



CEO COUNCIL MEETING

Thursday, May 23, 2019 | 9:30 a.m.

**Hilton Garden Inn – San Diego Downtown/Bayside
Kettner Meeting Room
2137 Pacific Highway A, San Diego, CA**

Hosted Lunch: 12:00 p.m. in Del Mar Room

The CEO Council Meeting is also available online via Zoom. The Zoom registration link will be sent out via email one week prior to the meeting.

El Dorado Charter SELPA CEO Council Members

A complete list of CEO Council Members is presented in Item Attachment 7.3.1 of this agenda.

Notice: In compliance with the American with Disabilities Act, for those requiring special assistance to access public meeting rooms or to otherwise participate at a public meeting conducted by the El Dorado County Office of Education, please contact Kathleen Hall at (530)295-2236, khall@edcoe.org at least 48 hours in advance of the meeting you wish to attend so that every reasonable effort to accommodate you, including requests for auxiliary aids or services, can be made. Meeting documents are provided online at <http://www.edcoecharterselpa.org/what-we-do/governance-ceo-council>. If you require documents being discussed at a public meeting be made accessible, please contact Kathleen Hall at least 48 hours in advance of the meeting. EDCOE strives to provide a fragrance free work environment. For the comfort of all participants, attendees are requested to refrain from using perfume, cologne and other fragrances

AGENDA

Time Item # Item
(all times are estimated)

- | | | |
|---------|-----|---|
| 9:20 am | 1. | <u>Housekeeping/Procedural Announcements</u> |
| 9:30 am | 2. | <u>Call to Order</u> |
| | 3. | <u>Approval of Agenda</u> |
| | 4. | <u>Public Hearing</u> (for items not on the Agenda - comments limited to two minutes) |
| | 5. | <u>Welcome/Introductions</u> |
| | 5.1 | Welcome |
| | 5.2 | Introductions |



CONSENT ITEMS REQUIRING CEO COUNCIL ACTION

6. Consent Items Requiring CEO Council Action

Items included on the Consent Agenda are to be approved by one motion unless a CEO Council member requests separate action on a specified item.

6.1 Approval of Minutes of CEO Council Meeting Held October 11, 2018

The October 11, 2018 CEO Council Meeting Minutes are presented as Attachment 6.1.

6.2 Approval of Proposed Meeting Schedules

The following meeting schedules are proposed for the 2019-20 year:

CEO Council Meeting Dates for 2019-20:

October CEO Council Meeting – Sacramento, CA

Date: Thursday, October 16, 2019

Time: 9:30 a.m. to 12:00 noon

Location: Exact Location TBD

May CEO Council Meeting – San Diego, CA

Date: Thursday, May 23, 2019

Time: 9:30 a.m. to 12:00 noon

Location: Exact Location TBD

Executive Committee Meeting Dates for 2019-20:

Thursday, September 12, 2019 10:00 a.m. to 11:30 p.m.

Meeting held via Zoom videoconferencing platform

Thursday, April 2, 2020 10:00 a.m. to 11:30 a.m.

Meeting held via Zoom videoconferencing platform

Thursday, May 12, 2020 10:00 a.m. to 11:30 a.m.

Meeting held via Zoom videoconferencing platform

Wednesday, May 20, 2020

Executive Committee Retreat

San Diego – Exact Location TBD

(Note that the CEO Executive Committee may call additional meetings as needed throughout the year to address matters that may arise.)

Recommendation: The Charter SELPA CEO Council recommends approval of both items on the consent agenda.

END OF CONSENT AGENDA



7. REPORTS – NO ACTION REQUIRED

7.1 Executive Committee Meetings

7.1.1 Minutes of Executive Committee Meeting Held February 19, 2019

The Minutes of the February 19, 2019 Executive Committee Meeting are presented as Attachment 7.1.1.

7.1.2 Minutes of Executive Committee Meeting Held May 9, 2019

The Minutes of the March 8, 2018 Executive Committee Meeting are presented as Attachment 7.1.2.

