

HILLCREST MIDDLE SCHOOL

A California Public Charter School

CHARTER SCHOOL PETITION

725 BLOOMFIELD ROAD
SEBASTOPOL, CA 95472

FINAL DRAFT FOR PUBLIC HEARING AND GOVERNING BOARD APPROVAL
PRESENTED 5/10/17

ORIGINALLY APPROVED BY THE GOVERNING BOARD: 5/9/12

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INTRODUCTION

This charter allows us to have increased flexibility in exchange for heightened accountability to meet the goals set forth by the Legislature in Education Code Section 47601:

It is the intent of the Legislature, in enacting this part, to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently from the existing school district structure, as a method to accomplish all of the following:

- (a) *Improve pupil learning.*
- (b) *Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving.*
- (c) *Encourage the use of different and innovative teaching methods.*
- (d) *Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.*
- (e) *Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system.*
- (f) *Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems.*
- (g) *Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.*

AFFIRMATIONS/ASSURANCES

As the authorized lead petitioner, I, Jennifer Schwinn, hereby certify that the information submitted in this petition for Hillcrest Middle School (“Hillcrest” or the “Charter School”), a traditional middle school (Hillcrest Middle School, or “HMS”) converted into a California public charter school, and located within the boundaries of the Gravenstein Union School District (the “District”) is true to the best of my knowledge and belief; I also certify that this petition does not constitute the conversion of a private school to the status of a public charter school; and further, I understand that if awarded a charter, the Charter School will follow any and all federal, state, and local laws and regulations that apply to the Charter School, including but not limited to:

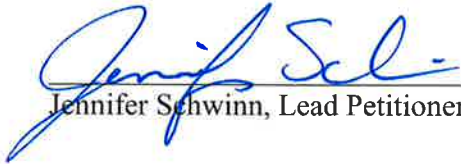
- The Charter School shall meet all statewide standards and conduct the student assessments required, pursuant to Education Code Section 60605, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. Education Code Section 47605(c)(1)]
- The District shall be deemed the exclusive public school employer of the employees of Hillcrest Middle School for purposes of the Educational Employment Relations Act (Chapter 10.7 (commencing with section 3540) of Division 4 of Title 4 of the Government Code). [Ref. Education Code Section 47605(b)(5)(O)]

- The Charter School shall be non-sectarian in its programs, admissions policies, employment practices, and all other operations. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall not charge tuition. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall admit all students who wish to attend the Charter School, and who submit a timely application; unless the Charter School receives a greater number of applications than there are spaces for students, in which case each application will be given equal chance of admission through a public random drawing process. Except as required by Education Code Section 47605(d)(2), which requires the Charter School to give admissions preference to pupils who reside within the former attendance area of Hillcrest Middle School, admission to the Charter School shall not be determined according to the place of residence of the student or his or her parents within the State. Preference in the public random drawing shall be given as required by Education Code Section 47605(d)(2)(B). In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the Charter School in accordance with Education Code Section 47605(d)(2)(C). [Ref. Education Code Section 47605(d)(2)(A)-(B)]
- The Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220, including, but not necessarily limited to the following, whether actual or perceived: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics. [Ref. Education Code Section 47605(d)(1)]

- The Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.
- The Charter School shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Title 5 California Code of Regulations Section 11967.5.1(f)(5)(C)]
- The Charter School shall ensure that teachers in the Charter School hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to noncore, noncollege preparatory teachers. [Ref. California Education Code Section 47605(l)]
- The Charter School shall at all times maintain all necessary and appropriate insurance coverage.
- The Charter School shall, for each fiscal year, offer at a minimum, the number of minutes of instruction per grade level as required by Education Code Section 47612.5(a)(1)(A)-(D).
- If a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason, the Charter School shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information. [Ref. California Education Code Section 47605(d)(3)]

- The Charter School shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection. [Ref. California Education Code Section 47612.5(a)]
- The Charter School shall, on a regular basis, consult with its parents and teachers regarding the Charter School's education programs. [Ref. California Education Code Section 47605(c)]
- The Charter School shall comply with any jurisdictional limitations to locations of its facilities. The Charter School will be located at a facility within the boundaries of the Gravenstein Union School District. [Ref. California Education Code Sections 47605(a)(4) and 47605.1]
- The Charter School shall comply with all laws establishing the minimum and maximum age for public school enrollment. [Ref. California Education Code Section 47612(b), 47610]
- The Charter School shall comply with all applicable portions of the Every Student Succeeds Act (ESSA) (Pub.L. 114-95).
- The Charter School shall comply with the California Public Records Act (Government Code Section 6250 *et seq.*).
- The Charter School shall comply with the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g) and corresponding regulations, and related state law (Education Code Section 49062 *et seq.*).

- The Charter School shall comply with the Ralph M. Brown Act (Government Code Section 54950 *et seq.*).
- The Charter School shall meet or exceed the legally required minimum of school days. [Ref. Title 5 California Code of Regulations Section 11960]
- The Charter School shall follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school.


