

**Texas Education Agency**  
**SB 1882 Eligibility Approval Request**  
**Phase 1 – Policy & Practices: Process**  
**Supplemental Document**

*[Ector County ISD]*

# Phase 1 - District Policy and Process Review

## Process Supplemental Document

Proposed partnerships with new operators (Path A & B) must provide evidence of a high-quality district charter authorizing policy. Specific evidence includes:

- Local district policies
- Local district charter application

This document describes provides districts with an opportunity to describe local practices not reflected in district policies and/or the district charter application.

The review criteria and process are outlined in the “TEA Policy and Practices\_Review Form”.

## Section

### District Authorizing Mission and Core Vision (500 word limit)

1. Describe the mission and vision of the district’s efforts to authorize new charter schools and programs.
2. Explain how this effort will focus on improving student learning, increasing choice, creating professional opportunities to attract teachers, establishing new forms of accountability, and encouraging innovative learning methods.

In its role as a charter school authorizer, the mission of the Board is to authorize and oversee charter schools in a manner that advances the following purposes of Texas’ charter school law as set forth in TEC §12.001:

1. Improve student learning;
2. Increase the choice of learning opportunities within the public-school system;
3. Create professional opportunities that will attract new teachers to the public-school system;
4. Establish a new form of accountability for public schools; and
5. Encourage different and innovative learning methods.

The Board will carry out this mission by upholding the principles set forth in this policy. The Board will be guided by the following three core authorizing principles; 1) maintaining high standards for charter schools; 2) upholding charter school autonomy; and 3) protecting student and public interests.

#### **Maintaining High Standards.** Board will:

- Set high standards for the approval of charter schools it authorizes;
- Maintain high standards for the charter schools it oversees; and
- Hold charter schools accountable for meeting the performance standards and expectations set forth in the charter contract and state law. These academic performance standards shall include indicators, measures, and metrics that:
  - Set expectations for student academic achievement proficiency, including comparative proficiency and proficiency for all groups of pupils as identified in state-mandated assessments
  - Set expectations for student academic growth including adequacy of growth toward state standards;
  - Set expectations for postsecondary readiness, including graduation rates (for high schools); and
  - Provide schools an option to incorporate mission-specific performance measures for which the school has presented valid, reliable, and rigorous means of assessment.

#### **Upholding School Autonomy.** Board will:

- Honor core autonomies crucial to school success including - local governing board independence from the District, personnel decision-making, educational programming, and budgeting;
- Assume responsibility for holding schools accountable for outcomes, and

- Minimize, within state and federal law, administrative and compliance burdens on all charter schools it oversees

**Protecting Student and Public Interests.** The well-being and interests of students will be the fundamental value informing all Board actions and decisions.

- Board will hold its charter schools accountable for public education obligations including - access, fair treatment in admissions and disciplinary actions, and appropriate services for all students in accordance with law.
- Board will hold its charter schools accountable for sound public governance, fiduciary responsibilities, and operational transparency in accordance with law.
- In its chartering responsibilities, Board will focus on chartering only high-quality schools and will operate ethically, transparently, and in compliance with applicable laws.
- Board will support parents' and students' ability to make informed choices about educational options by providing clear, accurate, and timely information regarding performance of charter schools it oversees.

To be accountable and transparent to the public in fulfilling its charter mission and core principles, Board will produce an annual public report providing accurate performance data for all charter schools it oversees, reporting on individual school and overall charter school performance per performance standards established in applicable law and charter contract. The annual report shall be posted on the District website.

## District Capacity (500 word limit)

1. Describe the district capacity and resources dedicate to the district charter authorizing process, including the evaluation, nomination, and ongoing monitoring of district charter schools .
2. Identify the key members of the district's leadership team and describe individual and collective qualifications for authorizing, monitoring, and evaluating the district charter(s).

