

**Hawthorne School District
14120 South Hawthorne Boulevard
Hawthorne, CA 90250
(310) 676-2276**

Overview of the Process for Considering an Initial Charter Petition

Verification Process

Submission Package: Prior to review of a petition, the District verifies that the petition (including budgets and supporting documents) meets the statutory requirements for petition submission. Once the District determines that all required submission package documents have been received, the submission package is deemed complete.

Signatures: The District may verify the authenticity of petition signatures, that signatories were meaningfully interested in the charter at the time of signature, and that they had the opportunity to review the petition.

Additional Documents: Once the submission package is deemed complete, no additional documents will be considered as part of the submission package, unless the documents are requested by the District.

Petition Review Process

The District utilizes a review protocol based on the model and standards developed by the California Department of Education (CDE).

Capacity Interview

The District may interview the governing board and leadership team to help determine if the board has the capacity to govern the school and the leadership team has sufficient experience and knowledge to implement the charter. Information from the interviews may be included in the staff report.

Presentations to the Board

The Board of Trustees conducts a public hearing within 30 calendar days of receipt of a complete submission package. The Board of Trustees may ask questions of District staff or the petitioner.

The Board of Trustees will take action on the petition within 60 calendar days of receipt of a complete submission package, unless both parties agree to an extension of up to 30 days. The Board of Trustees may ask questions of District staff or the petitioner.

Notification

The District notifies the petitioner when the submission package is deemed complete, when the capacity interviews have been scheduled, and when the dates of the public hearing, report, and Board action have been scheduled.

Please review the documents titled Notice of Initial Petition Submission and Required Documents for Initial Petition for further information regarding submitting a petition to the Hawthorne School District.

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Notice of Initial Petition Submission

(Submit form with petition documents. Please print or type.)

Name of Charter School:

Contact Information:

Name of lead petitioner(s)/relationship to charter school:

Name of lead contact (if not petitioner):

Address: Street:

City:

State/Zip code:

Telephone number(s): Office:

Mobile:

FAX number:

Email:

School Information:

Proposed enrollment:

First year:

Fully implemented:

Proposed grade levels:

First year:

Fully implemented:

Proposed opening date (if authorized):

Proposed or actual school location/address:

Street:

*(If more than one site, provide main site here
and attach list of additional site addresses.)*

City:

State/Zip code:

Notice of Submission:

Signature of lead petitioner(s):

Date:

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Required Documents for Initial Petition

Submission Package: Submit one (1) set of the following required documents to the Hawthorne School District.
Submit form with petition documents.

1. Completed and signed Notice of Initial Petition Submission Form
2. Completed and signed Required Documents for Initial Petition Form

Section I

- I.1 Table of Contents for Sections I through V (identify page number for each required element)
- I.2 Charter Petition identifying each required element by Education Code section reference
- I.3 Resumes for petitioners and members of the Board of Directors

Section II

- II.1 Proposed first year operational budget, including start-up costs, cash-flow, and assumptions
- II.2 Financial projections for the first three years of operation
- II.3 Most recent Independent Financial Audit of 501(c)(3) (if applicable)
- II.4 Copy of the Public Charter Schools Grant Program Application and budget (if applicable)

Section III

- III.1 Required signatures of meaningfully interested parents (include name, mailing address, telephone number, age(s) of child(ren)) or teachers (include name, mailing address, telephone number)
- III.2 Credentials for meaningfully interested teachers (if teacher signatures were submitted)

Section IV

- IV.1 Bylaws of 501(c)(3) (if school operated as/by a nonprofit)
- IV.2 Articles of Incorporation of 501(c) 3 (if school operated as/by a nonprofit)

Section V

- V.1 Lease/rental agreement(s) or similar document (if site has been secured)
- V.2 Certificate of Occupancy (if site has been secured)

Submit all documents simultaneously in a loose-leaf (3-ring) binder with numbered dividers inserted between sections. Copies are to be single-sided. Continuously page number (paginate) the entire document (excluding dividers) beginning with Section I. Also submit an electronic copy of items 1 – 2 and Sections I – V via CD or Flash Drive. Items 1 – 2 may be combined as one file; Sections I – V shall be submitted as five (5) separate files. Section II.1 and II.2 (Budgets) shall be submitted as unlocked spreadsheets.

Once the District verifies that all required documents have been submitted, it will notify the petitioner. The petitioner shall have no less than five (5) working days to submit 20 collated, two-sided (back-to-back), three-hole punched, rubber banded copies of Sections I through V.

As part of the review process, the District may conduct a capacity interview of the governing board (to help determine whether it understands its role and responsibilities and that it has the capacity to govern the school) and the leadership team (to help determine whether it has experience and expertise in curriculum, instruction, assessment, finance, and school administration sufficient to successfully implement the charter.)

The District reserves the right to request additional documents and information as necessary to provide the Board of Trustees with a complete understanding of the proposed charter.

For an initial petition, the District will conduct a facilities inspection as part of the petition review process or prior to opening.

Submission of a petition and this signed document acknowledges receipt, understanding, and the intent to adhere to the requirements outlined in this document as well as the Hawthorne School District Board Policies and Regulations with respect to Charter Schools.

Printed name of lead petitioner: _____

Signature of lead petitioner: _____ Date: _____

Petition Review Timelines

Timeline becomes effective the date the District deems the submission package complete.

- Public hearing within 30 days of receipt of all required submission package documents
- Action by the Board of Trustees within 60 days of receipt of all required submission package documents
- Optional: 30 day extension of timeline for action if agreed to by both parties (petitioner and Board of Trustees)