responsible for overseeing facilities maintenance and operations.			
2. There is a custodial schedule that reflects appropriate and timely attention to provide students with a clean and safe learning environment.			
3. Classrooms, grounds, and other facilities appear clean and maintained to provide students with a safe and orderly learning environment.			
4. The facilities in which the Charter School is housed meets the American with Disabilities Act requirements in serving pupils and employees.			
5. A process is in place for providing routine maintenance to ensure charter school facilities, including playgrounds, remain in good condition.			
6. The charter school conducts regular inspections of facilities and has developed a management plan in accordance with Asbestos Hazard Emergency Response Act (AHERA).			
7. There is a plan to improve maintenance items that need improvements.			
8. The facilities are adequate for the number of students and types of programs offered at the site.			
9. The charter school has on file 1) Certificate of Occupancy; 2) Conditional Use Permit for each site.			
10. The charter school facilities are free from mold and other hazardous substances.			
11. The charter school has requested facilities pursuant to Prop 39.			



Personnel	Meets Standard	Not Met	N/A
1. The charter school has documentation of the Department of Justice background checks on all employees.			
2. The charter school has policies or procedures related to hiring practices.			
3. The charter school has an Employee Handbook.			
4. The charter school has documentation of TB test results for all employees.			
5. The charter school has approved personnel policies that cover such issues as sick leave, personal necessity, and overtime.			
6. Employee contracts indicate the employees are at-will.			
7. The charter school has clear guidelines that differentiate between employees and independent contractors.			
8. The charter school provides professional development opportunities to staff.			
9. Employee evaluations are completed regularly and on time.			
10. Personnel actions are approved by the governing board.			
11. The charter school has records that it has trained employees regarding blood-borne pathogens, child abuse reporting, staff and student relationships, and sexual harassment issues.			
12. The charter school employs sufficient teaching staff to have, at a minimum, a teacher-to-student ratio comparable to that of the District.			
13. Teachers who provide instruction in core classes have the credentials and certifications required to be designated as highly qualified teachers for the subjects they are teaching.			
14. Teachers have the legally required CLAD or B-CLAD certification to provide instruction to the students enrolled in their classes.			
15. Classified employees who are providing instructional support in the areas of Special Education and English Language Learner services meet the qualifications for the position under ESSA.			



Personnel	Meets Standard	Not Met	N/A
16. The charter school employs a sufficient number of classified staff to ensure that necessary clerical and recordkeeping tasks are completed in a concise and timely manner.			
17. The charter school has appropriate staff hired for food service, information technology, lunch supervision, and other classified employee positions as outlined by the charter petition.			



Student Services	Meets Standard	Not Met	N/A
1. The charter school is compliant with admissions practices described in the approved charter.			
2. The charter school facilitates admission of a student with an IEP in the same manner as for a student without an IEP.			
3. If the charter school is an independent study charter school, it facilitates admission of a student with an IEP in the same manner as a student without an IEP and in accordance with EC 51746(b) and 5 CCR 11700 related to the enrollment of students with IEPs in an independent study program.			
4. The charter school enrollment forms indicate compliance with all applicable laws and with the approved charter.			
5. If the charter school has used the lottery system to determine which students were allowed to enroll, there is documentation that the process was held in the manner described in the approved petition.			
6. The charter school has records documenting immunizations to the extent required for enrollment in public schools.			
7. The charter school has enrollment that matches the District's racial and ethnic makeup or has documented efforts to have its enrollment match the racial and ethnic enrollment districtwide.			
8. The charter school has policies that list all offenses for which students may be suspended or expelled.			
9. The school has procedures for suspension and expulsion and a means to provide students with due process.			
10. Means by which parents and students will be informed about the reasons for the suspension or expulsion.			
11. Procedures for suspension or expulsion that protect the required due process rights of students with IEPs or 504 plans.			
12. Procedures are in place to ensure that parents and students be informed of their due process rights in regard to suspension or expulsion.			
13. Cum files are accurate and have pertinent data regarding court documents, IEPs, 504 plans, and assessment records.			