The district has dedicated a great deal of resources to the district charter authorizing process. Together, the Superintendent, the Assistant Superintendent for Secondary Education, the Board President, and our attorneys, have worked to ensure all the processes utilized meet the letter of the law. Once the application process and the timelines were established, the Review Committee was formed to await the deadline for applications.

The Review Committee consists of both internal as well as external members. It is comprised of individuals who have been, and remain, very invested in the success of Ector Middle School, including the former President of the Odessa Chamber of Commerce, a Vice President of a local bank, the district's external auditor, a former school board member, the Assistant Superintendent for Secondary Education, a well-respected teacher from Ector Middle School, and a former Mayor of Odessa.

The leadership team for the Ector County ISD includes 11 people of varying backgrounds. The Superintendent has 45 years of experience and other members of the leadership team have a minimum of 7 years each in leadership positions. Ector County ISD, while never having had a Charter school in the past, does have nine (9) Magnet Elementary campuses from which to draw experiences in moving forward.

## Charter Application and Review Process (500 word limit)

1. Describe the process for evaluating and awarding proposals submitted under TEC Chapter 12, Subchapter C. This should include a description of eligibility requirements, application materials, and review protocols utilized in the process.
2. Describe the process for communicating application evaluation criteria and approval/denial decisions, (including basis for decisions), to charter applicants.
3. Describe the process for the public to learn about potential charter applications prior to approval decisions by the local board.

Board shall consider an application that:

1. Meets eligibility requirements for a campus charter/program charter set forth in TEC §12.052, §12.0521, §12.0522, and §12.053;
2. Follows application process established by the District; and
3. Provides evidence to Board that applicant will comply with statutory and District requirements for a campus charter/program charter.

Application process shall include:

1. A comprehensive written application submitted by each applicant in accordance with application guidance and requirements provided by the Board;
2. A rigorous review of the written application conducted by a Charter Application Review Committee of internal and/or external evaluators that makes recommendations to the Superintendent;
3. A formal recommendation from Superintendent to Board for approval or denial of each application, evidence from Review Committee and staff recommendation, public forum, and interview panel; and
4. A formal vote by Board to approve or deny application, following deliberation of Superintendent's recommendations in a public meeting.

Application process may also include: Interview with each applicant

Application process will also include: Public hearing to allow applicants opportunity to present application to the Board before formal consideration by the Board;

Application for a Subchapter C charter shall include the following:

1. Purpose and community need for the proposed campus;
2. Statement of the school's mission and goals;
3. Identification of the targeted community and students to be served;
4. Academic plan including educational focus, program, curriculum to be offered, and description of proposed school day, calendar, and year;
5. Plan for meeting the needs of students with disabilities, English language learners, and other special populations;
6. Plan for measuring and reporting student achievement
7. The financial and business plan, including a proposed five-year operating budget and a contingency budget for lower than expected enrollment;
8. Identification and description of the proposed governing body members and school leadership;
9. The governance and decision-making plan including governing board structure, school leadership and management structure, and organization chart;
10. Indications that proposed governance structure is conducive to sound fiscal and administrative practices and accountable, independent oversight of the school;
11. Roles and responsibilities of school leadership responsible for personnel, the budget, purchasing, program funds, and other areas of management;
12. School's staffing plan and employment plan consistent with federal and applicable state guidelines, including due process, employment contract nonrenewal, and termination procedures;

13. Information on the qualifications, experience, recruitment, selection, professional development, and ongoing evaluation of teaching staff hired for the school;
14. Proposed student recruitment, enrollment, and withdrawal processes, and plan for ensuring access in accordance with law;
15. Student discipline plan and procedures;
16. Petition indicating evidence of support for the approval as required by TEC §12.052 or TEC §12.053, if applicable;
17. Pre-operational start-up plan detailing tasks, responsible parties, and timeline for completion.