7.2 Upcoming LEA Requirements

7.2.1 AB 1808 Guidance

Assembly Bill 1808, signed June 27, 2018, amended California Education Code 52062(a)(5) to include consultation with SELPA prior to consideration of LCAP by local boards. Details and guidance are included in the AB 1808 Guidance document, included as Attachment 7.2.1.

7.2.2 CASEMIS To CALPADS

As CASEMIS is expiring and the state transitions the required special education reporting to CALPADS, recent information will be shared regarding the LEA's responsibility for the CASEMIS to CALPADS transition and reporting. Information regarding this transition is included in Attachment 7.2.2.

7.3 Charter SELPA Membership

7.3.1 Current Members

A list of the current 2018-19 members/CEOs of the El Dorado Charter SELPA is included as Attachment 7.3.1.

7.3.2 New Members and Exiting Members for 2019-20

A list of the new members joining and members exiting the El Dorado Charter SELPA for 2019-20 is presented as Attachment 7.3.2.

If you are anticipating any school closures, please notify the Charter SELPA as soon as possible.

7.3.3 2018-19 Partner Oversight Update

The integrated oversight process of the SELPA is designed to identify areas of LEA support for both program and fiscal operations, as well as protect the SELPA as a whole from the loss of distributed funding. The oversight process consists of monitoring several metrics for all partners. A detailed 2018/19 Partner Oversight Update is included as Attachment 7.3.3.

7.4 Financial Update

7.4.1 Educationally Related Mental Health Services (ERMHS) Budget Update

CEO Council will be updated at regular intervals on the ERMHS (Educationally Related Mental Health Services) budget to assure a transparent and predictable



level of funding for Charter SELPA partners. See Attachment 7.4.1 for the detailed ERMHS budget update.

7.4.2 Risk Pools Update

CEO Council will be updated on the status of the SELPA Risk Pools. See Attachment 7.4.2 for detailed updates on the Set-Aside Risk Pool, the Low Incidence Pool and the Legal Risk Pool.

INDIVIDUAL ITEMS REQUIRING CEO COUNCIL ACTION

8. 2019-20 Annual Service and Budget Plan

The Charter SELPA is required to annually prepare a budget and service plan in the manner and format prescribed by CDE. The budgeted expenditure data for 2019-20 is based on prior year expenditure trends and projections for 2019-20 based on growth. The service plan is developed using CASEMIS student data for the SELPA and projections for 2019-20. A full copy of the 2019-20 Annual Service and Budget Plan will be available at the CEO Council meeting. A copy of the Budget Plan and the recommendation for approval of the Annual Budget and Service Plans for 2019-20 are included in Attachment 8.

9. Funding Rates

The Charter SELPA Allocation Plan requires that CEO Council is updated on 2018-19 and 2019-20 funding rate determinations and approves the use of any funds from the Rate Smoothing Pool. Details on these fiscal updates and recommendations are included in Attachment 9.

10. Policy Revisions

10.1 Administrative Fee Reduction

As the Charter SELPA grows and achieves further economies of scale, the administrative fee schedule is revisited. The Charter SELPA has increased to over 170 organizations operating 370 schools and representing approximately 17,000 students with disabilities, and SELPA leadership is proposing to reduce the administrative fee for new partners, as well as existing partners. Details and recommendations for approval of the proposed Administrative Fee Reduction are included in Attachment 10.1.

10.2 Rate-Smoothing Pool - Allocation Plan Revision

Allocation Plan language governing the use of funds in the Rate Smoothing Pool needs to be updated to align policy and administrative action regarding setting and maintaining the state funding rate each year. Details and recommendations on the proposed updated Allocation Plan language (with red-lined changes noted) are included in Attachment 10.2.

