

1. Completion of a student admissions application

Registration packets for students who are admitted will also gather the following:

1. Proof of Immunization
2. Home Language Survey
3. Completion of Emergency Medical Information Form
4. Proof of minimum age requirements, e.g. birth certificate
5. Release of records

Public Random Drawing

Hillcrest Middle School shall admit all pupils who wish to attend the Charter School. However, if the number of pupils who wish to attend the Charter School exceeds the Charter School's capacity, attendance shall be determined by a public random drawing, as required by Education Code Section 47605(d)(2)(B), and as specified by Board policy (except for existing pupils of the charter school). If a public random drawing is necessary, preference for admission in the lottery will be given in the following order:

1. Existing students (defined as graduates of the fifth grade at Gravenstein School)
2. Students attending Hillcrest Middle School (either in the *ENRICH!* program or the traditional Hillcrest Middle School program)
3. Students residing in the attendance area of the public school prior to the conversion (District residents)
4. Siblings of existing students
5. Children of school employees
6. Students who reside outside the District

In the public random drawing, all applicants are drawn and listed in order, separately, for each grade level. Once the Charter School's capacity is met, the remaining applicants will continue to be drawn randomly and placed in the order they are drawn on the waiting list. Any vacancies during the school year after the public random drawing will be filled with the students on the waiting list.

The Charter School will utilize separate application and admissions processes for the *ENRICH!* program and the traditional Hillcrest Middle School program.

ELEMENT 9: FINANCIAL AUDIT

Governing Law: The manner in which annual, independent, financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority. Education Code Section 47605(b)(5)(I).

The Hillcrest Middle School will adhere to policies and administrative regulations adopted by the District Board of Education Policies and Administrative Regulations and will participate in the District Board's annual audit of fiscal and programmatic operations. The District will continue to provide administrative services and budget development for the Charter School. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in any applicable Office Management and Budget Circulars. The District and the Charter School will comply with Sonoma County Office of Education audit and accountability practices, though the Charter School will retain its rights under the parameters of charter school law.

The District and Hillcrest Middle School shall resolve any audit exceptions and/or deficiencies in accordance with District policies and procedures and to the satisfaction of the District. Audit appeals or requests for summary review shall be submitted to the Education Audit Appeals Panel (“EAAP”) in accordance with applicable law.

The independent financial audit of the Charter School is public record to be provided to the public upon request.

ELEMENT 10: SUSPENSION AND EXPULSION

Governing Law: The procedures by which pupils can be suspended or expelled. Education Code Section 47605(b)(5)(J).

The Hillcrest Middle School will follow District Board Policy and Education Code Section 48900 *et seq.* with regard to the suspension and expulsion of students. The Hillcrest Middle School will develop, and the District Board of Education will approve, the behavior guidelines that govern students including chronic behavior issues. These policies will be printed in the parent/student handbook and will be available on request at the Charter School office. Parents will be notified of serious or repeated behavior infractions. Students will always be treated with respect, listened to attentively, and have access to due process in all instances of serious behavior infractions. Suspensions and expulsions will follow District and Education Code requirements. A student who commits an expellable offense will receive a hearing by the District Board of Trustees or designated Administrative Panel pursuant to District Board Policy.

ELEMENT 11: RETIREMENT PROGRAMS

Governing Law: The manner by which staff members of the charter schools will be covered by the State Teachers’ Retirement System, the Public Employees’ Retirement System, or federal social security. Education Code Section 47605(b)(5)(K).

The employees at the Charter School will participate in the State Teachers’ Retirement System (“STRS”), the Public Employees’ Retirement System (“PERS”), and social security in accordance with his or her position with the District. The District shall be responsible for ensuring that the required contributions and deductions are made.

ELEMENT 12: PUBLIC SCHOOL ATTENDANCE ALTERNATIVES

Governing Law: The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools. Education Code Section 47605(b)(5)(L).

The Hillcrest Middle School is a school of choice and no students shall be required to attend. Pupils who reside in the District and choose not to attend the Hillcrest Middle School may choose to attend other public schools through an intra-or inter-district transfer in accordance with existing enrollment and transfer policies of the District. Parents and guardians of each student enrolled in the Hillcrest Middle School will be informed on admissions forms that the students have no right to admission in a particular school of the District as a consequence of enrollment in the Hillcrest Middle School, except to the extent that such a right is extended by the District.