District will establish a Review Committee composed of at least three, competent teams of internal (district staff) evaluators and/or external (non-district staff) evaluators, with financial, operational, governance or legal expertise. District will provide training to Review Committee. District staff will coordinate work of Review Committee, into formal District recommendations regarding each application, for presentation to the Superintendent and shall do the same with regard to the Superintendent's recommendation to the Board.

The Board will require full disclosure of any potential or perceived conflicts of interest between Review Committee members and charter school applicants.

## Oversight and Evaluation (1000 word limit)

1. Describe the district process for routinely monitoring accountability and compliance, as defined in the charter contract.
2. Outline the district data collection requirements, including a reporting schedule, site-visits, mandated assessments, and any required student-management system. .

The Board will conduct school oversight to evaluate performance and monitor charter school fulfillment of legal obligations; ensure charter schools' legally entitled autonomy; protect students' rights; inform intervention (including probation), revocation and renewal decisions; and report publicly on individual and collective performance of the charter schools

### **Performance and Compliance Systems**

The Board will implement a comprehensive performance accountability and compliance monitoring system that is defined by the charter contract and provides the Board with the information necessary to make rigorous, evidence-based decisions regarding charter renewal, revocation, and probation or other interventions. This monitoring system will be based on and aligned with the academic, financial, operational, and governance standards set forth in the charter contract.

The Board will implement an accountability system that effectively streamlines federal, state, and contractual performance expectations and compliance requirements while protecting charter schools' legally entitled autonomy and minimizing their administrative and reporting burdens.

### **Requirements for Data**

Charter schools shall provide the information required by state law and meet the District's requirements for charter school reporting. The District will annually provide a reporting schedule that defines and communicates to charter schools the process, methods, and timing of gathering and reporting data. Charter schools shall provide information and data to the District pursuant to the reporting schedule and through a state-approved student management system.

Charter schools shall administer the state-mandated assessments per the state testing calendar to assess student performance and include measures within the performance standards on the state-mandated assessments.

Annual performance targets shall require the disaggregation of all student performance data by agreed-upon student specific subgroups.

Multiple charter schools overseen by a single governing body shall be required to report their performance as separate, individual charter schools. Each charter campus shall be held independently accountable for its performance and held independently accountable regarding charter school closure and revocation.

### **Reporting Timeline for Charter Data Analyses**

The District will implement the following Reporting Schedule and timeline for the purpose of evaluating student performance through detailed data analysis.

- A. Quarterly Performance Reports will be submitted by charter schools to the District's Superintendent and the Board according to the following dates for the School Year 2018-2019:
  - 1. 1<sup>st</sup> Quarter Report due date – Friday, October 19, 2018
  - 2. 2<sup>nd</sup> Quarter Report due date – Friday, January 11, 2019
  - 3. 3<sup>rd</sup> Quarter Report due date – Friday, March 22, 2019
  - 4. 4<sup>th</sup> Quarter Report due date – Friday, May 24, 2019
- B. At minimum, charter schools will utilize the following resources for data analysis included in Performance Report submissions:
  - 1. District Based Assessments (DBA) as they occur throughout the year.
  - 2. Campus Based Assessments (CBA) as they occur throughout the year
  - 3. End of Year state assessment results - when received

Charter schools will also have access to and opportunity to utilize the following ECISD software programs to measure student performance and progress: Unit Assessments, Istation (to include, but not limited to, Beginning of Year (BOY), Middle of Year (MOY), and End of Year (EOY) reports), Stride, and Imagine Math.

Should charter schools elect to implement other software programs of their own choosing, they must provide the District's Superintendent and the Board with those student performance reports as well.

### **Reporting by the Board**

The Board will evaluate each charter school and program annually on its performance and progress toward meeting the standards and targets stated in the charter contract, including essential compliance requirements.

### **Performance and Compliance Monitoring Systems**

The Board will implement a comprehensive performance accountability and compliance monitoring system that is defined by the charter contract and provides the Board with the information necessary to make rigorous, evidence-based decisions regarding charter renewal, revocation, and probation or other interventions. This monitoring system will be based on and aligned with the academic, financial, operational, and governance standards set forth in the charter contract.