10.3 SELPA Policies and Administrative Regulations

Charter SELPA recommends revising and updating numerous Charter SELPA Policies and Administrative Regulations to align with Ed Code. The following is a list of the CEO Policies and Administrative Regulations (ARs) to be updated at this time and they are



now presented for adoption by CEO Council (The redline and clean versions of the following Policies and ARs are posted to the Charter SELPA website and copies will be available at the May CEO Council meeting):

a. Comprehensive Plan for Special Education	CEO Policy No. 1	AR No. 1
b. Identification and Evaluation of Individuals for Special Education	CEO Policy No. 2	AR No. 2
c. Individualized Education Program	CEO Policy No. 3	AR No. 3
d. Procedural Safeguards and Complaints for Special Education	CEO Policy No. 4	AR No. 4
e. Confidentiality of Student Records	CEO Policy No. 5	AR No. 5
f. Compliance Assurances	CEO Policy No. 8	
g. Governance		AR No. 9
h. Personnel Qualifications	CEO Policy No. 10	AR No. 10
i. Participation in Assessments	CEO Policy No. 12	AR No. 12
j. Supplementation of State, Local and Other Federal Funds	CEO Policy No. 13	
k. Maintenance of Effort	CEO Policy No. 14	AR No. 14
l. Suspension/Expulsion	CEO Policy No. 16	AR No. 16
m. Access to Instructional Materials	CEO Policy No. 17	
n. Overidentification and Disproportionality	CEO Policy No. 18	
o. Prohibition of Mandatory Medicine	CEO Policy No. 19	
p. Data	CEO Policy No. 20	
q. Behavior Interventions for Special Education	CEO Policy No. 23	AR No. 23
r. Nonpublic, Nonsectarian School and Agency	CEO Policy No. 24	AR No. 24
s. Conflict of Interest	CEO Policy No. 25	
t. Federal Maintenance of Effort Requirement	CEO Policy No. 28	AR No. 28

END OF ACTION ITEMS

11. Update from CEO Executive Committee Retreat

12. SELPA Leadership Report

13. Future Agenda Items

14. Next Meeting Date

The next regularly scheduled meeting of the Charter SELPA CEO Council will be held on October 16, 2019 in Sacramento – exact location to be determined.

12:00 pm 15. Adjournment





Thursday, October 11, 2018

Charter SELPA CEO Council Meeting
Sacramento Endowment Center
1414 K Street, Suite 100 / Sacramento, CA

DRAFT - UNADOPTED MINUTES

MINUTES – CEO COUNCIL MEETING – October 11, 2018

El Dorado Charter SELPA CEO Council Members

A complete list of CEO Council Members present in person or online is available upon request to Kathleen Hall at khall@edcoe.org

1. **Housekeeping/Procedural Announcements**
2. **Call to Order –**
The meeting was called to order at 9:40 a.m. at the Sacramento Endowment Center in Sacramento, California, by David M. Toston, Associate Superintendent, El Dorado County Office of Education/SELPA Programs.
3. **Approval of Agenda**
Motion to approve the agenda as presented was made by member J.J. Lewis and seconded by member Lisa Morosco. There was no discussion, all approved and the motion carried.
4. **Public Hearing** (for items not on the Agenda - comments limited to two minutes)
Opened at 9:41 and with no comments, public hearing closed at 9:42 a.m.
5. **Welcome/Introductions**
 - 5.1 Welcome
Dr. Ed Manansala, Superintendent of Schools for El Dorado County, spoke about ensuring a good start to the school year. We will do everything we can to advocate and support charter schools.
 - 5.2 Introductions
Everyone in the room introduced themselves – Ginese Quann read off the names of the online participants.

CONSENT ITEMS REQUIRING CEO COUNCIL ACTION

6. **Consent Item Requiring CEO Council Action**
The item included on the Consent Agenda was approved as presented by one motion, with no CEO Council member requesting a separate action on a specified item.

6.1 Approval of Minutes of CEO Council Meeting Held May 24, 2018

The May 24, 2018 CEO Council Meeting Minutes were presented as Attachment 6.1.

A motion to approve the consent agenda item as presented was made by member Jennifer Cauzza and seconded by member Don Phillips. There was no discussion, all approved and the motion carried.

END OF CONSENT AGENDA

7. REPORTS – NO ACTION REQUIRED

7.1 Minutes of Executive Committee Meeting Held September 13, 2018

The Minutes of the September 13, 2018 Executive Committee Meeting were presented as Attachment 7.1 for information, no action required.