ELEMENT 13: EMPLOYEE RETURN RIGHTS

Governing Law: A description of the rights of any employee of the school district upon leaving the employment

of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school. Education Code Section 47605(b)(5)(M).

Employees of the Hillcrest Middle School will remain District employees and shall retain the right to return and gain seniority through the District. Therefore any movement of employees between the Hillcrest Middle School and the District is subject to the applicable collective bargaining agreements of the District.

ELEMENT 14: DISPUTE RESOLUTION

Governing Law: The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to the provisions of the charter. Education Code Section 47605(b)(5)(N).

In the case of a dispute between Hillcrest Middle School and the District Board of Trustees regarding this charter, the Site Council will appoint a representative(s) (to include the Superintendent) to act on behalf of the school to bring any matter of concern to the board's attention.

ELEMENT 15: PUBLIC SCHOOL EMPLOYER

Governing Law: A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code). Education Code Section 47605(b)(5)(O).

The District will be the exclusive public school employer of all employees of the Hillcrest Middle School for purposes of the Educational Employment Relations Act ("EERA") and for collective bargaining purposes. The District shall comply with the EERA.

ELEMENT 16: SCHOOL CLOSURE

Governing Law: A description of the procedures to be used if the charter school closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records. Education Code Section 47605(b)(5)(P).

Closure of the Hillcrest Middle School will be documented by official action of the District Board of Trustees. The action will identify the reason for closure. The official action will also identify an entity and person or persons responsible for closure-related activities.

The District will promptly notify parents and students of the Hillcrest Middle School, the Sonoma County Office of Education, the California Department of Education, the Sonoma SELPA, and the retirement systems in which the Charter School's employees participate (e.g., Public Employees' Retirement System, State Teachers' Retirement System, and federal social security) of the closure as well as the effective date of the closure. This notice will also include the name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure; the pupils' school districts of residence; and the manner in which parents (guardians) may obtain copies of pupil records.

The Board will ensure that the notification to the parents and students of the Hillcrest Middle School of the closure provides information to assist parents and students in locating suitable alternative programs. This notice will be provided promptly following the Board's decision to close the Hillcrest Middle School. The Board will

also develop a list of pupils in each grade level and the classes they have completed, together with information on the pupils' districts of residence, which they will provide to the entity responsible for closure-related activities.

All transfers of student records will be made in compliance with the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g. The District will store original records of the Hillcrest Middle School students. All records of the Hillcrest Middle School shall be transferred to the District upon charter School closure and maintained in accordance with law.

The Hillcrest Middle School will revert back to non-charter status upon closure of the charter unless otherwise closed by the District. As soon as reasonably practical, the District will prepare final financial records. The District will also have an independent audit completed within six months after closure. The audit will be prepared by a qualified Certified Public Accountant selected by the District. The final audit will include the following:

- An accounting of all financial assets, including cash and accounts receivable
- An inventory of property, equipment, and other items of material value
- An accounting of the liabilities, including accounts payable
- Any reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation
- An assessment of the disposition of any restricted funds received by or due to the Hillcrest Middle School.

The District will complete and file any annual reports required pursuant to Education Code section 47604.33.

On closure of the Hillcrest Middle School, all assets of the Hillcrest Middle School, including but not limited to all leaseholds, personal property, intellectual property and all ADA apportionments and other revenues generated by students attending the Hillcrest Middle School, remain the sole property of the District. Any assets acquired from the District or District property will be promptly returned upon closure to the District. The distribution shall include return of any grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law, as appropriate, which may include submission of final expenditure reports for entitlement grants and the filing of any required Final Expenditure Reports and Final Performance Reports, as well as the return of any donated materials and property in accordance with any conditions established when the donation of such materials or property was accepted.

As specified by the attached Budget, the District will utilize the Charter School's reserve fund to undertake any expenses associated with the closure procedures identified above.

ELEMENT 17: ADDITIONAL REQUIREMENTS

A. Liability and Indemnity

Governing Law: Potential civil liability effects, if any, upon the school and upon the District. Education Code Section 47605(g).