Jennifer Schwinn, Lead Petitioner

5/10/17
Date

ELEMENT 1: EDUCATIONAL PROGRAM

Governing Law: A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and

Hillcrest Middle School

lifelong learners. Education Code Section 47605(b)(5)(A)(i).

A. Students to be Served – Whom the School is Attempting to Educate

Hillcrest Middle School shall serve approximately 280 students in grades six through eight (6-8). All students will be offered a rigorous core academic program including advanced mathematics courses, Spanish instruction for all students, and a strong music and performing arts program. Most students live in the western, rural section of Sebastopol in Sonoma County and come from primarily English-speaking homes of a variety of socio-economic backgrounds.

The table below provides an overview of the student demographics at Hillcrest Middle School in 2016-17:

HILLCREST MIDDLE SCHOOL STUDENT POPULATION 2016-17	
<i>Ethnicity</i>	<i>Percentage</i>
African American	1.4%
Native Hawaiian/Pacific Islander	1.1
Asian	2.1
Filipino	1.4%
Latino or Hispanic	9.3%
White	83.9%
Multiple/No Response	0.7%
<i>Sub-Group</i>	
Free or Reduced Lunch Participants	12.1%
English Learners	5.7%
Students with Disabilities	6.4%

B. Mission, Vision and Core Educational Philosophy

Mission: Hillcrest Middle School is dedicated to academic excellence and the cultivation of individual strengths and talents in a caring and cooperative environment. Our sense of community fosters a high level of ethical, responsible citizenship.

Vision: Each child shall master the knowledge, attitudes and skills necessary to become a contributing and productive citizen. Through the cooperative efforts of home, school, and community, we shall accomplish the following goals:

1. School Environment
 - a. Positive, non-threatening environment with consistent discipline.
 - b. Students will learn the value of respecting oneself, each other and authority.
 - c. Pro-active interventions for at-risk students.
 - d. Strive for optimum class sizes.
2. Curriculum & Assessment
 - a. Develop a set of standards-based (grade-specific) curriculum brochures, report cards, strategies and practices utilizing California state standards.
 - b. Standardize and adopt state board adopted curriculum and materials to ensure student success and to meet high school entrance and exit exam requirements.
 - c. Students will be prepared to meet proficiency standards.
3. Coordination of School and Community
 - a. Articulation and coordination of curriculum with the State of California. Encourage Hillcrest Middle School connection with Governor's Initiative

- trainings for professional development.
- b. Volunteerism-students in the community and community in the school.
 - c. Recruit and encourage business and professional interaction with the school.

An Educated Person of the 21st Century

Hillcrest Middle School will provide an environment in which children will develop into confident, self-motivated, resourceful, productive lifelong learners. Hillcrest Middle School students are expected to become socially responsible citizens to better our global community. To meet the challenges of the current century, students at Hillcrest Middle School will acquire the habits and skills necessary to succeed in school and beyond, as contributing citizens of the 21st century. These habits and skills include:

- Critical Thinking
- Problem Solving
- Inquiry
- Ability to reflect
- Collaboration
- Knowledge of the creative arts and music
- Utilization of positive character traits
- Participates in community service projects
- Technological experience, confidence and understanding

C. How Learning Best Occurs: Instructional Design and Curriculum

The following combination of key elements comprises Hillcrest Middle School's approach to instruction for the students to be served by the Charter School:

- Academically rigorous instruction
- One of the strongest music programs in Sonoma County, with a 6th grade band, 7th grade band, 8th grade band, a jazz band, and a strings ensemble
- Advanced mathematics
- Competitive and intramural sports programs
- Computer lab and media center
- Spanish instruction for all students
- Student leadership, dances
- poetry classes for 8th graders
- Classroom computers available for every student
- Outdoor educational experiences for every student

All classes at Hillcrest Middle School offer an approximate pupil-to-teacher ratio of 25:1. Instructional and temporary support assistants are utilized according to need in the classroom. Instructional assistants work in conjunction with the Special Education Teachers to instruct in Learning Labs. The Learning Labs are operated through combining categorical funding to serve students who need intervention or tutoring. Students are provided services according to their needs – regardless of whether they qualify for special education or not. This setting provides additional services in the areas of Reading/Language Arts and Math to identified and/or below-grade-level students. Other services available to Hillcrest Middle School students include the Speech and Language Program, a school psychologist, and an academic counselor.

Integration of Music and the Arts

Hillcrest Middle School offers a variety of scheduled music, art and drama programs. Our *ENRICH!* Creative Arts Magnet/GATE Program includes additional field trips and enrichment/elective classes.

ENRICH! Magnet/GATE Creative Arts Program

The *ENRICH!* program is a creative arts magnet program that emphasizes strong academics, creative and performing arts and involved parents. Application to the *ENRICH!* program is a separate and additional enrollment and application process. Criteria considered for enrollment in the *ENRICH!* program is listed on the application, available at the District office and on the District website at www.grav.k12.ca.us. The mission and vision of the *ENRICH!* program is to “support the emerging child in becoming a whole person through integration of strong academics, creative arts, and community involvement in an environment that fosters acceptance and respect for self and others. Our vision is accomplished through the dedication of skilled teachers, program leadership, involved families, enriched activities, collaborative relationships with the school administration and committed financial support.”