7.2 Review of Executive Committee Membership/Meeting Dates

Review of the current membership of the committee as follows:

A list of the Executive Committee members for 2017-18:

Mary Searcy Bixby, Altus Schools
 Lynne Alipio, Altus Schools
 Tim Wolf, King Chavez Schools
 Jonathan Dean, The O'Farrell Charter School
 Pat Hill, Learn 4 Life Concept Charter Schools
 Jean Hatch, Redding School of the Arts
 Dawn Evenson, iLEAD Schools
 Josh Drake, Rocketship Public Schools
 Cindy Petersen, Gateway Community Charters
 Karin Marsolais, Preuss School UCSD
 David Sciaretta, Einstein Academy
 Debi Gooding, The Learning Academy
 Julie Mattoon, Kipp Bay Area
 Melissa Mora, ACE Charter
 Paul Keefer, Pacific Charters
 J. J. Lewis, Compass Charter Schools
 DiAnne McClenahan, The Bay Group
 Patricia Dougherty, Phoenix Charter Academy

David Toston confirmed the members' interest in continuing to serve on the Executive Committee for 2018-19 and asked for additional volunteers to become members. An informational flyer with the 2018/19 meeting dates was included as Attachment 7.2.

It was asked that interested members email David directly for the 2018-19 school year.

7.3 Charter SELPA Partners Recognition

Partners who have achieved five years of membership with the Charter SELPA, and had not been previously recognized, were honored:

- Gateway Community Charters
- Temecula Preparatory School
- Imagine Schools
- Life Source International Charter
- Lighthouse Community Public Schools
- Oxford Preparatory Academy
- San Diego Global Vision Academies

- Westlake Charter Schools
- Capitol Collegiate Academy
- City Heights Preparatory Charter
- Dr. Lewis Dolphin Stallworth Sr. Charter
- Gateway College and Career Academy
- Iftin Charter
- Innovations Academy
- Museum
- Old Town Academy K-8 Charter
- Samueli Academy
- Summit Leadership Academy - High Desert

7.4 Leadership Academy/Teacher Academies/Para-Educator Academies

The Leadership Academy, a unique professional development program for charter school special education and aspiring leaders, will be held July 22nd – 26th, 2019 at the Downtown Embassy Suites in Sacramento. Registration information will be available in April, 2019.

Multiple Teacher Academies, two-day professional learning opportunities designed for both new and experienced special education teachers, may be held regionally in the Summer and Fall of 2019. Registration information would be available in Spring, 2019.

Multiple Para-Educator Academies, one day professional learning opportunities designed for both new and experienced para-educators, will be held regionally in the Fall of 2018 and Spring of 2019. Registration information is currently available through the Professional Learning Catalog, available on the Charter SELPA website.

More information will be shared in April.

Ginese Quann shared participation and registration numbers for Leadership Academy, Teacher's Academy, and the new Para-Educator Academy.

7.5 Special Education Symposium

The Special Education Symposium will take place Thursday, February 21, 2019 at the Doubletree by Hilton San Diego Mission Valley Hotel. Registration information will be available in late fall.

7.6 Fiscal Report

CEO Council was updated on fiscal results for the 2017-18 year. Please see Attachment 7.6, entitled "Fiscal Report: 2017-18 Year End & 2018-19 Budget", for this fiscal update.

Bob Steponovich reviewed the document and gave a general summary of the end of year budget report. We will be reviewing 17-18 claims and analyzing extraordinary costs to legal risk and set aside pools. No organization partner coverage for these two pools.

David Toston shared information on a recent legal situation with a closed school and the special circumstances of a due process. SELPA is sensitive to the pool balances and are maintaining a healthy reserve to deal with any future uncertainty. Bob Steponovich shared that many low incidence funding requests came in after the May 1st deadline and reiterated the importance of adhering to the deadline so that reimbursement amounts can be adjusted based on total claims submitted.

7.7 Educationally Related Mental Health Services (ERMHS) Report

CEO Council was updated on the 2018-19 ERMHS budget to assure a transparent and predictable level of funding for Charter SELPA partners. Please see Attachment 7.7, entitled "ERMHS Report: 2017-18 Year End & 2018-19 Budget", for this update.

Budget adjustments can be made if timely information is shared with the Charter SELPA. If an LEA has a residential non-public placement that ends early, it is very important to let the Charter SELPA know as soon as possible.