Student Services	Meets Standard	Not Met	N/A
<p>14. Promotes academic risk-taking by supporting students in a safe, healthy and nurturing environment characterized by trust, caring and professionalism. The school has a strong sense of community, which allows students to take on academic risks and challenges. Most students in the school feel that they have one or more adults that they can trust. The school environment is free of violence, the threat of violence, and bullying; and solid discipline policies and practices, safety procedures and crisis plans are in place. The learning environment is clean, attractive, functional, and comfortable and promotes student health and wellness. Students feel supported and respected by teachers and staff.</p>			
<p>15. The school has adopted specific policies and practices that foster a positive school culture.</p>			
<p>16. Provides the District with accurate data regarding suspension and expulsion data.</p>			
<p>17. Has an affirmative action procedure for students, staff, and parents.</p>			
<p>18. Has a comprehensive safety plan that has been reviewed by District staff.</p>			
<p>19. School has trained personnel to meet the health requirements of students including the administration of medications as required.</p>			
<p>20. Provides vision, hearing, and other mandated health screenings as required by law.</p>			



Fiscal and Business Operations	Meets Standard	Not Met	N/A
Student Attendance			
1. The attendance accounting system used is evident.			
2. Staff primarily responsible for attendance reporting appears to have adequate training.			
3. There are approved board policies addressing student attendance, including short term independent study.			
4. There is an approved charter school calendar.			
5. There is an approved class (bell) schedule.			
6. There is a process to monitor compliance with the minimum instructional minute requirements and there is a designated person responsible for compliance.			
7. There is a minimum of 175 instructional days.			
8. The school maintains a class list for all students.			
9. Attendance is taken daily by an individual responsible for reporting attendance.			
10. Absences are excluded from the apportionment days.			
11. Attendance records are maintained for audit.			
12. Independent study ADA appears to meet all state requirements.			
13. Independent study ADA meets the requirement related to the ratio of ADA to FTE certificated employees as described under 5CCR 11704.			
14. The charter adheres to geographic restrictions set forth in EC 7605.1(c).			
15. The charter has written policies related to independent study that reflects compliance with EC 51747.			
16. There is a process to compile school-wide ADA.			
17. ADA is only claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC. [EC 47605(I)]			
18. Attendance reports are accurate and complete.			
19. The school maintains and can provide, upon request, a copy of the cumulative record of any pupil, including a transcript of grades or report card, and health insurance.			
20. Projected enrollment and ADA is realistic.			



Fiscal and Business Operations	Meets Standard	Not Met	N/A
Cash Receipts			
1. There are approved policies addressing cash receipts.			
2. Receipts are issued for all monies received.			
3. An audit trail is maintained to ensure the deposit of all monies.			
4. Cash is stored in a secure place prior to deposit.			
5. Deposits are made in a timely manner.			
6. Cash is counted by at least two employees and documentation is signed.			
7. There is a segregation of duties for the receipt of monies, deposit of monies, and reconciliation of bank statements.			
Disbursements			
1. There are approved polices regarding disbursements.			
2. Disbursements require: Original invoice Receiving document Appropriate approval of the purchase			
3. Checks are signed by authorized employees.			
4. There is a system to maintain vendor payment information for the preparation of 1099s.			
5. There is a segregation of duties between purchasing, receiving and accounts payable.			
6. Disbursements are approved/ratified by the governing board.			
7. Payment records are maintained for audit.			
Payroll			
1. Approved salary schedule is reflected in board minutes.			
2. Salary schedule has been provided to the District.			
3. Payroll tax deposits are made in a timely manner.			
4. Payroll tax returns are completed and copies provided to the District.			
5. Earnings subject to retirement are reported to Social Security, PERS, STRS.			
6. There is a system to maintain employee earning records to the District.			
7. There is a system to maintain employee earnings records for preparation of W-2s.			
8. There is segregation of duties between maintenance of employee data, salary schedules and payroll payments.			