Violence and Bullying Prevention

Hillcrest Middle School utilizes a violence/bully prevention curriculum programs. *Second Step* is a state-approved violence prevention program for grades Preschool through eighth grade. Some of the topics covered in this program include empathy, emotion management, impulse control, problem solving, and anger management. All Hillcrest staff, from the principal on down, are trained to recognize, intervene and provide ongoing follow-up when bullying issues arise.

Alignment of Curriculum, Instruction and Materials to Content and Performance Standards

All of the curriculum materials we use in the areas of Reading-Language Arts and Math are

aligned with the state standards. Curriculum brochures are completed for all grades.

Hillcrest Middle School uses state-adopted Language Arts textbooks (McDougal Littel), Social Sciences (History Alive), Science for (McDougal Littel), Spanish (Glenco), and Math (Houghton Mifflin Harcourt 2015).

Professional Development

Hillcrest Middle School provides ongoing staff development training to ensure all staff are highly trained in current educational practices and educational research. Professional development for our staff is provided on the adopted Language Arts and Math textbooks, as well as Common Planning Day meetings. We regularly assess the needs for staff development and provide necessary in-service trainings.

D. Annual Goals for Hillcrest Middle School

Hillcrest Middle School complies with the state's accountability requirement through the development, implementation, and annual update of its Local Control Accountability Plan ("LCAP"). The Gravenstein Union School District's Board of Trustees approve the plan annually and copies are provided to appropriate District and Sonoma County Office of Education staff as required by state regulations. How the school intends to address the state's priorities as defined in Education Code Section 52060 are described in a number of locations throughout this petition, and are summarized here as required.

1. Conditions of Learning
2. Implementation of the Common Core Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

Hillcrest Middle School's Goals :

Summary of LCAP goals 2016-17:

Goal #1: The district goal to increase the percentage of students performing at proficient for all subgroups. (Priorities 1, 4, 5, 7)

Goal #2: All teachers and instructional support staff will continue their learning about common

core and receive training in common core standards. (Priorities 1, 2)

Goal #3: Teachers will have high quality, common-core aligned instructional materials in Language Arts, Math, and Science in sufficient quantities for all students including EL materials. (Priorities 1, 2)

Goal #4: All students will reach proficiency in common core standards in Math and Language Arts. (Priority 4)

Goal #5: ELs will acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English in English Language Arts and Math. (Priorities 2, 4)

Goal #6: Appropriate academic and social/emotional support will be given to students who are struggling academically and/or socially. (Priorities 4, 6, 8)

Goal #7: Facilities are safe, well-maintained, and conducive to learning and include technology. (Priority 1)

Goal #8: The maintaining of wireless availability for technology that was purchased through

September 2015. (Priority 1)

Goal #9: Students experiencing chronic absenteeism will be supported in attending school through individual conferencing, home visits or phone conferencing with parents and/or students as needed. This will include the need to go to their home school district if distance to school is the issue. Parent involvement will be encouraged with personalized requests as needed and appropriate. (Priorities 3, 5 6, 7)

Goal #10: All students will be involved in school wide programs to boost school pride and a feeling of belongingness of each child, to treat others with respect, kindness and compassion, and to ensure that bullying and inappropriate behavior that distracts students from learning is not happening. This includes the use of Second Step lessons in all classrooms. (Priority 6)

E. Serving Students with Disabilities

Hillcrest Middle School shall comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”) and the Individuals with Disabilities in Education Improvement Act (“IDEA”) and all corresponding state law (Education Code Section 56000 *et seq.*).

The Charter School will operate as a public school of the District for the purpose of special education in accordance with Education Code Section 47641(b). As such, the Charter School’s special education students shall be identified, assessed, and served in the same manner as any

other student of the District in accordance with their individualized education plans (“IEPs”) and applicable state and federal law and District and SELPA policies. The Charter School shall utilize appropriate SELPA forms and commit to all reporting required by the SELPA. The Charter school will ensure that a free and appropriate education in the least restrictive environment is provided to all students with exceptional needs, whether under Section 504 or the IDEA. The Charter School will have special education services available from the District that are equivalent to the other District schools.

The facilities to be utilized by the Hillcrest Middle School shall be accessible for all students with disabilities. The Hillcrest Middle School will not discriminate against any student based upon disability.

The Hillcrest Middle School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of the Hillcrest Middle School. Any student, who has an objectively identified disability which substantially limits a major life activity including but not limited to learning, is eligible for accommodation by the Hillcrest Middle School. The Charter School shall comply with all applicable policies and procedures of the District related to identification, assessing, and serving students in accordance with Section 504 of the Rehabilitation Act.