INDIVIDUAL ITEMS REQUIRING CEO COUNCIL ACTION

8. Organization Partner Definition – Revise Allocation Plan and Charter SELPA Policy 22

In September 2013, CEO Council created two categories of Partnership: Single Charter Partner and Organization Partner. Over the past few years, some schools have shifted to organizational structures that do not align with our current definition of an organization partner. CEO Council was presented with a recommendation to refine our definition to align with current practices to maintain the benefits and efficiencies while sustaining appropriate levels of accountability, a recommendation to revise the Partner Definition in the Charter SELPA Allocation Plan, and a recommendation to revise Charter SELPA Policy No. 22 to reflect these revisions.

8.1 Charter SELPA Organization Partner Definition Review

Included as Attachment 8.1 was a document summarizing the recommended revisions to the definition of Organization Partner in the Charter SELPA.

David Toston reviewed the summary and highlighted the current benefits of being an organization partner rather than an individual partner: Admin fee reduction, re-allocation of funds, and an abbreviated expansion membership application process. Dr. Vicki Barber reminded everyone that organization partners can re-allocate funds to assist struggling schools.

8.2 Allocation Plan Update – Partner Definition

Included as Attachment 8.2 was a document highlighting the recommended revisions to the Partner Definition section of the Allocation Plan.

A motion to approve action item 8.2 as presented was made by member JJ Lewis and seconded by member Nick Nichols. There was no discussion, all approved and the motion carried.

8.3 Revise Charter SELPA Policy No. 22

Included as Attachment 8.3 is a document highlighting the recommended revisions to Charter SELPA CEO Policy and Administrative Regulation Nos. 22, Admission of Local Education Agencies to the El Dorado Charter SELPA.

A motion to approve action item 8.3 as presented was made by member JJ Lewis and seconded by member Nick Nichols. There was no discussion, all approved and the motion carried.

9. Level 2 ERMHS Formula – Allocation Plan Revision

The current Level 2 ERMHS funding formula has been in place for a number of years and has proven effective in the management of the overall ERHMS budget. The ADA component of the three component formula ($\$250 \times \text{Current Year P-2 ADA}$) delays a timely determination of a SELPA partner's Level 2 ERHMS funding eligibility and has proven to offer minimal if any, budget control. CEO Council was presented with an Allocation Plan change to remove the ADA component from the Level 2 ERMHS funding formula. Details and recommendations were included in Attachment 9, entitled "Level 2 ERMHS Formula."

Both David Toston and Bob Steponovich reviewed the ERMHS formula provisions. The recommended revisions will simplify the process. Recommendation is to simplify to a two part formula by eliminating the ADA component for determining Level 2 eligibility. This is not reducing the amount we are receiving – simply raises the eligibility floor. We are able to finalize projections sooner.

A motion to approve action item 9 as presented was made by member Patricia Dougherty and seconded by member Steve Lewis. There was no discussion, all approved and the motion carried.

10. Federal Funding – Allocation Plan Revision

Recent actions by CDE necessitated additional Allocation Plan language to clarify that eligibility for federal funding is dependent upon the inclusion of a partner's prior year enrollment in the CDE federal grant calculation. CEO Council was presented with an Allocation Plan change to add the necessary language. Details and Option A/Option B recommendations were included in Attachment 10, entitled "Federal Funding."

Bob Steponovich stressed that it is important to let the Charter SELPA know ANYTIME there is a CDS code change. Potential organizational changes effect funding and the later in the year changes occur, the more difficult it is to get it into the Local Plan and it will effect funding.

CEO Council was presented with two options and discussion was held on details of both options. CEO Council chose Option B – which included the statement: If enrollment for a continuing charter member is not included by CDE in the calculation of the Charter SELPA current year federal grant due to a CDE code change, the charter member remains eligible to receive federal funding in the current year.

A motion to approve action item 10 – Option B was made by member Nick Nichols and seconded by member Patricia Dougherty. There was no further discussion, all approved and the motion carried

11. Unspent Funds – Allocation Plan Revision

While the current unspent funds policy provides control over the buildup of excessive special education funding reserves, the language of the policy reduces needed funding for some SELPA partners. CEO Council was presented with an Allocation Plan change to establish more permissive language in the unspent funds section. Details and recommendations are included in Attachment 11, entitled "Unspent Funds Policy".

A motion to approve action item 11 as presented was made by member Patricia Dougherty and seconded by member Jennifer Cauzza. There was no discussion, all approved and the motion carried.

12. SELPA LEAD Agency – Affirmation of Support - Resolution

The California Collaborative for Educational Excellence (CCEE) and the California Department of Education (CDE) were in the process of selecting "Lead" entities to serve in key roles within the Statewide System of Support, which serves as a safety net to help charter schools improve student outcomes. The El Dorado Charter SELPA was interested in pursuing these opportunities. Details and the resolution required were included in Attachment 12, entitled "SELPA LEAD Agency Grant Resolution."

Ginese Quann shared a background of the grant funding – we have been approached to apply and we seek affirmation from CEO Council for this opportunity. This grant work will supplement, not supplant our important work with the Charter SELPA and will not adversely affect our level of support.

A motion to approve a resolution confirming the support of the SELPA Governing Body to pursue and, if selected, to fill the role of SELPA Systems Improvement Lead or SELPA Content Lead was made by member Patricia Dougherty and seconded by member Don Phillips. There was no discussion, all approved and the motion carried

END OF ACTION ITEMS

SELPA ADMINISTRATION ITEMS

13. Membership Application Process

The Charter SELPA is refining the membership application process to enhance the screening criteria by which the quality of a charter school is determined and to thoughtfully manage future growth. We will continue to offer the expedited application process for SBE approved charter schools and expansion schools of existing Charter SELPA partners in good standing. Details of the revised application process were included in Attachment 13, entitled "Charter SELPA Membership Application Process." Per CEO Policy, we must have a membership process in place.

David Toston shared the refined membership application process which will move to a ranked model with a reduction in cohorts and increased rigor, and which mirrors the statewide merit system for selection. This refined process will also help thoughtfully manage the Charter SELPA's growth.

14. SELPA Leadership Report

David Toston shared that as a SELPA, we can expect challenges and potential threats to the charter school movement. We are planning with our partners at CCSA and stand ready to support our members as they provide quality services to all of our students.

15. Future Agenda Items

Potential reductions in our administrative fee will be addressed in May; we will initiate conversations about potentially reducing the administrative fee and other Allocation Plan changes. We welcome and encourage any suggested agenda items.

16. Meeting Date

The next regularly scheduled meeting of the Charter SELPA CEO Council will be held on May 23rd, 2019 at the Doubletree by Hilton San Diego Mission Valley Hotel.

17. Adjournment

A motion was made to adjourn the meeting by member Paul Keefer and seconded by member Susan Dominigan. There was no discussion, all approved and the motion carried. David Toston dismissed the meeting at 12:17 p.m.



EL DORADO CHARTER SELPA

Tuesday, February 19, 2019

Meeting was held via Zoom
on Tuesday, February 19, 2019 at 10:00 a.m.

Minutes - EXECUTIVE COMMITTEE MEETING

Charter SELPA:

*David M. Toston, Associate Superintendent
*Giniese Quann, Charter SELPA Director
*Robert Steponovich, SELPA Business Services Director

*Vicki L. Barber, Retired EDCOE Supt. of Schools
*Kathleen Hall, Administrative Assistant

Executive Committee Members:

*Mary Searcy Bixby, Altus Schools
Cindy Petersen, Gateway Community Charters
*Pat Hill, Learn4Life
Julie Mattoon, KIPP Bay Area Schools
*Tim Wolf, King-Chavez Charter Schools
*Debi Gooding, The Learning Center
*Dawn Evenson, iLead Schools
Jonathan Dean, The O'Farrell Charter School
J.J. Lewis, Compass Charter Schools
*Mark Ryan, North Valley Military Institute
*Allegra Johnson, Da Vinci Schools
*Michael Martucci, Ingenium Schools