Fiscal and Business Operations	Meets Standard	Not Met	N/A
9. Payroll records are maintained for audit.			
Budget, Accounting, and Financial Reporting			
1. There are approved policies addressing budget, accounting and financial reporting.			
2. The budget has been approved by the board.			
3. There is a process to review and revise the budget for changes in student enrollment and operations.			
4. Budget revisions are approved/ratified by the board.			
5. Financial obligations are reflected in the budget.			
6. Separate accounts are maintained for restricted revenues and expenditures.			
7. Financial reports are prepared and reviewed by the board on a regular basis.			
8. Financial reports are provided to the District as required by the District in a timely fashion.			
9. Financial reports are complete and accurately prepared.			
10. Cash flow projections provided that correlate to financial reports.			
11. Cash flow projections are prepared and updated on a regular basis to assure sufficient funds are available to meet the charter school's financial obligations.			
12. Revenues are calculated accurately given actual ADA and funding formulas.			
13. Expenditures are reasonably projected given actual ADA, teaching FTE and operational expenses.			
Audit			
1. An audit firm from the state-approved list has been selected.			
2. An audit schedule/timeline has been developed.			
3. A copy of the audit for the prior year has been provided to the District.			
4. A corrective plan of action has been developed and implemented for each finding and recommendation.			
5. The prior year findings and recommendations have been implemented.			
6. Records are properly maintained for audit.			
Financial Condition			
1. The school able to maintain 5% reserves as required by the District.			
2. Multi-year financial projections have been prepared.			



Fiscal and Business Operations	Meets Standard	Not Met	N/A
3. Projections and assumptions are reasonable.			
4. All long term debt and or obligations been included and copies of the agreements have been provided to the District.			
5. The school is able to maintain a positive fund balance.			
6. Based upon the projections, the charter school will be able to meet its financial obligations and maintain required reserves in the current and two subsequent years.			
Equipment Inventory			
1. There are approved policies addressing the purchase and maintenance of equipment.			
2. Equipment inventory is: Maintained Physically on site			
3. Equipment purchased with federal funds is identified.			
4. Records are maintained for audit purposes.			
Other			
1. All required documentation has been timely submitted to the District with each reporting cycle.			
2. Charter is in compliance with conflict of interest laws.			
3. No comingling or personal use of charter funds is evident.			



Approval Process for Charter Renewal

Documents needed for submission:

- A. A cover letter signed by the lead petitioner.
- B. Submission of charter renewal petition; one original and five (5) hard copies.
- C. One electronic submission of the complete petition and all supplemental documents.
- D. Supplemental documents—
 - a. Employee Handbook
 - b. Student Handbook
 - c. Corporate Bylaws
 - d. Safety Plan
 - e. Student Achievement Data
 - f. All fiscal documents required by Business Services
- E. Submitted petition and supplemental materials will be placed on the agenda of the next regularly scheduled SBCUSD Board Meeting as a Consent Item. The Board will consent to the submission of the document, and all timelines shall commence from the acceptance by the Governing Board.
- F. Within sixty (60) days of submission, the Board shall conduct a Public Hearing during which the public is allowed to speak regarding the charter school's renewal request.
- G. District personnel conduct a site visit to validate all elements of the charter, review student records, IEPs, SSTs, EL documentation regarding instruction and classification, teacher credentials, attendance accounting, technology, review of governance documents, site inventory, books and supplies, safety plan, facilities, and observation of instructional practices.
- H. Charter School Operations, with input from all departments, shall be responsible for the final preparation of documentation to the SBCUSD Board regarding the renewal request. Based upon a review of the ongoing assessment, findings of the renewal petition, school performance data, and walk-through findings, a recommendation will be made to the SBCUSD Board. Final recommendation shall consider the school's performance, as measured by the California School Dashboard, the primary focus for



recommendations. SBCUSD Board will make the final decision. This shall be completed within 90 days of acceptance of the renewal petition by the chartering authority, unless both sides agree in writing to extend the deadline by an additional 30 days.