The Charter School shall remain under District insurance coverage. Insurance amounts will be determined by recommendation of the District and its insurer for schools of similar size, location, and student population.

The District will institute and maintain appropriate risk management practices.

B. Term of Charter

The requested term of the charter shall be for five years, from July 1, 2017, to June 30, 2022.

C. Material Revisions

Any material revisions to this Charter must be formally approved by the District Board in accordance with Education Code Section 47607.

D. Financial Plan

Governing Law: The petitioner or petitioners shall also be required to provide financial statements that include a proposed first-year operational budget, including startup costs, and cash flow and financial projections for the first three years of operation. Education Code Section 47605(g).

Attached, as Appendix B, please find a multi-year projection for 2016/17, 2017/18, and 2018/19, including budget assumptions for the 2016/17 through 20121/22 fiscal years.

The Charter School shall provide reports to the District as follows, and may provide additional fiscal reports as requested by the District:

1. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement.
2. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. Additionally, on December 15, a copy of the Charter School's annual, independent financial audit report for the preceding fiscal year shall be delivered to the District, State Controller, State Department of Education and County Superintendent of Schools.
3. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31.
4. By September 15, a final unaudited report for the full prior year. The report submitted to the District shall include an annual statement of all the Charter School's receipts and expenditures for the preceding fiscal year.

E. Centralized Administrative Services

Governing Law: The manner in which administrative services of the school are to be provided. Education Code Section 47605(g).

Centralized administrative services at the Hillcrest Middle School will be run in a substantially similar fashion to those at other schools in the District. All "back office" services will be handled by the District.

F. Facilities

Governing Law: The facilities to be utilized by the school. The description of the facilities to be used by the charter school shall specify where the school intends to locate. Education Code Section 47605(g).

Hillcrest Middle School will be located within the District boundaries, and will operate from the existing Hillcrest Middle School site at 725 Bloomfield Road, Sebastopol, California. The Hillcrest Middle School site comprises 17 classrooms, a computer lab, a school office, a Principal’s office, and Hillcrest Hall.

APPENDIX A

MEASURABLE PUPIL OUTCOMES 2016

Smarter Balanced Assessment Test Results for:

Sonoma County

CDS Code: 49-00000-0000000

SUMMARY REPORT CHANGE OVER TIME

Report Options

Select Year:

2016

Select Group/Subgroup:

All Students (Default)

Apply Selections

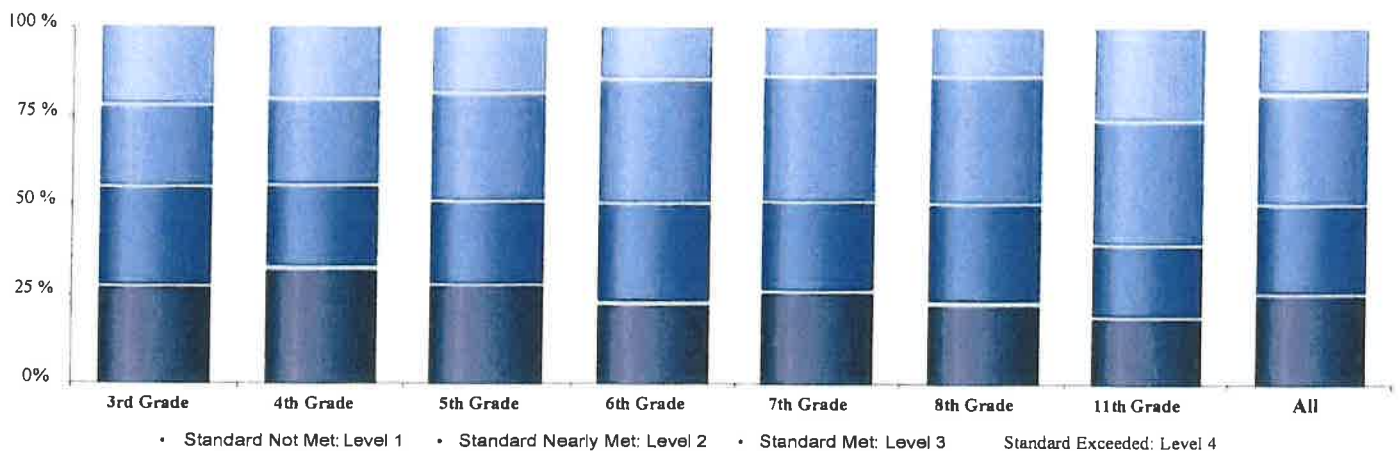
To learn more about the results displayed below, please visit [Understanding Smarter Balanced Assessment Results](#)