The Board will implement an accountability system that effectively streamlines federal, state, and contractual performance expectations and compliance requirements while protecting charter schools' legally entitled autonomy and minimizing their administrative and reporting burdens.

The Board will respect each charter school's authority over its day-to-day operations.

### **Requirements for Data Collection and Analysis.**

Charter schools will be required to provide the information required by state law and meet the District's requirements for charter school reporting. The District will annually provide a reporting schedule that defines and communicates to charter schools the process, methods, and timing of gathering and reporting data. Charter schools will be required to provide information and data to the District pursuant to the reporting schedule and through a state-approved student management system.

Charter schools will be required to administer the state-mandated assessments per the state testing calendar to assess student performance and include measures within the performance standards on the state-mandated assessments.

Annual performance targets will require the disaggregation of all student performance data by agreed-upon student specific subgroups.

### **Reporting by the Board**

The Board will evaluate each charter school annually on its performance and progress toward meeting the standards and targets stated in the charter contract, including essential compliance requirements.

The Board will clearly communicate evaluation results to the charter school's governing body and leadership in an annual written report to each charter school or program, as applicable, summarizing its performance and compliance to date and identifying areas of strength and areas needing improvement. The results of all evaluations will be made accessible to the public and available on the District website.

The Board will produce for the public an annual report that provides clear, accurate performance data for all the charter schools it oversees, reporting on individual school and overall charter school performance per the performance standards established in applicable law and the charter contract. The annual report shall at a minimum be posted on the District website.

### **Interventions, including Probation**

The Board will communicate with charter schools as needed, including both the school principal or chief officer and local governing board, and provide timely notice, to the extent possible, of any material charter contract violations and performance deficiencies that may lead to formal intervention, including probation.

The Board will articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

### **School Site Visits**

In addition to the renewal visit at the end of the charter term, the Board will conduct at least annual site visits during each year of the charter term of each charter school it oversees, for the purpose of collecting data or gathering qualitative information that cannot be obtained otherwise and in accordance with the charter contract, while ensuring that the frequency, purposes, and methods of such visits respect school autonomy and minimize operational interference.

The Board will develop a site visit protocol that articulates the expectations for charter schools prior to, during and after the visit, including review of documents and data, classroom observations, and stakeholder interviews.

The Board will provide the school and the public with a written report that summarizes the school's performance against the renewal standards and criteria addressed by the site visit. The report will present only findings and analysis of relevant data; it shall not provide recommendations or prescriptions to the school.

The Board will collect information from the charter schools that it oversees in a manner that minimizes administrative burdens on the charter schools, while ensuring that performance and compliance information is collected with sufficient detail and timeliness to protect student and public interests.

The Board will focus its evaluation efforts on the performance standards set forth in the charter contract and present its analyses in a straightforward manner that clearly indicates whether a charter school is meeting the standards and criteria for renewal. Evaluation reports and presentations will not prescribe solutions to those areas not meeting standards and identified in need of improvement.

## **Campus Autonomy (1000 word limit)**

1. Describe the areas of autonomy and flexibility provided to charter schools in the district. Specifically, identify district policies except for laws, rules, and policies that are specifically

identified as applicable to the campus in the performance contract for which the campus could otherwise be exempt under TEC, Chapter 12, Subchapter C.

2. Describe the relationship and key responsibilities between the school district board of trustees, the district administration, and the charter holder/operating partner.

A fundamental feature of charter schools is autonomy in exchange for accountability. The Board will respect and preserve the core autonomies crucial to charter school success, including legal, educational, financial, and operational autonomy to the extent permitted by law. The Board will assume responsibility not for the success or failure of individual schools but for holding schools accountable for outcomes. The Board shall recognize the local governing board of the charter school as independent and autonomous from the Board and District, with full authority and accountability for the charter school's performance and operations.