Students will be identified for Special Education using child-find procedures currently in place in the District and SELPA. These procedures can include, if appropriate:

- Extensive use of general education classroom interventions by the teacher;
- A referral from the classroom teacher to the Student Study Team; and/or
- The Student Study Team recommendation for the child to be assessed.

The results of the testing are then presented in a follow-up meeting with the parents. If the student qualifies for Special Education, an IEP is created and sets individualized learning goals and objectives, pursuant to Education Code Section 56710 and in compliance with the California Master Plan for Special Education (Education Code Section 56000 *et seq.*). IEP meetings are held annually to report student progress and adjust goals.

E. Serving Academically Low-Achieving Students

Hillcrest Middle School offers a Learning Lab to provide assistance for students who qualify for special education services as well as students who score below proficient in English Language Arts and/or Math. Hillcrest Middle School utilizes teacher assistants (TAs) who spend a majority of their time working with students who are low performing. These TAs allow for focused assistance to students in a small group or individual setting. Hillcrest Middle School has adopted state-approved English Language Arts intervention materials (*Jane Greene-LANGUAGE!*) in grades 6-8 for students scoring at least two years below their appropriate grade levels. We have also adopted *Fast Forward* Math intervention materials for grades 6-7.

Hillcrest Middle School holds parent conferences and Student Study Team (“SST”) meetings to provide additional support to students and families in need of additional assistance. Within the SST meetings recommendations are made for outside support services or additional academic plans are outline and implemented.

F. Serving Academically High-Achieving Students

Hillcrest Middle School offers enrichment activities in the areas of English Language Arts and Math for all high-achieving students – *ENRICH!* students or traditional program students scoring at the top of their grade level on STAR tests.

High-achieving students at Hillcrest Middle School also have the opportunity to enroll in the *ENRICH!* Creative Arts Magnet Program.

ENRICH! Program students have a 45 minute longer school day than the traditional program students. All *ENRICH!* students and teachers utilize the same state and district adopted standards-based Math, Language Arts, Social Studies and Science materials but the *ENRICH!* classes may move at a quicker pace since this is an accelerated program and students are screened through test results and/or teacher observation to be proficient or above at their grade level. The teachers may add materials to the core materials. Enrichment classes have included hands-on science, Spanish (two classes a week), chorus, art, African drumming, drama, poetry, dance, newspaper, yearbook, and computer skills, among others. In the visual arts, students have enjoyed silk painting, cartooning, papermaking, and art history.

The *ENRICH!* classroom and Traditional program students participate in all grade-alike activities, such as, recesses, lunch, spelling bees, science fairs, etc. and assemblies. All *ENRICH!* program students join the regular education students in lunch recess and intramural games, after school sports programs, dances, after-school drama, before school jazz band, before school strings program, spelling bees, and any other program or activity available to traditional program students.

There is at least one field trip a month in the *ENRICH!* program. Past field trips for *ENRICH!* students have included hands-on learning activities such as, the Shakespeare Festival in Ashland, Oregon, Yosemite National Park, other overnight trips, various museums, orchestral and operatic programs in San Francisco, and many more.

G. Serving English Learners

Hillcrest Middle School will meet all applicable legal requirements for English Learners (“EL”)

as it pertains to annual notification to parents, student identification, placement, program options, EL and core content instruction, teacher qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirement. The Charter School will implement policies to assure proper placement, evaluation, and communication regarding ELs and the rights of students and parents. ELs will have full access to the Charter School's educational program.

Home Language Survey

The Charter School will administer the home language survey upon a student's initial enrollment into the Charter School (on enrollment forms).

CELDT Testing

All students who indicate that their home language is other than English will be California English Language Development Test ("CELDT"), or, when operationally ready, its replacement, the English Language Proficiency Assessments for California ("ELPAC") tested within thirty days of initial enrollment¹ and at least annually thereafter between July 1 and October 31st until re-designated as fluent English proficient.

The Charter School will notify all parents of its responsibility for CELDT/ELPAC testing and of CELDT/ELPAC results within thirty days of receiving results from publisher. The CELDT/ELPAC shall be used to fulfill the requirements under the Every Student Succeeds Act for annual English proficiency testing.

¹ The thirty-day requirement applies to students who are entering a California public school for the first time or for students who have not yet been CELDT tested. All other students who have indicated a home language other than English will continue with annual CELDT testing based upon the date last tested at the prior school of enrollment.

Reclassification Procedures

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the CELDT/ELPAC.
- Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents' opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.
- Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.
- The Student Oral Language Observation Matrix will be used by teachers to measure progress regarding comprehension, fluency, vocabulary, pronunciation, and grammar usage.

Strategies for English Learner Instruction and Intervention

Hillcrest Middle School offers a Learning Lab to provide assistance for English Learners, as well as instructional aides who allow for focused assistance to students in a small group or individual setting.

Monitoring and Evaluation of Program Effectiveness

The evaluation for the program effectiveness for ELs in the Charter School will include:

- Adhere to Charter School-adopted academic benchmarks by language proficiency level and years in program to determine adequate yearly progress.
- Monitoring of teacher qualifications and the use of appropriate instructional strategies based on program design.
- Monitoring of student identification and placement.
- Monitoring of parental program choice options.
- Monitoring of availability of adequate resources.

ELEMENT 2: MEASURABLE PUPIL OUTCOMES

Governing Law: The measurable pupil outcomes identified for use by the charter school. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program. Education Code Section 47605(b)(5)(B).

See Appendix A for current analysis of measurable pupil outcomes and comparison to local

students.

ELEMENT 3: METHODS TO ASSESS PUPIL PROGRESS TOWARDS MEETING OUTCOMES

Governing Law: The method by which pupil progress in meeting those pupil outcomes is to be measured. Education Code Section 47605(b)(5)(C).

Hillcrest Middle School is dedicated to documenting student achievement of the state content standards each year through state-mandated pupil assessments. As is required by Education Code Section 60605, students will participate in the California Assessment of Student Performance and Progress (CAASPP) System, which includes the Smarter Balanced Assessments (SBAC), the California Science Tests (CAST), and the California Alternate Assessments (CAA), and all other mandated accountability programs, including the Physical Fitness Test (PFT) and the CELDT/ELPAC. . Through these assessments, Hillcrest Middle School shall demonstrate student mastery of state standards. Standardized assessments allow us to compare student performance with the rest of the state.

Hillcrest Middle School shall pursue the following pupil outcomes:

MEASURABLE PUPIL OUTCOMES	METHODS OF MEASUREMENT	FREQUENCY OF MEASUREMENT
Meet or exceed API growth target	API	Annually
Maintain 95% attendance rate	Attendance records	Monthly

80% of students will meet or exceed the State Standards for Reading, Math, Science.	CAASPP Tests	Annually
The percent of students who score below standard in the areas of Reading, Language and Math will improve by a minimum of 5 percent	CAASPP Tests	Annually
Continual English Language Development growth	CELDT Writing samples Teacher observations	Annually Unit Assessments At Trimester Report Cards
Grade level writing proficiency, scored holistically and discussed school wide	Benchmark tests	Twice a year
Grade level reading assessments to assess whether students have reached expected benchmark skills	Benchmark tests	Unit Assessments
Grade level math assessments to assess whether students have reached expected benchmark skills	Benchmark tests	Unit Assessments
Demonstration of healthy living including nutrition and physical education	Physical education	Annually

Measuring Student Progress

All teachers participate in grade level meetings to align curriculum to State Standards and review assessment information on a monthly basis. Teachers submit English Language Arts unit assessments to the Principal as they are completed, which allows for additional monitoring of student growth (or lack of) to assure intervention is provided.

The Hillcrest Middle School/District Site Council shall analyze the available year-end student performance data for all students annually. The Charter School utilizes CAASPP data, group data, and other indicators to determine if the school has achieved its outcome goals. This data is also analyzed throughout the school year in order to determine if there are any patterns. When areas are identified, teachers and staff at Hillcrest Middle School are directed to look at the core programs and possible interventions that will address these areas. Resources and professional development are utilized to address the need and enhance or change programs if necessary.

School Accountability Report Card (“SARC”)

Additionally, Hillcrest Middle School will publish student results annually through the School Accountability Report Card (“SARC”), in compliance with the California Constitution, California Education Code, and ESSA criteria. The report includes pertinent facts and data about the school and will be made available to the public as required by law.

ELEMENT 4: GOVERNANCE STRUCTURE OF THE SCHOOL

Governing Law: The governance structure of the school, including, but not limited to, the process to be followed to ensure parental involvement. Education Code Section 47605(b)(5)(D).

Hillcrest Middle School will be non-sectarian in its programs, policies, employment practices, and all other operations; shall not charge tuition; and shall not discriminate on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Charter School will comply with all applicable federal, state, and local laws that are applicable to public charter schools.

Gravenstein Union School District Board of Trustees

The Charter School shall be governed by the District Board of Trustees in accordance with its adopted bylaws. All duties and operations regarding the Charter School shall be considered a duty of the District Board unless otherwise delegated by the Board. These duties include but are not limited to:

- Hire, supervise, evaluate, discipline, and dismissal of the Superintendent/Principal of the Charter School;
- Hire, promote, discipline and dismiss all employees of the Charter School after consideration of a recommendation by the Superintendent;
- Approve all contractual agreements;
- Approve and monitor the implementation of general policies of the Charter School. This includes effective human resource policies for career growth and compensation of the staff;
- Approve and monitor the Charter School's annual budget and budget revisions;
- Act as a fiscal agent. This includes but is not limited to the receipt of funds for the operation of the Charter School in accordance with applicable laws and the receipt of

- grants and donations consistent with the mission of the Charter School;
- Contract with an external independent auditor to produce an annual financial audit according to generally accepted accounting practices;
 - Establish operational committees as needed;
 - Regularly measure progress of both student and staff performance;
 - Involve parents and the community in school related programs;
 - Execute all applicable responsibilities provided for in the California Corporations Code;
 - Engage in ongoing strategic planning;
 - Approve the school calendar and schedule of Board meetings;
 - Review requests for out of state or overnight field trips;
 - Participate in the dispute resolution procedure and complaint procedures when necessary;
 - Approve charter amendments and requests for material revisions as necessary;
 - Approve annual independent fiscal audit and performance report;
 - Appoint an administrative panel or act as a hearing body and take action on recommended student expulsions.

The Principal

The Principal will be the leader of the Charter School. The Principal will ensure that the curriculum is implemented in order to maximize student-learning experiences. The Principal reports to the Superintendent and s/he is responsible for the orderly operation of the Charter School and the supervision of all employees (if so assigned by the Superintendent) in the Charter School.

The Principal shall perform assigned tasks as directed by the Superintendent and shall be required to undertake some or all of the tasks detailed below. These tasks may include but are

not limited to the following:

- Ensure the Charter School enacts its mission;
- Supervise and evaluate teachers and staff;
- Communicate and report to the Board of Trustees;
- Oversee school finances to ensure financial stability;
- Participate in and develop professional development workshops as needed;
- Serve or appoint a designee to serve on any committees of the Charter School;
- Interview and recommend employee hiring, promotion, discipline, and/or dismissal;
- Ensure compliance with all applicable state and federal laws and help secure local grants;
- Communicate with parents, recruit new families and students, and assure families of academic growth;
- Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Education;
- Complete and submit required documents as requested or required by the charter and/or the Board of Education;
- Identify the staffing needs of the Charter School and offer staff development as needed;
- Maintain up-to-date financial records;
- Ensure that appropriate evaluation techniques are used for both students and staff;
- Establish and maintain a system to handle organizational tasks such as student records, teacher records, teacher credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables;
- Hire qualified substitute teachers as needed;
- Ensure the security of the school building;
- Promote Hillcrest Middle School in the community and promote positive public relations and interact effectively with media;

- Encourage and support teacher professional development ;
- Provide all necessary financial reports as required for proper attendance reporting;
- Develop the school annual performance report and the SARC;
- Present independent fiscal audit to the Board of Trustees and after review by the Board of Education present audit to the County Superintendent of Schools, the State Controller and the California Department of Education;
- Manage student discipline, as necessary participate in the suspension and expulsion process;
- Participate in IEP meetings as necessary.

The above duties, with the exception of personnel matters, may be delegated or contracted as approved by the Board of Trustees to a business administrator of the Charter School or other appropriate employee or third party provider.

School Site Council

The District Site Council consists of staff members and parents. The Site Council is responsible for approving of the Comprehensive Site Plan which is then adopted by the District Board.

Parental Involvement

Hillcrest Middle School provides opportunities for parent involvement through the District Site Council, volunteering in classrooms, working in the library, attending Back to School Night, Open House, parent-teacher conferences, and field trips. Hillcrest Middle School also has two parent foundations that support programs in the school, the Gravenstein Schools Foundation (GSF), and Magnet Program Foundation (MPF).

ELEMENT 5: EMPLOYEE QUALIFICATIONS

Governing Law: The qualifications to be met by individuals to be employed by the school. Education Code Section 47605(b)(5)(E).

Employees of the Hillcrest Middle School will remain District employees and thus any movement between the Hillcrest Middle School and the District is subject to the applicable collective bargaining agreements of the District. No public school district employee shall be required to work at the Charter School.

The Hillcrest Middle School will not discriminate against any employee on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Hillcrest Middle School will be nonsectarian in its programs, admission policies, employment practices, and all other operations. Neither the Hillcrest Middle School nor the District will require any employee to work at the Hillcrest Middle School.

A. Background Checks and Tuberculosis Testing

The Hillcrest Middle School will adhere to Education Code Section 44237 and 49406 regarding fingerprinting, background clearance, and tuberculosis testing of employees prior to employment.

B. Teacher Qualifications

Teachers and paraprofessionals will meet all requirements for credentialing and background as

required by the Every Student Succeeds Act and California Education Code Section 47605(l). Accordingly, the Hillcrest Middle School teachers shall hold a California Commission on Teacher Credentialing certificate, permit, or other documentation equivalent to what a teacher in other public schools would be required to hold. Furthermore, in accordance with the provisions of applicable federal and state law, teachers will demonstrate subject-matter competence consistent with California state licensure. New teachers, who are new to the profession, receive BTSA and other support to ensure they will earn this status within two years.

Appropriate records, and supporting documentation, of credentials held by the Hillcrest Middle School teachers will be monitored and maintained by the District.

C. Principal Qualifications

The Hillcrest Middle School Principal serves as the educational leader of the Charter School. The Principal shall be responsible for direction of the instructional program, evaluation of staff, operation of the school facility, participation in school activities, community leadership, collaboration with staff as well as other relevant duties assigned.

The Principal of Hillcrest Middle School shall have taught for a minimum of three years in a California public school; must possess a valid California Teaching Credential and must possess a valid California Administrative Services Credential.

D. Human Resources

The following guidelines are in addition to the Human Resources Policy and Procedures of the District, by which the Charter School will abide.

The District shall be deemed the exclusive public school employer of the employees of the

Charter School for the purposes of the Education Employment Relations Act. The District recognizes that no employee can be forced to work for a charter entity. Employees will maintain their rights while they work at the Charter School, and have return rights upon leaving their position at the Charter School to work elsewhere in the District.

It is the intent of the District to continue to employ all current certificated employees, subject to the effects of declining enrollment and/or reduction in funding.

All employees of the District who worked at Hillcrest Middle School, prior to the establishment of the charter, will be offered the opportunity to work in the Hillcrest Middle School with no loss of pay, benefits or employment status. Once the charter gets approved by the District Board of Trustees, all employees shall continue to be deemed District employees with seniority, sick leave, and other rights and privileges intact.

Existing employee bargaining units, agreements, contracts and policies relating to District personnel will continue to be in effect. Prior to hiring, all new employees will be informed of the charter status of the Charter School. If the charter is revoked or the Charter School is otherwise closed, all employees will revert to their status as employees of the District.

Certificated personnel shall be members of the certificated bargaining unit, and shall be covered by the Collective Bargaining Agreement between the Gravenstein Union Teachers Association and the Gravenstein Union School District. Certificated personnel shall also be covered by all existing provisions in the Education Code pertaining to working conditions of certificated public school employees including tenure and dismissal. In addition, as members of the certificated bargaining unit, Government Code Section 3540 *et seq.* will apply. Certificated staff assignments outside credential authorization will be based on mutual agreement between the administration and the certificated staff member. The current collective bargaining agreement and past practices regarding certificated staff assignments in regard to request and seniority will

be maintained.

E. Staff Development

The Hillcrest Middle School recognizes the importance of staff to be trained and educated in the philosophies and programs that supports the values and mission of this charter. In order to support staff in providing students with the best education possible Hillcrest Middle School will provide staff development to staff members as identified by staff.

ELEMENT 6: PUPIL AND STAFF HEALTH & SAFETY

Governing Law: The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237. Education Code Section 47605(b)(5)(F).

The Hillcrest Middle School, as a conversion charter school, will continue to implement District policies and procedures required to ensure the health and safety of all students and staff. The budget includes payment of an indirect costs fee to participate in the district RESIG program, and for the maintenance and security of the facility. Employees participate in a district sponsored workplace health and safety education program on topics such as blood borne pathogens, earthquake safety, and hazardous materials. Appropriate policies are incorporated into the school's student and staff handbooks. All buildings meet Field Act Requirements.

The Hillcrest Middle School will continue to adhere to the existing state laws as well as current District Board policy when implementing its comprehensive set of health and safety policies. These policies at a minimum will address the following topics:

- Fingerprinting and criminal record summary of employees and contractors pursuant to Education Code Section 44237 and 45125.1
- Role of staff as mandated child abuse reporters, including reporting of suspected child abuse, acts of violence, or other improprieties and the role and obligation of staff in the reporting of child abuse pursuant to California Penal Code Section 11164
- Tuberculosis testing for staff and volunteers expected to have prolonged contact with students
- Documenting immunizations for students (including whooping cough) and staff to the extent required by law
- Diabetes information
- Responding to natural disasters and emergencies, including appropriate “first responder” training or its equivalent for necessary instructional and administrative staff
- Preventing contact with blood-borne pathogens
- Administering prescription drugs and other medicines
- Maintaining a drug, alcohol, and tobacco-free workplace
- Testing for vision, hearing, and scoliosis pursuant to Education Code Section 49450, *et seq.*

All information related to the above-referenced policies will be included in the parent/student and employee handbooks and will be reviewed on an ongoing basis, as determined by District Board policies.

The Comprehensive School Safety Plan includes a written plan comprised of all mandatory components, a physical tour of the campus to include some staff, school board members and parents, a review of the fire alarm system, and workshops attended by some of the District’s safety committee.

ELEMENT 7: RACIAL AND ETHNIC BALANCE

Governing Law: The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the district to which the charter petition is submitted. Education Code Section 47605(b)(5)(G).

The Hillcrest Middle School will implement a recruitment process to achieve racial and ethnic balance among its students that reflects the general population residing in the geographic boundaries of the District. The Charter School will monitor this balance each year and will take necessary recruitment steps to achieve this goal. This process involves the following:

- Hosting an annual Open House
- Advertising by way of electronic media, the school's website, and an ad at least once per year in the local newspaper.

As such, the Charter School shall implement a student recruitment strategy, which shall include, but is not necessarily limited to, the following elements or strategies:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process.
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in the District.
- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations.
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups

represented in the District.

ELEMENT 8: ADMISSION REQUIREMENTS

Governing Law: Admission requirements, if applicable. Education Code Section 47605(b)(5)(H).

The Hillcrest Middle School will be nonsectarian in its programs, admission policies, and all other operations. The Charter School will admit all students residing in California who wish to attend, subject only to capacity as outlined in Education Code 47605(d)(2). The District Board shall have the sole authority to determine the capacity of the Charter School. The determination of Charter School capacity shall be based on the Charter School's academic program, the Charter School's fiscal viability, the educational needs of currently enrolled students, the capacity of the school site, and the level of interest shown by students who want to attend the Charter School. The District Board may set separate capacities for the *ENRICH!* program and the traditional Hillcrest Middle School program.

The Hillcrest Middle School will not charge tuition and will not discriminate against any pupil on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

For admission to the *ENRICH!* program, students must complete the *ENRICH!* application and meet the *ENRICH!* criteria for admission, available at the District Office or online at <http://www.grav.k12.ca.us/>. An Orientation Day may be scheduled by the Hillcrest Middle

School. Enrollment in the *ENRICH!* program is subject to a student meeting the *ENRICH!* admissions criteria and subject to the capacity set by the District Board. If the number of pupils who meet the criteria for admission to the *ENRICH!* program exceeds the program's capacity, students will be enrolled pursuant to the "Public Random Drawing" procedures listed below.

For admission to the traditional Hillcrest Middle School program, students must complete an enrollment application and meet the criteria for admission, available at the District Office or online at <http://www.grav.k12.ca.us/>, and must attend an Orientation Day scheduled by the Hillcrest Middle School.

An open application period will be publicly announced each year. The Hillcrest Middle School's application process is comprised of the following:

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), 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) at the time of conversion to charter school status
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 public random drawings and 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

Hillcrest Middle School

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

Hillcrest Middle School

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

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Smarter Balanced Assessment Test Results for:

Sonoma County

CDG Code: 49-00000-000000

SUMMARY REPORT CHANGE OVER TIME

Report Options

Select Year: 2016 Select Group/Subgroup: All Students (Default) [Apply Selections](#)

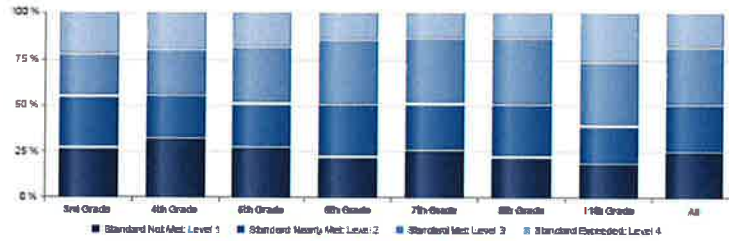
To learn more about the results displayed below, please visit [Understanding Smarter Balanced Assessment Results](#).

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](#)

[All students accessible data](#)

MATHEMATICS

Achievement Level Distribution

APPENDIX B
FINANCIAL PLAN

200 A

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

200 B

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					
Gap Funding rates used (Dept. of Finance)	1.48%	2.40%	2.53%	2.66%	2.68%
Unduplicated Count %	23.67%	34.42%	35.88%	37.32%	43.36%
District Funded ADA	Dist: 34.04%, Gravenstein Chtr: 19.13%, Hillcrest Chtr: 17.54%	Dist: 34.04%, Gravenstein Chtr: 19.13%, Hillcrest Chtr: 17.54%	Dist: 34.04%, Gravenstein Chtr: 19.13%, Hillcrest Chtr: 17.54%	Dist: 34.04%, Gravenstein Chtr: 19.13%, Hillcrest Chtr: 17.54%	Dist: 34.04%, Gravenstein Chtr: 19.13%, Hillcrest Chtr: 17.54%
Charter funded ADA	43.65	43.65	43.65	43.65	43.65
COE funded ADA	660.86	660.86	660.86	660.86	660.86
Deferred Maintenance to Fund 14 (8091)	6.79	6.79	6.79	6.79	6.79
Property Taxes % inc/dec	19,507.00	19,507.00	19,507.00	19,507.00	19,507.00
Federal	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other State - Unrestricted	\$101,826 Lottery, \$10,668 MBG and \$10,966 \$32K lottery and \$192K STRS on-behalf	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other State - Restricted	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Local	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Expenditures					
Certificated Salaries					
Staffing (FTEs)	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin
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 (Fixed)	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 19.1% PERS 24.9%, SUI .05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.1% 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; chrome books & software and reduced textbook set-aside by \$75K	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
Books and Supplies	Does include \$50K for Science adoption	Does include \$50K for Social Studies adoption			
Services, Other Oper Exp	1% increase over PY minus \$66K for expenditures budget with Educator Effectiveness and Title I and II carryover	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
Special Education					
Unrestricted Contribution	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
Other Spl. Ed. Services					
SCOE K-22 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 \$34K	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K
Capital Outlay	None	None	None	None	None
Other Outgo					
Transfers In (provide detail)					
Transfers (Out)	Same as 16-17 Adopted Budget	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other Uses					
Contribution	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY

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