In order to protect student privacy, an asterisk(*) will be displayed instead of a number on test results where 10 or fewer students had tested. Additionally, within subgroup views only, "N/A" will be displayed instead of the number of students when student subgroup counts are 10 or fewer

Smarter Balanced Results (2016)

English Language Arts/ Literacy

Achievement Level Distribution

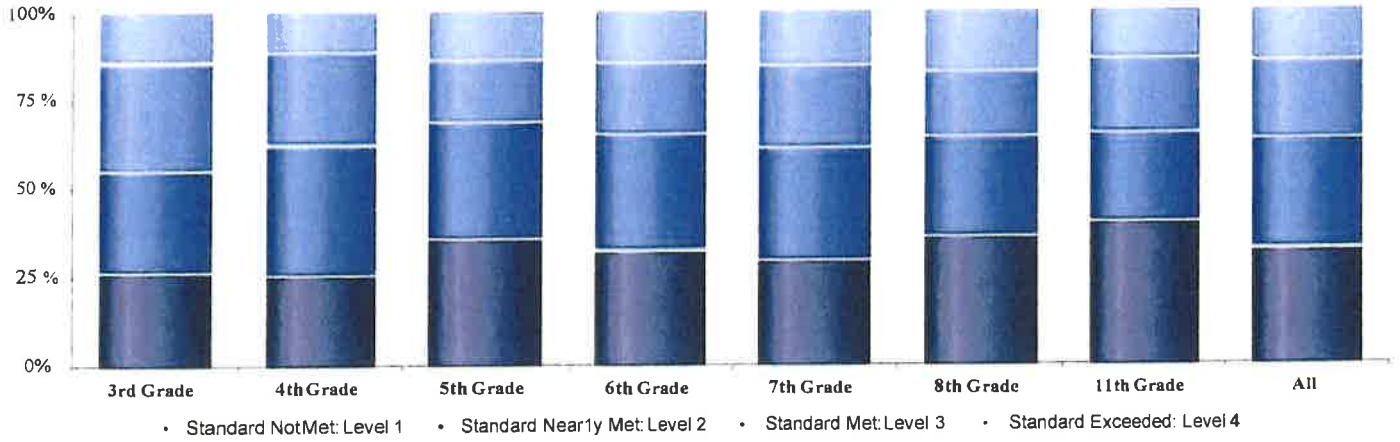


[English Language Arts/Literacy Achievement Level Descriptors](#)

Mathematics

5/24/2017

2016 Results-CAASPP Reporting (CA Dept of Education)



[Mathematics Achievement Level Descriptors](#)

Gravenstein Union Elementary District

CDS Code: 49-70714-0000000

Gravenstein Union Elementary District

Sonoma County

CHANGE OVER TIME

Report Options

Select Year:

2016

Select Group/Subgroup:

All Students (Default)