**Areas of Autonomy.**

The Board will promote and respect the educational autonomy and flexibility of charter schools it oversees, to the extent permitted by law.

The Board will respect and support the independence of each charter school's local governing board from the District and allow charter school management to decide how best to operate its school within the limits of applicable law and regulation.

The Board will honor the autonomy of the charter schools it oversees regarding budget and financial matters, including the right to generate revenue and make expenditure decisions.

The Board will oversee charter schools in such a way as to maximize the legal autonomy of these schools, consistent with applicable law and regulation.

Charter schools should not expect technical assistance from the District. The District will provide information and guidance to ensure that charter schools and their students have ample opportunity to succeed.

**Enhancing Autonomy and Minimizing Burden.**

To the extent possible, the Board will minimize administrative and compliance burdens on charter schools and focus on holding schools accountable for outcomes rather than processes.

The Board will periodically review its existing policies, practices, rules, and regulations to evaluate the potential to increase charter school autonomy and reduce requirements for all charter schools it oversees based on flexibility in the law and available efficiencies.

The Board will seek opportunities to enhance autonomy for individual charter schools that consistently demonstrate strong performance and success in meeting the academic, financial, operational, and governance standards established in the charter contract and applicable law.

## Intervention and Probation (1000 word limit)

1. Describe the district principles to guide intervention in charter schools failing to attain established performance standards.
2. Explain the criteria for a designation of intervention or probation as well as a procedure for corrective action.



The Board will follow a clear, explicit plan for monitoring schools as set forth in the charter contract and Board policy. If there is reason for concern regarding a charter school's performance or legal compliance, the Board will communicate with the school leadership and governing body and monitor as needed to ensure the school remedies serious concerns in a timely manner. In cases where formal intervention by the Board is warranted, it will be proportionate to the identified problem, adhere to provisions of the charter contract, and respect the autonomy of the charter school.

### **Principles**

In responding to problems or deficiencies that call for formal intervention in charter schools, the Board will follow these general principles:

1. Give schools clear, adequate, evidence-based, and timely notice of contract violations or performance deficiencies;
2. Allow schools reasonable time and opportunity for remediation in non-emergency situations;
3. Where intervention is needed, engage in intervention strategies that clearly preserve school autonomy and responsibility (identifying what the school must remedy without prescribing solutions); and
4. Articulate and enforce stated consequences for failing to meet performance expectations or compliance requirements.

### **Intervention Other Than Probation**

The Board will give timely notice to the governing body and leadership of the charter school of any charter contract violations or performance deficiencies justifying formal intervention. The notice shall identify in writing the concern(s) to be remedied and the timeframe for correction, and may include additional consequences if the concern(s) are not remedied within the stated timeline.

The Board will provide charter schools with reasonable time and opportunity for remediation and to submit a corrective action plan, if required, in nonemergency situations.

### **Probation**

Depending on the severity of the concern or deficiency, the Board may place a school on probation or revoke the charter contract, in accordance with the terms of the charter contract and TEC §§ 12.063 and 12.064. The Board may place a charter on probation if it determines that the campus or program has:

1. Committed a material violation of the charter contract;
2. Persistently failed to meet academic standards set forth in the charter contract;
3. Persistently failed to satisfy generally accepted accounting standards of fiscal management; or
4. Persistently failed to comply with any applicable laws or state agency rules.

The Superintendent or designated staff shall investigate any indication or allegation that a charter school has committed violations that would warrant probation under TEC §§ 12.063 and 12.064.

### **Procedure**

In the event of any indication or allegation that a charter has committed a violation or underperformed to a degree that may warrant probation, the District and Board will take the following steps:

1. The Superintendent or designated staff will notify the school leadership in writing of the indication(s) or allegation(s), stating that the charter may be placed on probation, and shall meet with the principal or equivalent chief operating officer and the president or chair of the governing board of the charter school to discuss the matter, providing the school leadership an opportunity to respond.
2. If the Superintendent or designated staff determines that a violation or mismanagement that may warrant probation has occurred, the principal or equivalent officer of the charter school will respond to the matter at the next regularly scheduled Board meeting. The Superintendent will ensure that the issue is on the agenda. The Board will hear the presentation and if warranted, take action to place the charter school on probation. In considering whether to place a charter school on probation, the Board will schedule a public hearing to be held on the charter school campus, in accordance with TEC §12.064. The decision regarding whether to place a charter school on probation will be based on the best interests of the students, the severity of the violation, and any previous violation committed by the school.

3. If a charter school is placed on probation, the charter school must take action to remedy the identified violation(s) or underperformance and report on the status of its corrective actions at the next regularly scheduled Board meeting.
4. The District will monitor the school's corrective actions and re-evaluate the school's status on a timeline appropriate for the circumstances, to determine whether and when the school may be removed from probation, or whether charter revocation should or must be considered.

### Renewal and Non-Renewal (1000 word limit)

1. Describe the charter terms and evidence required for renewal of a charter agreement.
2. Describe the criteria and a timeline for non-renewal of a charter agreement.
3. Describe the process for establishment of a closure protocol in the event of non-renewal of a charter agreement..

A charter granted by the District will expire 10 years from the date the charter is granted unless the specified goals are substantially met, as determined by the Board.

Upon the expiration of a charter contract between the Board and a charter school, the Board may renew the contract for another three (3) year term. In accordance with law, the Board shall renew a charter performance contract only if the Board finds that the campus charter has substantially fulfilled its obligations and met the performance standards in the contract and applicable law.

The Board will base the charter contract renewal process and renewal decisions on the school's past performance, not promises of future success. The District will conduct its review using a comprehensive body of objective evidence defined by the performance standards and provisions in the contract. Such evidence will include at least all of the following:

1. Multiple years and measures of performance against the performance standards and expectations established in the charter contract and applicable law. The following are the Student Outcomes Performance Measure Expectations specific to Ector Middle School and consistent with Campus Improvement:
  - Performance Measure #1 - Campus Rating: at the end of the following school years, at minimum, the Campus will receive the following respective campus ratings: 2018-19 – D; 2019-20 – D; 2020-21 – C; 2021-22 - C; 2022-23 – B;
  - Performance Measure #2 – Student Progress: at the end of the following school years, at minimum, the Campus will receive the respective campus ratings: 2018-19 – C; 2019-20 – C; 2020-21 – B; 2021-22 - B; 2022-23 – A;
  - Performance Measure #3 – Closing Gaps: at the end of the following school years, at minimum, the Campus will receive the respective campus ratings: 2019-20 – D; 2020-21 – D; 2021-22 - C; 2022-23 – C.
2. Financial audits;
3. Performance and compliance reports, including site visit reports, if applicable; and
4. The school's performance on corrective action plans or other required interventions, if necessary.

As part of the renewal application process, the District will provide each charter school, in advance of the renewal decision, a cumulative Renewal Performance Report that summarizes the school's performance record over the contract term and states the District's summative findings concerning the school's performance and its prospects for renewal. The renewal application process will provide each charter school an opportunity and reasonable time to respond to its cumulative Renewal Performance Report; correct the record, if needed; and present additional evidence regarding its performance.

The Board will make renewal decisions in a public meeting and promptly notify each charter school of its renewal (or nonrenewal) decision, including setting forth in writing the reasons for the decision.

#### **Nonrenewal**

The Board will choose not to renew a charter school contract for any of the following reasons:

1. Persistent or significant failure to meet student performance standards and expectations stated in the contract;
2. Persistent or significant failure to meet generally accepted accounting standards for fiscal management;
3. Persistent or significant violation of any provision of the contract or applicable state or federal law; or
4. Other good cause.

The Board will base any decision not to renew a charter school contract on thorough analysis of a comprehensive body of objective evidence defined by the contract, as described above.

#### **Notification Timeline for Nonrenewal**

In the event of a decision not to renew a charter contract, the Board will notify the school of the proposed action in writing no later than the last Friday of January in the year in which the Board intends to take action not to renew the contract. The notice shall include the reasons for the proposed action in detail, and the effective date of the nonrenewal.

Parents and students shall have ample time and information to make informed choices for the coming school year when a school's contract is not renewed. Children attending a charter school whose contract has been revoked, not renewed, or that closes for any reason shall be admitted to District schools if the children are entitled to attend under state law, and admission deadlines shall be waived for such students.

Any charter school whose contract is not renewed shall close permanently at the end of the current school year or on a date specified in the notification of nonrenewal.

#### **Closure Protocol**

The Board will develop a detailed school closure protocol before the non-renewal of a charter contract. The protocol shall ensure timely notification to parents including assistance in finding new placements; orderly transition of student records to the district; and disposition of school funds, property, and assets in accordance with law. In the event of closing any charter school, the District will oversee and work with the school's governing board and leadership to carry out the closure protocol.

## **Revocation (1000 word limit)**

1. Describe the criteria for revocation of a charter agreement.
2. Describe the timeline and procedure for revocation of a charter agreement.

**Criteria for Revocation**

The Board may revoke a campus charter as permitted by law or the charter performance contract for failure to meet performance standards.

The Board will revoke a charter if it finds clear evidence of a charter school's extreme underperformance or violation of law or the public trust that imperils students or public funds, including any of the following:

1. Persistent and serious violation of applicable state or federal law;
2. Persistent and serious violation of a provision of the charter contract;
3. Persistent failure to meet generally accepted accounting standards for fiscal management;
4. Persistent failure to improve student academic achievement for all student groups;
5. Failure for three (3) consecutive years to meet the academic and/or financial accountability standards outlined in TEC Chapter 39, Subchapters C and D;
6. Failure for three (3) consecutive years to meet the academic and/or financial performance standards established in the charter contract; or
7. Multiple placements on probation within any three-year period.

**Procedure**

In the event of any indication or allegation that a charter has committed a violation or underperformed to a degree that may warrant charter revocation, the Superintendent or designated staff will take the following steps:

1. The Superintendent or designated staff will notify the school leadership in writing of the indication(s) or allegation(s), stating that the charter may be in jeopardy, and shall meet with the principal or equivalent chief operating officer and the president or chair of the governing board of the charter school to discuss the matter.
2. If the Superintendent or designated staff determines that a violation or mismanagement has occurred, the principal or equivalent officer of the charter school shall respond to the matter at the next regularly scheduled Board meeting. The Superintendent shall ensure that the issue is on the agenda. The Board shall hear the presentation, and if the Board decides to consider revocation of the charter, it shall schedule a public hearing to be held on the campus where the program is located.

The Board's decision regarding whether to revoke a charter will be based on the best interests of the students, the severity of the violation, applicable law, and any previous violation committed by the school.

In the event of a health or safety concern, the Board reserves the right to immediately suspend school operations before revocation takes effect.

**Notification Timeline**

In the event of a decision to revoke a charter contract, the Board will notify the school of the proposed action immediately in writing. The notice shall include the reasons for the proposed revocation in detail, and the effective date of the revocation, which may be effective immediately in the event of a health or safety concern.

Parents and students shall have ample time and information to make informed choices for the coming school year when a school's contract is revoked or not renewed. Children attending a charter school whose contract has been revoked, not renewed, or that closes for any reason shall be admitted to District schools if the children are entitled to attend under state law, and admission deadlines shall be waived for such students.

Any charter school whose contract is revoked shall close permanently at the end of the current school year or on a date specified in the notification of revocation.

**Closure Protocol**

The Board will develop a detailed school closure protocol before the revocation of a charter contract, as provided for in the Board Policy on "Charter Renewal and Nonrenewal."