

State Board of Education-Authorized Charter Schools Complaint Form

Filing a Complaint Regarding Open Meeting, Public Records, and Conflict of Interest Requirements

Important Information:

This form is only for use for complaints regarding State Board of Education (SBE) authorized charter schools or charter management organizations (CMO) that operate a charter school authorized by the SBE. See additional information below to determine the charter school authorizer.

Education Code Section 47604.1

California *Education Code (EC)* Section 47604.1 requires that charter schools and those that manage charter schools (charter management organizations) comply with key state laws related to transparency and conflict of interest. More specifically, *EC* 47604.1 requires compliance with the Ralph M. Brown Act (open meeting law), the California Public Records Act (open records law), *Government Code* 1090 (law prohibiting conflicts of interest in purchasing or contracting) and the Political Reform Act of 1974 (law prohibiting conflicts of interest in government decision making). You can find the text of *EC* 47604.1 at <https://leginfo.legislature.ca.gov>.

Before Filing a Complaint

The SBE takes its obligation to oversee SBE-authorized charter schools very seriously and, in doing so, has implemented a process for receiving complaints that an SBE-authorized charter school may have violated *EC* 47604.1. If the charter school is currently authorized by the SBE, or the charter management organization operates a charter school that is currently authorized by the SBE, you may use the form below to file your complaint. Completed forms may be submitted via email to Charters@cde.ca.gov. You may also file a complaint to the Charter Schools Division by phone at 916-322-6029 or via email to Charters@cde.ca.gov.

If your complaint pertains to an SBE-authorized charter school, but is unrelated to *EC* 47604.1, please submit your complaint to the SBE Oversight office at SBEOVERSIGHT@cde.ca.gov.

If you know that the charter school is currently authorized by a local school governing board or county office of education, we urge you to contact the authorizer to attempt to address your concern.

Determination of Charter School Authorizer

To determine who authorized the charter school, go to the California Department of Education California School Directory web page at <https://www.cde.ca.gov/schooldirectory>, which provides the name of the authorizer under the column labeled **District**.

SBE-Authorized Charter School Complaint Form

Contact Information

Name

You may file a complaint without providing your name, but please be advised that providing your name may make it much easier for us to respond to and address your concerns. Please note that if you do provide your name, we will attempt to keep it confidential but may be required to disclose it, consistent with state law.

Title (if employed by the charter school or CMO)

Phone number

Email

Best time to contact

Complaint Information

Charter school name

Describe how you believe this charter school or charter management organization violated *EC 47604.1*.

Violation of:

Open meeting (Brown Act)**

Conflict of interest laws

Public records act

Please note that if you believe that the charter school or charter management organization (CMO) acted in violation of the Brown Act, you must send a letter, known as a “cure and correct letter,” generally within 30 days, that gives the charter school or CMO an opportunity to correct the violation. See *Government Code* Section 54960.1 for the specific requirements for this letter. **Filing a complaint here does not satisfy that requirement.

Describe what happened, when, and who was involved. Provide as much specific detail as you can. Attach another sheet if necessary.

Provide any documents or other evidence that supports your claim.

Are there other individuals who can corroborate this claim? Provide their names and contact information.

What steps have you already taken to address this concern?