Apply Selections

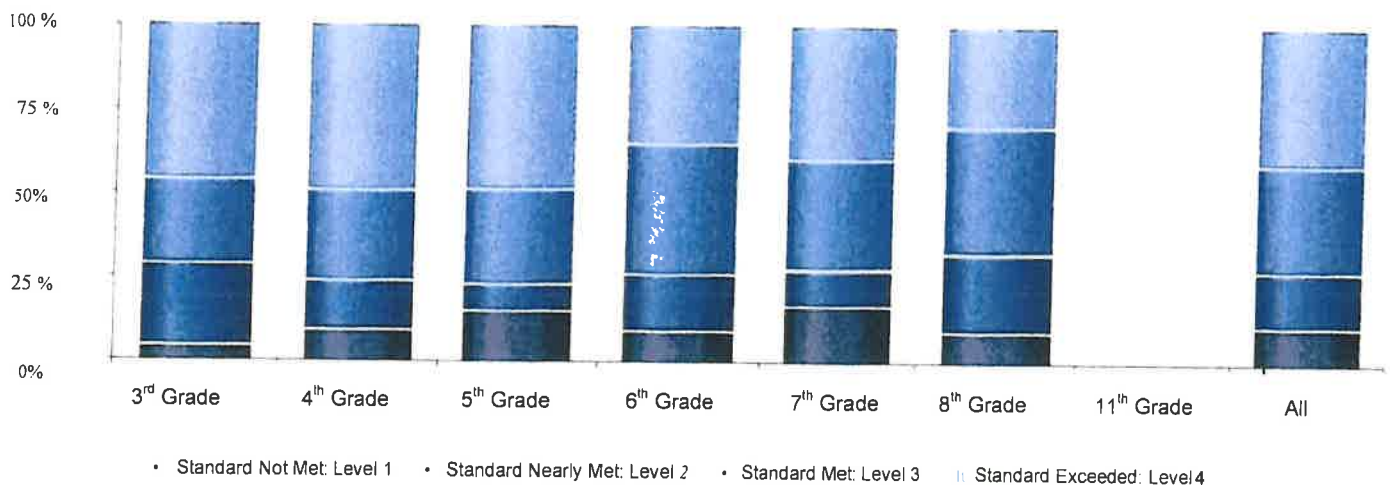
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Smarter Balanced Results (2016)

English Language Arts/Literacy

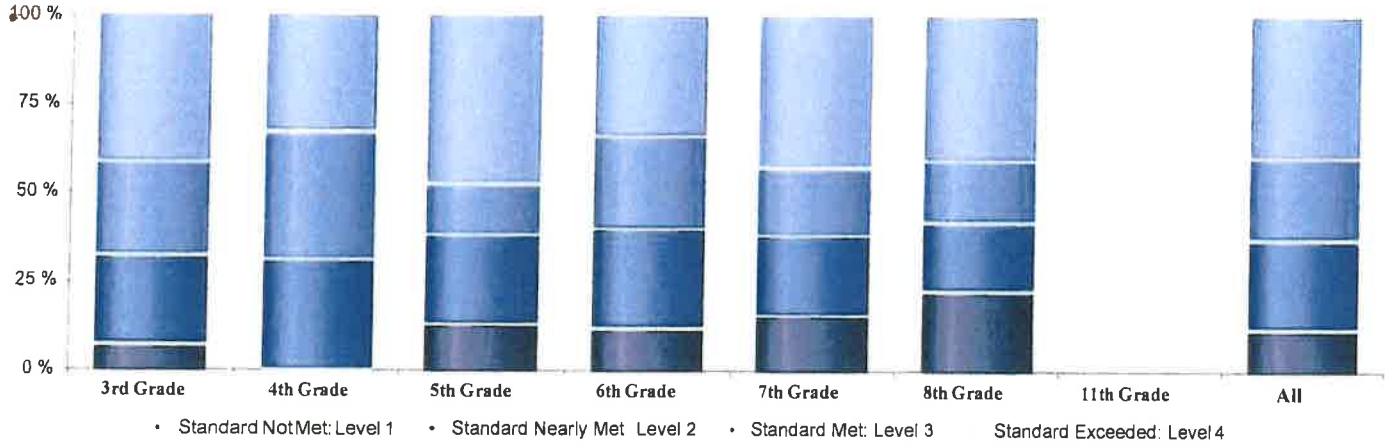
Achievement Level Distribution



[English Language Arts/Literacy Achievement Level Descriptors](#)

Mathematics

Achievement Level Distribution



[Mathematics Achievement Level Descriptors](#)

