MINUTES – EXECUTIVE COMMITTEE MEETING

Attendance: *In Person #Conference Call

EDCOE/Charter SELPA:
*Vicki L. Barber, Retired EDCOE Supt. of Schools
*David M. Toston, Executive Director
*Amy Andersen, Director
*Francie Heim, EDCOE/Charter SELPA Consultant
*Emi Johnson, Charter SELPA Consultant
*Kathleen Hall, Adm. Program Assistant
#Lisa Donaldson, EDCOE Business Services
#Gia Truong, Envision Schools

Executive Committee Members:
Mary Searcy Bixby, Altus Institute
*Elise Darwish, ASPIRE Public Schools
*Donn Harris, Oakland School for the Arts
*Pat Hill, Mission View
Bill Batchelor, Livermore Valley
#Tim Wolf, San Diego Consortium
Phil Spears, Rocklin Academies
#Jean Hatch, Redding School of the Arts
Jonathan Dean, The O’Farrell Charter School
Guest: #Ali Hori, Iftin Charter

1. Information Items

1.1 September 25, 2013 CEO Council Meeting Minutes
A copy of the draft Minutes from the September 25, 2013 CEO Council Meeting was included as Attachment 1.1.

1.2 2013-2014 CEO Council and Executive Committee Meetings
A copy of the 2013-2014 CEO Council and Executive Committee Meetings Calendar was included as Attachment 1.2.

1.2.1 Format of Executive Committee and CEO Council Meetings
A discussion was held on the format and structure of our governance meetings. The Charter SELPA is sensitive and responsive to the needs and preference of our members. Use of a video connection will be considered for future Executive Committee Meetings – perhaps “Go To Meeting” or a similar format for our smaller meetings. Holding more than one type of meeting on the same day at the same location can help make travel more efficient and cost effective, as well.

The Charter SELPA will explore videoconferencing for our smaller meetings and the upcoming Selection Committee meeting.

1.2.2 May 2014 Executive Committee Retreat Planning
A discussion was held on potential topics for the May 2014 Executive Committee Retreat, to be held the evening of Wednesday, May 21st in conjunction with the May 22nd CEO Council Meeting in San Diego, CA.
1.3 2013-14 Master List
A list of the current members of the El Dorado County Charter SELPA was presented in Attachment 1.3.

2. Membership Update – Information/Discussion

2.1 Charters Expressing Interest for 2014-15 (Information Item)
A list of charters interested in joining the El Dorado County Charter SELPA for 2014-15, including those who attended the Potential New Member Meeting on October 18th, was presented in Attachment 2.1.1. The SELPA staff reported on the recent Potential Members Meeting held October 18, 2013 at the El Dorado County Office of Education. A review of the list of charters interested in joining took place and members were asked to share any pertinent information on the potential members.

- A copy of our growth considerations was included as an information item (Attachment 2.1.2). Once the 2014-15 applications have come in, the Charter SELPA will distribute a complete list of the applicants to all CEO Council members for review and invite comments and concerns. The membership/application timeline was presented in Attachment 2.1.3.

2.2 Charters Who May Be Leaving or Closing for 2014-15 (Information and Discussion Item)
Two Alliance College-Ready Public Schools have submitted notice to withdraw documentation to the Charter SELPA:

- Alliance Environmental Science & Technology High School
- Alliance Health Services Academy High School

2.3 Charter Member Participation – Follow Up (Discussion)
The Charter SELPA encourages full participation of our members and an important piece of the participation expectations is attendance at meetings and professional development opportunities. In January, Charter SELPA will compile a listing of charters and their participation to date. The SELPA reports positive turnouts at our professional development and fiscal meetings.

3. Risk Pool – Discussion on Recommendation Parameters
CEO Council approved (May 2013) a risk pool starting in 2013-14. Attachment 3, entitled “Risk Pool”, contained a summary of the available funds in the pool. The Executive Committee reviewed the amounts available and a discussion was held to help determine the risk pool parameters and reimbursement rates for 2013-14. Expected usage is 10 claims per year at a maximum $10,000 per claim reimbursement. $500,000 is expected to provide five years of reimbursement with expected usage of 10 claims per year at a maximum $10,000 reimbursement. Any unspent pool money would remain in the risk pool.

The Charter SELPA AU will revisit and review the status of the risk pool every November and share information with the Executive Committee including detail on claims to date. Expansion of the pool to include non public school reimbursement will also be studied, but there is concern that this would be a costly venture and the pool has limited funding.

4. Dashboard (Information/Discussion)
A draft Annual Dashboard Report of Select Statistics – November 2013 was shared and discussed. The Dashboard provides a “snapshot” of the most current Charter SELPA special education pupil count data, program information, and income/expense data into a context so it is a useful monitoring tool. Now that statewide data is available, final numbers will be added to the Dashboard and the final version will be posted on the Charter SELPA website. The Charter SELPA Dashboard will be updated annually in November and May. Individual charter school Dashboards are available upon request.
5. **2012-13 Unspent Funds Report (Information/Discussion)**
   The 2012-13 fiscal year has closed and a report of unspent funds was provided to the CEO Executive Committee as Attachment 5. 2012-13 is the first year that any charter member state funding allocation has been modified. The attached report outlined the source of $511K funding transferred to the risk pool from 2012-13 modifications and the potential of $428K in funding modifications that may occur at the close of 2013-14 fiscal year. Francie reviewed the information and further clarified how the policy plays out and impacts funding of the risk pool.

6. **Fiscal Update - Information**
   An Executive Summary/Financial Update was included as Attachment 6.
   - Francie reviewed the fiscal update, noting that our local contribution as a percent of income for 2012/13 was 16%, much like a non-charter SELPA. Everyone passed MOE.
   - Our cash flow advance program to charters in year 1 was made available, but we had limited participation.
   - The federal rate was projected in July 2013 to be $120 per ADA and we are still awaiting confirmation from CDE and expect a delay because of the new statewide special education funding formula changes. Final grant amounts may not be known until January or February.

7. **Policy Updates – Information and Discussion**
   Our goal in 2013-14 is to update policies to reflect our current operational practices. Most policies were last updated in 2008.

   7.1 **Application Process Update (and Admission/Selection Policy)**
   CEO Policy 22, originally adopted in 2008, deals with the selection process of members and revocation of membership. A copy of the original CEO Policy 22 and CEO AR 22 were included as Attachment 7.1.1. Charter SELPA CEO Council adopted changes to the policy language on membership revocation in May 2013. The new revocation language adopted in May 2013 was proposed as a separate policy, CEO Policy 26, presented here as Attachment 7.1.2. Additional language for termination in less than one year was proposed for consideration.

   A revised CEO Policy Number 22 and AR 22 were proposed for discussion and included as Attachment 7.1.3. The language has been updated to reflect current practice as well as adding some clarifying language.

   Both CEO Policy 22 and 26 (revised) provide for an appeals process. Further discussion was held at the meeting regarding the appropriate body to hear appeals.

   7.2 **Governance Policies – Revisions**
   CEO Policy Number 9: Governance
   A copy of the original CEO Policy 9 is provided for information as Attachment 7.2. The policy is outdated in that it does not reflect the formation of CEO Council and Executive Committee as they have evolved over time. Further discussion was held at the meeting about the role of CEO Council and Executive Committee and the definition of the Charter SELPA governing board.

   Proposed revisions to these and other Governance policies will be brought to the March Executive Committee meeting for further input.

   We anticipate CEO Council will approve revised policies in May 2014.
8. **SELPA Director’s Report – Information**

David Toston reported on the following:

- A press release went out yesterday that Vicki L. Barber, Ed.D. is now a member of the state’s newly formed Special Education Task Force. Members include individuals from the State Board of Education, CTC, CDE, and CCSA. Dr. Barber and Maureen Burness are the Co-Executive Directors of this task force, which will include approximately 30 members. The involvement of key, diverse stakeholders is a great opportunity for a productive process with balance. The task force will meet over the next 18 months and will frame new legislation for 2015-16.
- Three weeks ago, David and Amy Andersen presented at the Charter Authorizers Conference.
- KIPP and Seneca, as well as the El Dorado County Charter SELPA, were acknowledged in a national report highlighting best practices.
- The move to regional program specialists has been very successful. We will move forward with the addition of a regional program specialist located in the bay area.
- We will begin highlighting CASEMIS data at Steering starting next week.
- In March we will spend time addressing the formula for mental health services.

9. **Next Meeting Date**

The next regularly scheduled meeting of the Charter SELPA Executive Committee will be a dinner meeting to be held on March 5, 2014 at 5:30 p.m. at the Hilton San Jose/Convention Center. This meeting will take place in coordination with the 2014 CCSA Conference to be held March 3rd – 6th.