- I. If the charter is not renewed, the school has several options:
 - a. If the school chooses not to pursue an appeal, it must cease operation on the last day of the charter term. Closure procedures as outlined by the petition and this document shall commence.
 - b. The school may choose to appeal the SBCUSD Board decision to the San Bernardino County Board of Education.
 - c. District staff may attend the appeal hearings to speak on behalf of the District's Board of Education decision at the county and state level.
 - d. Should either county or state reverse the decision of the SBCUSD Board, the oversight of the charter becomes the responsibility of the SBCUSD.

Closure/Revocation/Non-Renewal of a Charter School

Background

In recent years, the Governing Board of Trustees of the SBCUSD has been faced with the possibility of charter schools closing either voluntarily or through Board revocation. The Governing Board requested staff to prepare a plan in the event of the closure of a charter school authorized by the Board.

One of the primary concerns of the Board has been the placement of students at District schools and the possible disruption of students' education as a result of a charter school closing. This correspondence will address the District plan should a school close. Procedures for charter school closure are guided by CA Education Code 47604.22, 47605, 47605.6, and 47607 and CA Code of Regulations, Title 5 (5CRR), Section 11962 and 11962.1.

Having fully considered and extensively reviewed the information regarding charter school closure, Charter School Operations hereby recommends to the Governing Board of Trustees of the San Bernardino City Unified School District a course of action regarding the closure of an authorized charter.

Upon notification that the school is closing or the charter has been revoked, the school will notify parents, the authorizing entity, the county office of education, the special education local plan area (SELPA), the retirement systems in which the school's employees participate, and the California Department of Education.



The following information must be obtained from either the school or SBCUSD personnel (while state regulations specify the charter school is responsible for most of the items listed below, the District must be prepared to assist or complete many of the items if the charter school cannot or refuses to complete such actions):

- The effective date of closure;
- The name and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure;
- The pupils' school districts of residence;
- The manner in which parents (guardians) may obtain copies of pupil records, including specific information on completed courses and credits that meet graduation requirements;
- Transfer and maintenance of all pupil records, all state assessment results, and special education records by the appointed personnel of the school; and
- Transfer and maintenance of personnel records in accordance with applicable law.

The first and foremost concern upon closure of a charter school is to quickly obtain student records and transcripts. Charter School Operations and Student Records will obtain and inventory all student records upon notification of the closure of the charter school. The Board should be aware that District personnel may be required to update and correct records as required. With the records and transcripts secured, the District can assist all students, who attended the charter school, with placement back in District schools or other charter schools.

Per state regulation 11962.1, the chartering district has specific duties to both the county and the state in regard to notification of the closure.

Upon closure or revocation, the District must notify both the county and CDE within ten days of the following information:

- A description of the circumstances of the closure (i.e. the charter board voted to voluntarily surrender the charter, SBCUSD voted to revoke the charter for fiscal mismanagement);
- The effective date of the closure; and
- The location of pupil records and personnel records.



Upon notification of the possible school closure, the District will create a team to confer, hold meetings with parents and students, and assist in the transition of students to new sites.

The primary members of the team will be representatives from:

- Assistant Superintendent, Educational Services
- Legal Counsel, Atkinson, Andelson, Loya, Ruud & Romo
- Director, Charter School Operations
- Director, Student Wellness & Support
- Director, Special Education
- Director, Positive Youth Development
- Director, Fiscal Services
- Director, Secondary Education (if grades served by the school are secondary)
- Director Elementary Instruction (if grades served by the school are elementary)
- Other members of the District, upon invitation

Based on the recommendations of the committee, information will be gathered to conduct parent meetings to provide information regarding the closure of the school as well as preparing our schools for an influx of new students back to District school sites.

It is recommended by Charter School Operations to conduct two to three parent meetings. With contact information, the District can call parents by phone, send notification through the mail, and issue press releases to the media as a means to inform parents. The Special Education Department will contact all students with IEPs.

The charter school will be responsible for all final audits and attendance reports as necessary. The District may be required to complete such audits and reports as required by law.