APPENDIX B

BUDGET

Hillcrest Middle School Multi-Year Projection

	2017-18	2018-19	2019-20	2020-2021	2021-2022
Revenue	Fd 04	Fd 04	Fd 04	Fd 04	Fd 03
8010-8099	\$1,798,829	\$1,853,942	\$1,910,673	\$1,969,139	\$ 2,029,395
8100-8299	\$ 65,433	\$ 65,433	\$ 65,433	\$ 65,433	\$ 65,433
8300-8599	\$ 74,956	\$ 68,165	\$ 68,165	\$ 68,165	\$ 68,165
8600-8799	\$ 210,873	\$ 210,873	\$ 210,873	\$ 210,873	\$ 210,873
Revenue Total	\$2,150,091	\$2,198,413	\$2,255,144	\$2,313,610	\$ 2,373,866
Expenditures	Fd 04	Fd 04	Fd 04	Fd 04	Fd 04
1000	\$1,279,248	\$1,298,437	\$1,317,913	\$1,337,682	\$ 1,357,747
2000	\$ 183,390	\$ 184,307	\$ 185,229	\$ 186,155	\$ 187,086
3000	\$ 418,126	\$ 445,279	\$ 474,178	\$ 504,952	\$ 537,724
4000	\$ 74,129	\$ 74,870	\$ 75,619	\$ 76,375	\$ 77,139
5000	\$ 347,727	\$ 351,204	\$ 354,716	\$ 358,264	\$ 361,846
6000	\$ -	\$ -	\$ -	\$ -	\$ -
7000	\$ 1,943	\$ 1,943	\$ 1,943	\$ 1,943	\$ 1,943
Expenditure Total	\$2,304,563	\$2,356,041	\$2,409,598	\$2,465,371	\$ 2,523,485
Net Change	\$ (154,472)	\$ (157,628)	\$ (154,455)	\$ (151,760)	\$ (149,619)
Beginning Balance	\$ 907,185	\$ 752,713	\$ 595,085	\$ 440,630	\$ 288,870
Ending Fund Balance	\$ 752,713	\$ 595,085	\$ 440,630	\$ 288,870	\$ 139,251

**Assumptions:
Multi-Year Budget Projection**

	2017-2018 Year 1 - Projection	2018-2019 Year 2 - Projection	2019-2020 Year 3 - Projection	2020-2021 Year 4 - Projection	2021-2022 Year 5 - Projection
Revenue					
Revenue Sources					
COLAs used	1.48%	2.40%	2.53%	2.60%	2.66%
Chp Funding rate used (Dept. of Finance)	23.67%	34.42%	35.88%	37.32%	43.38%
Unappropriated Cont't					
Dietert Funded ADA					
COE Funded ADA	660.86	660.86	660.86	660.86	660.86
Property Tax - % in lieu	8.79	8.79	8.79	8.79	8.79
Federal	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other Sub - Unrestricted	\$101,826 Lottery, \$10,668 MISO and \$32K Lottery and \$192K STRS on-half	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other Sub - Restricted	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Local					
Expenditures					
Capitalized Salaries					
Staffing (FTEs)	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Step & Column Costs	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY
Classified Salaries					
Staffing (FTEs)	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Step & Column Costs	5% increase over PY	5% increase over PY	5% increase over PY	5% increase over PY	5% increase over PY
Other Adjustments					
Employee Benefits					
Statutory Benefits (Fiscal)	STRS 14.43%, PERS 15.80%, SUI .05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 16.28%, PERS 18.70%, SUI .05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 18.13%, PERS 21.6%, SUI .05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.14%, PERS 24.9%, SUI .05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.14%, PERS 24.9%, SUI .05%, OASDI 7.65%, WC 1.94% + 1% over PY
Health & Welfare Benefits	Health & Welfare benefits are capped				
Medical	1% increase over PY minus \$90K in expenses, claims books & software and in-kind textbook set-aside by \$75K	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
	Dues include \$50K for Science adoption	Dues include \$50K for Social Studies adoption			
Books and Supplies	1% increase over PY minus \$66K for expeditious budget with Educator Effectiveness and Title I and II employee	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
Services, Other Oper Exp					
Special Education					
Unrestricted Contributions	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY
Non-Public School	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
SCOE K-23 Placement	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs
Transportation	Transportation costs \$54K	Transportation costs \$54K	Transportation costs \$54K	Transportation costs \$54K	Transportation costs \$54K
Capital Outlay	None	None	None	None	None
Transfers (Out)	Same as 16-17 Adopted Budget	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Contributions	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY