**EL DORADO COUNTY CHARTER SELPA**

**September 16, 2010**

UNADOPTED MINUTES

**MINUTES – CEO COUNCIL MEETING**

**EDCOE/SELPA Members Present:**

Vicki L. Barber, EDCOE Superintendent of Schools
Terena Mendonca, EDCOE Deputy Superintendent
Emi Johnson, Senior SELPA Director
Francie Heim, EDCOE Consultant
Lisa Donaldson, EDCOE Accountant
Kathleen Hall, SELPA Program Assistant

**CEO Council Members Present:**

A complete list of CEO Council members present is included as the last page of these Minutes. ("X" next to the name denotes attendance at the meeting.)

The El Dorado County Charter SELPA CEO Council meeting was called to order at 12:30 p.m. at the Courtyard by Marriott/Sacramento Airport Natomas in the American River Room at 2101 River Plaza Drive, Sacramento, CA.

Item 2

**Approval of Agenda**

Member Alipio made a motion, seconded by member Dave Patterson, to approve the agenda as presented. Motion carried unanimously.

Item 3

**Public Hearing**

The Public Hearing was opened at 12:35 a.m., and with no public comment, closed at 12:36 p.m.

Item 4

**Welcome/Introductions**

Vicki welcomed everyone to the meeting and members and guests present introduced themselves.

Item 5

**Consent Agenda**

Member Tim Wolf made the motion, seconded by Member Dave Patterson to approve the Consent Agenda consisting of the following item: Approval of the May 19th, 2010 CEO Council Meeting Minutes. The motion carried unanimously.

Item 6

**Information Only Items**

Dr. Barber reported the following:

6.1 The Minutes of the August 16, 2010 Executive Committee Meeting were presented.

6.2 The Charter SELPA CEO Council Meeting Agendas and Attachments are now available on the Charter SELPA website at http://www.edcoecharterselpa.org/about/governance.php

6.3 The 2011-12 New Charter Orientation is scheduled for October 4th, 2010 at the El Dorado County Office of Education in Placerville, CA.

6.4 A list of the current members of the El Dorado County Charter SELPA was presented.

6.5 A list of the important timelines and due dates for the El Dorado County Charter SELPA was presented and Dr. Barber asked that everyone review and take note of this information.

Item 7

**Governance – Action Items**

7.1 Revised Governance Structure.

A discussion was held on the Charter SELPA's current membership of 104 charter schools and the effect this growth has on the dynamics of the group and governance structure of the Charter SELPA. Dr. Barber stressed the importance of maintaining the relationships developed among members. It was suggested that the four CEO Council meetings traditionally held each year be reduced to two (one in September and one in May) with Executive Committee meetings held in between. Anyone who wishes to participate in the Executive Committee meeting is welcome. A suggestion was made to publicly post the dates of the Executive Committee meetings. The following meeting schedule was proposed for the 2010/11 year:

**Thursday, September 16, 2010** – Sacramento Location

| | |
|---|---|
| 10:00 a.m. to 12:00 p.m. | New CEO Orientation |
| 12:00 p.m. to 12:30 p.m. | Lunch |
| 12:30 p.m. to 2:30 p.m. | CEO Council Meeting |

**Monday, November 15th, 2010** – Los Angeles Location

| | |
|---|---|
| 10:00 a.m. to 12:30 p.m. | Executive Committee Meeting |

**Friday, February 25, 2011** – San Diego Location

| | |
|---|---|
| 10:00 a.m. to 12:30 p.m. | Executive Committee Meeting |

**Thursday, May 19th, 2011** – Oakland/Bay Area Location

| | |
|---|---|
| 10:00 a.m. to 12:00 p.m. | Executive Committee Meeting |
| 12:00 p.m. to 12:30 p.m. | Lunch |
| 12:30 p.m. to 2:30 p.m. | CEO Council Meeting |

Member Kushner made a motion, seconded by Member Bentz, to approve the 2010-11 meeting schedule for CEO Council and Executive Committee. Motion carried unanimously.

7.2 Review of Current/Revised Governance Responsibilities at Each Level

A review of the focus of the CEO Council, Executive Committee and Steering Committee took place. The CEO Council is made up of Executive Charter representatives and one of the primary tasks for the group is to develop, monitor and review the SELPA financial Allocation Plan. Recommendations may come to the CEO Council from the Executive Committee and/or Steering Committee. Detailed financial data will be provided at regular intervals to the CEO Council that reflect the Allocation Plan guidelines.

We are required by law to develop a SELPA budget document that reflects income and expenditures for all LEAs in our SELPA. This Council will take lead in annually revising and modifying the SELPA budget document to ensure the document is an accurate and helpful reflection of how our resources are allocated. This documentation is released in November in draft form and anticipated to be finalized in January/February.

The Allocation Plan document is a compilation of all the decision making over the years relative to how financial resources are to be allocated. This written document shall be updated annually. This Council takes lead in revising the Allocation Plan document.

The CEO Council is further tasked with developing a strategic plan that includes membership, regional supports and services as well as development and approval of policies and procedures to ensure the SELPA is in compliance with state and federal requirements.

Decision making is typically done by consensus. Should voting be necessary on a particular matter, each charter LEA has a vote.

Following review and discussion, Member Wolf made a motion, seconded by Member Patterson to approve of the proposed focus and governance responsibilities of the CEO Council. Motion carried unanimously.

7.3 Review of Executive Committee Membership

A review and discussion of the current membership and focus of the committee took place. The Executive Committee is assigned tasks to develop recommendations, to fine-tune the existing Allocation Plan formulas, as well as identify key philosophical underpinnings to the Allocation Plan. The Executive Committee attempts to have broad representation from the SELPA to include Charter representatives from large, small, geographically diverse, single charters, CMOs, and other members. Because of the number of charters participating in the Charter SELPA and thus the size of the CEO Council, the Executive Committee has been created to allow for more indepth conversations and review of processes for the Charter SELPA. The Executive Committee would be charged with providing the governance support and direction for the Charter SELPA on a more immediate basis, between meeting times of the CEO Council. This committee makes recommendations to the CEO Council in revising the Allocation Plan document, as well as approving policies for the SELPA. The committee is also charged with identifying strategies and key messages that need to be developed as we work with legislators on charter special education issues. Dr. Barber asked for nominations for additional members of the Executive Committee and Maram Alaiwat of FAME requested membership, as did Bill Batchelor of Livermore Valley. The existing members of the Executive Committee who were not in attendance at today's meeting will be contacted and their membership for 2010/11 confirmed. Current Executive Committee members are:

Rocketship – John Danner
M.E.C.A. - Marvin Smith
Charter School of San Diego - Mary Searcy Bixby/Lynne H. Alipio
ASPIRE – Elise Darwish
Edison – Adrienne Morrell
Envision - Bob Lenz
San Diego JPA - Tim Wolf

Magnolia/PacTech – Dr. Suleyman Bahceci
Western Sierra - David Patterson
Lifeline - Paula DeGroat
FAME – Maram Alaiwat
Alliance – Jovan Jacobs
Darnall – Cinda Doughty
Livermore Valley – Bill Batchelor

Member Patterson made a motion, seconded by Member Smith, to approve the confirmed individuals nominated to serve on the Charter SELPA Executive Committee and the description of the Executive Committee change. Motion carried unanimously.

Item 8
**Membership Update**

8.1 Timeline
Dr. Barber reviewed the following timeline for new/additional members to the Charter SELPA for 2011-2012:

| | |
|---|---|
| Ongoing: | Applications for membership available |
| October: | Attend Information Session on October 4, 2010 |
| January 14th: | Online applications must be submitted for expansion schools of current Charter SELPA members |
| January 14th: | Online applications for new members must be submitted to the El Dorado County Charter SELPA |
| February: | CEO Council Selection Committee will meet and review applications |
| February: | Charter SELPA will prepare Local Plan Revision and submit to CDE County Board action; re: Local Plan Revision |
| March: | CDE review and notify Charter SELPA; re: acceptance |
| April 1st: | Charters will be notified by this date via letter as to the status of their applications |
| July 1st : | Charter membership in the El Dorado County Charter SELPA begins |

8.2 Potential 2011-12 New/Additional Charters
A list of potential new/additional schools for 2011-12 was presented and the current members present were polled on their expansion plans for 2011-12:

Flex Academy – 4 additional schools
Alliance – 3 additional schools
Ingenium – 2 additional schools
ASPIRE – 4 additional schools
MECA – 1 additional school
Livermore – 1 additional school
CAVA – 5 additional schools

Dr. Barber reminded members that, in terms of expansion, a new CDS code indicates a new school.

An application is required for all new and all expansion schools. She asked to please make sure the Charter SELPA is aware of any expansion plans.

Item 9.0
**Policy – Action Item**

9.1 Policy 25 - Conflict of Interest

Every public agency is required to adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations which contains the terms of the Conflict of Interest Code. (CCR, Title 2, Sec. 18730). Each LEA must file on it's own with the Fair Political Practices Commission – the Charter SELPA will not file for the LEA. The first reading of this Policy took place at the Executive Committee meeting on August 16, 2010 and Policy 25 was presented for a second reading.

Following review and a clarifying discussion, Member Alaiwat made a motion, seconded by Member Doughty to declare this a second reading of Policy 25 – Conflict of Interest and to approve the policy. Motion carried unanimously.

Item 10.0
**Professional Development Update – Action Item**

10.1 Status Report and Proposal for Expansion

Emi reviewed the Proposal for Expansion, which included the Professional Development Summary, the list of Additional Professional Development Opportunities, and the 2010-11 Charter SELPA Staff Development Calendar (which includes specific course descriptions and dates/times/locations). These documents will be discussed at the upcoming Steering Committee meeting, as well. Participation in the online training opportunities was encouraged. Interest was expressed to explore offering courses that would meet criteria to add the Additional Autism Authorization to SPED credentials.

Member Doughty made a motion, seconded by Member Patterson to adopt the Professional Development Expansion Proposal as presented. Motion carried unanimously.

Item 11.0
**Charter SELPA Financial Update**

11.1 Allocation Plan Proposed Change - **Action Item**

The Allocation Plan currently provides for a CMO to reallocate funds among charters in the CMO, if the CMO has the authority to do so. The Charter SELPA needs to expand the ability to reallocate funds to JPAs and Non-profits with more than one charter.

The Charter SELPA CEO Council will replace the current language in the Allocation Plan with the following language:
EC Section 56836.05(b) provides authority to SELPAs to develop an allocation plan at the SELPA governance level, to distribute funds to the LEAs within the SELPA. The Charter SELPA allocation plan distributes funds to each charter in the SELPA. A charter is defined as having a

separate CDS code. At the close of the fiscal year, a CMO, Non-Profit Corporation serving more than one charter school, or A JPA may reallocate state and federal funds to the LEAs within their authority. The final reallocation will occur in the months of August and September following the close of a fiscal year with final reallocation done by October 1. EDCOE will provide a form to each CMO, Non-profit corporation serving more than one charter, and JPA showing the distribution of current year income. The CMO, Non-profit, or JPA will provide a redistribution of income along with a reporting of expenditures for that fiscal year. The CMO, Non-profit Corporation, or JPA, will adopt a resolution approving the transfer of funds. The impacted charters will approve the resolution as well.

Member Kushner made a motion, seconded by Member Bixby to adopt the resolution expanding the ability to reallocate funds to JPAs and non-profits with more than one charter and to replace the language in the Allocation Plan as presented. Motion carried unanimously.

11.2 Approval of Allocation Plan Document - **Action item**

Each year the Allocation Plan document is updated to reflect approved changes throughout the year. The Allocation Plan was last approved in May 2009. The changes in the document reflect actions approved by CEO Council over the past year as well as other changes, such as committee member changes. It incorporates the language from the action item above.

Member Bixby made a motion, seconded by Member Alipio to approve the Allocation Plan document as presented. Motion carried unanimously.

11.3 ARRA Update - **Action Item**

The ARRA grant (February 2009) was estimated to be $859,032. It was based on 2008-09 Charters in the SELPA (7,780 ADA). In October 2009, the grant was finalized at $1,597,507 (an increase of $738,475 but still based on 2008-09 charter participation). The Executive Committee and CEO Council approved the distribution of the increased grant amount as follows:

- ½ of the $738,475 should go to existing charters per existing formula (2008-09 P-2 ADA)
- 25% Regional Investment/Professional Development ($184,619) (Plan approved in March 2009 and in progress)
- 25% set aside for further discussion ($184,619) (funds are to be spent by September 2011)

Member Bixby made a motion, seconded by Member Alaiwat to approve the remaining 25% ($184,619) be distributed on a per ADA basis to charters in the SELPA in 2008-09, per the original approved formula. Motion carried unanimously.

11.4 Executive Summary of Detailed Financial Book

Francie Heim reported on the summary provided for CEO Council and it highlights of the information contained in the detailed financial book.

11.5 Detailed Financial Book

Francie Heim reported on the detailed financial book as presented, which had also been emailed to each charter's designated business contact.

11.6 Master list of Designated Business Contacts
A master list of designated business contacts was distributed and members were asked to review, indicate any changes and return to Lisa Donaldson, or email Lisa Donaldson directly at ldonaldson@edcoe.org.

11.7 End of Year Financial Reporting
Francie Heim reminded members that end of year financial reports were due September 15 to Lisa Donaldson. A template for reporting was sent to each charter's business contacts. This information is critical as the federal Maintenance of Effort (MOE) documentation is prepared and a determination is made if each charter has spent their 2009-10 state and federal allocations.

11.8 Cash Flow Opportunities
Terena Mendonca reported on the new cash advance opportunity for new charters who join the SELPA, only to realize their state cash flow does not arrive until February/March. EDCOE is offering a low interest cash flow advance to charters who meet specified criteria. An informational letter/flyer was sent out to members of the Charter SELPA and presented at the meeting.

11.9 Finance Committee/Workshop
Francie Heim reported on four recently completed workshops for charter fiscal staff. The workshops were offered in Sacramento, Oakland, San Diego, and Los Angeles and had a reasonably good turnout. The Charter SELPA looks forward to meeting many of the new charter business contacts. A tentative date of October 20 has been selected for a fiscal meeting to meet with business contacts and this meeting will be held in a location convenient to the Sacramento airport. The meeting will consist of updated fiscal information for 2010-11 and 2009-10 end of year close preliminary results. An afternoon fiscal workshop will be held for those unable to make the trainings that occurred over the summer.

Item 12
**Dashboard Concept**
Dr .Barber led a lengthy discussion on conceptually providing feedback information to a charter school based on many data points via a Dashboard method. The purpose of discussion of the Dashboard concept was to ensure accountability and provide charter schools participating in the Charter SELPA with feedback on a variety of areas, including achievement, compliance and participation. The public and private aspects of the communication to charter schools were also discussed.

Members were given the following eight suggested data elements to discuss and consider:

1. Special Education Pupil Count
2. Special Education Pupil County by Disability
3. Special Education Expenditures as they relate to the Charter as a whole
4. Special Education Expenditures as they relate to Special Education students served
5. Special Education maintenance of Effort
6. Compliance Issues
7. Achievement Matrix
8. Participation in Charter SELPA

Dr. Barber and the Charter SELPA will review and consider the elements, suggestions and feedback and report back on the Dashboard Concept at the November Executive Committee Meeting.

Item 13
**SELPA Director Report**
Emi Johnson reported the following:

13.1 CAC Update
Each charter should have a Community Advisory Committee (CAC) representative. Please submit the representatives' names to the Charter SELPA and all names will be brought together for board approval before the EDCOE School Board in Spring, 2011.

13.2 SELPA Staffing Update
The Charter SELPA's former Program Specialist, Melanie Boxall, took a position with Placer Union High School District as a school psychologist. SELPA welcomes our three new Program Specialists:

- Dubravka Tomazin, who comes to us as a former Resource Teacher for both an elementary and high school district in El Dorado County.
- Tamara Clay, who comes to us from the California Virtual Academy – one of the new members in our Charter SELPA. She worked as a Master Teacher of Special Education and has many years of experience in special education.
- Faye Eastman, who comes to us from San Bernardino County where she worked as County Coordinator for Foster Youth Services and as a Program Specialist for many years.

13.3 Steering Committee
The first Steering Committee meeting will be held September 23, 2010 at the ASPIRE Home Office in Oakland.

Item 14
**Future Agenda Items**
Dr. Barber asked members to submit any future agenda items to the Charter SELPA staff.

Item 15
**Next Meeting Date**
The Executive Committee will meet **Monday, November 15th, 2010** – Los Angeles Location from 10:00 a.m. to 12:30 p.m. Jovan Jacobs will provide an Alliance site for the meeting. Specific location details will be provided at a later date.

The next scheduled meeting of the Charter SELPA CEO Council will be **May 19, 2011** in an Oakland/Bay Area location. Specific location details will be provided at a later date.

Item 16
**Adjournment**
The El Dorado County Charter SELPA CEO Council meeting adjourned at 2:30 p.m.

Adopted and Entered
Into the Minutes

Respectfully Submitted,

_____
Vicki L. Barber, Ed.D., County Superintendent

_____
Kathleen Hall, SELPA Program Assistant

| | | | | | |
|---|---|---|---|---|---|
| **"X" Denotes attendance at meeting** | X | Vicki L. Barber | X - Terena Mendonca | X | Tammy Watson |
| | X | Emi Johnson | X - Francie Heim | X | Lisa Donaldson |
| **EDCOE /SELPA** | | | | | |
| **Albert Einstein Elementary** - 1 Site | X | Jeanette Vaughn | **Leadership Public Schools** – 4 | | Louise Bay Waters |
| **Albert Einstein Middle School** – 1 Site | X | David Sciarretta | Sites | X | Joe Pacheco |
| (San Diego Consortium) | | | | | |
| **Alameda Community Learn. Ctr**– 1 Site | X | Paul Bentz | **Learning Choice Academy** – 1 Site | X | Debi Gooding |
| **Nea Community Learn. Ctr** - 1 Site | | | (San Diego Consortium) | | |
| (Community Learning Center Schools) | | | | | |
| **Alliance College-Ready Public Schools** | X | Judy Burton | **Lifeline Education** – 1 Site | | Paula DeGroat |
| – 18 Sites | X | Jovan Jacobs | | | |
| **Arroyo Paseo High School** - 1 Site | X | Brian Thurman | **Livermore Valley** – 1 Site | X | Bill Batchelor |
| (San Diego Consortium) | | | **Livermore Valley High**- 1 Site | | Tara Aderman |
| | | | (Tri Valley Learning Corp) | X | Jeff Watkins |
| **ASPIRE Public Schools** - 27 Sites | | Elise Darwish | **Micro Enterprise Charter** | X | Marvin L. Smith |
| | X | Sue Shalvey | **Academy (M.E.C.A.)** - 1 Site | | |
| **Audeo Charter School**- 1Site | | Mary Searcy | **Magnolia Science** – 1 site | | Suleyman Behceci |
| **Charter School of San Diego –** 1 Site | X | Bixby | **Pacific Technology** – 2 sites | | |
| **Mirus Secondary School** – 1 Site | X | Lynne Alipio | (Magnolia Educational/Research) | | |
| (Altus Institute) | | | | | |
| **Barack Obama Charter** – 1 Site | X | Glenn Noreen | **Oakland School for the Arts –** 1 | X | Donn Harris |
| **Ingenium Charter** – 1 Site | | | Site | | |
| (Ingenium Charter Schools) | | | | | |
| **California College, Career & Technical** | | Paul Preston | **O'Farrell Community School –** | | Jonathan Dean |
| **Education** (CCCT) – 1 Site | | | 1 Site (San Diego Consortium) | | |
| **California Virtual Academy (CAVA) –** | | Jim Konantz | **one.Charter School –** 1 Site | | Mick Founts |
| 2 Sites | X | Maria Carr | **San Joaquin Building Futures** | X | Sheilah Goulart |
| | | | **Academy** – 1 Site (San Joaquin | | |
| | | | Building Futures Academy) | X | Janine Cuaresma |
| **Darnall Charter School**- 1 Site | X | Cinda Doughty | **Preuss School – 1 Site** | | Scott Barton |
| (San Diego Consortium) | | | (San Diego Consortium) | | |
| **Dixon Montessori –** 1 Site | X | Carolyn Pfister | **River Montessori Charter** - | | Kelly Mannion |
| | | | 1 Site | | |
| **Edison Charter School** - 1 Site | | Adrienne Morrell | **Rocketship Public Schools** – | | John Danner |
| | | | 3 Sites | | |
| **Envision Schools** – 4 Sites | X | Bob Lenz | **Sacramento High School** – 1 Site | X | Ed Manansala |
| | | | **St. Hope PS 7** – 1 Site | | |
| | | | (St. Hope Public Schools) | | |
| **FAME Public Charter School** - 1 Site | X | Maram Alaiwat | **San Francisco Flex Academy –** 1 | X | Mark Kushner |
| | X | Elena Watson | Site | | |
| **Gompers Charter School**- 1 Site | X | Allison Kenda | **Western Sierra** – 1 Site **Rocklin** | X | David Patterson |
| (San Diego Consortium) | | Vincent Riveroll | **Academy/ Meyers**– 1 Site | | |
| | | | **Rocklin Academy/Turnstone**– | | |
| | | | 1 Site (Rocklin Academies) | | |
| **Hardy Brown College Prep** – 1 Site | | Margaret Fortune | **Stockton Collegiate Elem.** – 1 Site | X | Scott Luhn |
| (Fortune School of Education) | | | **Stockton Collegiate Sec.** – 1 Site | | |
| | | | (Stockton Collegiate International) | | |
| **King-Chavez Public Sch.** – 6 Sites | X | Tim Wolf | **Other - San Diego Consortium** | X | Cindy Atlas |
| (San Diego Consortium) | | | | | |
| **KIPP Adelante** – 1 Site | | Laura May | **Total Number of Sites to Date:** | | |
| (San Diego Consortium) | | | **104 Sites** | | |
| **Guests: Erica Hurtado – Dixon Montessori/Jennica Jenkins, Rocklin Academies/Kathleen Hall - SELPA** | | | | | |