*Lynne Alipio, Altus Schools
Paul Keefer, Pacific Charter Institute
Josh Drake, Rocketship Education
*Kim Damman, KIPP LA Schools
*Melissa Mora, ACE Charter School
Karin Marsolais, Preuss School UCSD
*Lisa Freccero, ASPIRE
DiAnne McClenahan, The Bay Group
Patricia Dougherty, Phoenix Charter Academy
*Wendy Sanders, Redding School of the Arts
Kapil Mathur, Orange County Academy

***Denotes attendance**

Guests: *Stacie Moore-Quaife, Inspire Schools; *Kelly Mannion, River Montessori; *Patricia Reguerin, Escuela Popular del Pueblo; *Sue Park, Yu Ming Charter; *Mike Greenlee, California Prep Charter Schools; *Paul MacGregor, Epic Charter Schools.

1. Membership Report

CEO Executive Committee was be updated on the current status of the Charter SELPA membership and applications for membership in 2019/20. Please see Attachment 1 for this update.

David Toston reviewed the Membership Report and reported the status of the current Cohorts.

2. SELPA Policies and Administrative Regulations

Charter SELPA recommended revising and updating the following Charter SELPA Policies and Administrative Regulations to align with Ed Code.

- 2a. Charter SELPA Policy 23/AR No. 23 – Behavior Interventions for Special Education Students.
- 2b. Charter SELPA Policy 24/AR No. 24 – Nonpublic, Nonsectarian School and Agency Services for Special Education.

Information and recommendations regarding the revised policies were included in Attachments 2a and 2b.

Ginese Quann reviewed the need for updating these policies and administrative regulations to align with Ed Code. We will be updating our procedural guidelines to align with these policies. These revised policies and administrative regulations will be brought forward to CEO Council in May for adoption.

3. Administrative Fee Reduction

As the Charter SELPA grows and achieves further economies of scale, the administrative fee schedule is revisited. The Charter SELPA has increased to over 170 organizations operating 370 schools and representing approximately 17,000 students with disabilities, and SELPA leadership is proposing to reduce the administrative fee for new partners, as well as existing partners. Please see Attachment 3 for details on the proposed Administrative Fee Reduction.

David Toston shared that economies of scale have been met due to the Charter SELPA's growth and we believe we are at a place to review the administration fee structure. Attachment 3 detailed the proposed Administration Fee Reduction that will be presented to CEO Council for consideration in May.

4. SELPA Leadership Report

David Toston provided a report on the general state of the SELPA and the potential effect of the Governor's proposed budget. He reviewed current legislation affecting charter schools. We are also working with CCEE to develop modules in response to the dashboard – Charter schools will be responsible for dashboard results beginning next fall. The Charter SELPA will be involved in training to prepare. Our 2019 annual Inspiration to Action Special Education Symposium will take place February 21st in San Diego.

5. Next Meeting Date

The March 7, 2019 regularly scheduled meeting of the Charter SELPA Executive Committee has been rescheduled and will take place April 9, 2019 via Zoom.



EL DORADO CHARTER SELPA

Thursday, May 9, 2019

Meeting held via Zoom on Thursday, May 9, 2019 at 10:00 a.m.

Minutes - EXECUTIVE COMMITTEE MEETING

Charter SELPA:

*David M. Toston, Associate Superintendent
*Giniese Quann, Charter SELPA Director

*Robert Steponovich, SELPA Business Services Director
*Vicki L. Barber, Retired EDCOE Supt. of Schools
*Kathleen Hall, Administrative Assistant

Executive Committee Members:

*Mary Searcy Bixby, Altus Schools
*Cindy Petersen, Gateway Community Charters
*Pat Hill, Learn4Life
*Julie Mattoon, KIPP Bay Area Schools
Tim Wolf, King-Chavez Charter Schools
*Debi Gooding, The Learning Center
Dawn Evenson, iLead Schools
*Jonathan Dean, The O'Farrell Charter School
*J.J. Lewis, Compass Charter Schools
*Mark Ryan, North Valley Military Institute
*Allegra Johnson, Da Vinci Schools
*Michael Martucci, Ingenium Schools

*Lynne Alipio, Altus Schools
Paul Keefer, Pacific Charter Institute
*Josh Drake, Rocketship Education
*Kim Damman, KIPP LA Schools
Melissa Mora, ACE Charter School
*Karin Marsolais, Preuss School UCSD
*Lisa Freccero, ASPIRE
DiAnne McClenahan, The Bay Group
*Patricia Dougherty, Phoenix Charter Academy
*Wendy Sanders, Redding School of the Arts
Kapil Mathur, Orange County Academy

***Denotes attendance**

Guests: *Cathy Montes, Albert Einstein Academies; *Connie Petit, Learn4Life; *Jennifer Cauzza, Julian Charter School; *Jeremy Cavallaro, Community Roots Academy; *Stacie Moore-Quaife and *John Egnor, Inspire Schools; *Kimberleigh Kopp, National University Academy; *Mitchell Miller, College Preparatory Middle School; *Susana Campo, Green Dot; *Terri Marek, Sycamore Academy;
*James Barrett, *Kelly Carnahan, and *Melissa Guess, Charter SELPA

1. Membership Update

- 1.1 Approved Applicants for 2019-20 (Information Item)
CEO Executive Committee was updated on the current status of the Charter SELPA membership and applications for membership in 2019/20. Please see Attachment 1.1 for this update.

David Toston reviewed the Membership Report and reported the status of the current Cohorts. Our estimate for 2019-20 membership in the Charter SELPA is 189 charter partners operating 403 charter schools.

- 1.2 Charters Who May Be Leaving or Closing for 2019-20 (Information Item)
At this point in time, the following charters have submitted a notice to withdraw or other appropriate documentation to the Charter SELPA for the 2019-20 school year:

- Achieve Charter High School – Closing 6-30-19
- Ambassador Phillip P. Sanchez II Public Charter – Changing SELPAs
- CORE Placer Charter – Closing 6-30-19
- Crescent Valley Public Charter II – Changing SELPAs
- Crescent View South II – Changing SELPAs
- Dehasa Charter School – Closing 6-30-19
- Inspire Charter (Acton) – Returning to Geographic SELPA
- Kings Valley Academy II – Changing SELPAs
- Marconi Learning Academy – Changing SELPAs
- Pivot North Bay Online Charter School - Closing 6-30-19
- Rise High (Closed 6-30-18; however, notice to the SELPA occurred during 2018/19.)

Mr. Toston shared that the charter schools leaving because of a change in SELPAs, does not reflect a dissatisfaction with the El Dorado Charter SELPA, but a necessary move for either authorizer or other reasons. We also anticipate a few more schools may leave under similar circumstances.

2. Partner Oversight Update (Information Item)

The integrated oversight process of the SELPA is designed to identify areas of LEA support for both program and fiscal operations, as well as protect the SELPA as a whole from the loss of distributed funding. The oversight process consists of monitoring several metrics for all partners and details were included in Attachment 2.

Ginese Quann and Bob Steponovich reviewed the indicators included in our oversight process. Ms. Quann reported the SELPA is in the middle of program reviews for schools with concerns or need for additional supports. We are trending upward in our special ed count based on CBED enrollments and we are closer to the statewide average, which is currently 12%. Due process and state complaints are slightly higher than last year and all have been resolved within the required timeline without hearing. We have a decrease in the number of non-participation letters this year and we have had follow up conversations with those schools to encourage active participation in the SELPA.

Mr. Steponovich reported that the primary fiscal oversight metrics are unspent funds and audit reports and he summarized each metric with details included in Attachment 2.

3. AB 1808 Guidance (Information Item)

Assembly Bill 1808, signed June 27, 2018, amended California Education Code 52062(a)(5) to include consultation with SELPA prior to consideration of LCAP by local boards. Details and guidance were included in the AB 1808 Guidance document, included as Attachment 3.

Ginese Quann reported on the current situation with CDE's delayed adoption of the Annual Assurances Support Plan template and recommendations for meeting the requirements. Details were included in Attachment 3. CDE hopes to have a template to State SELPA in July; their goal is to make it user friendly and accessible. Once it is finalized, the SELPA will work on a process for charters to gather LCAP information.

4. ERMHS Update (Information Item)

CEO Council is to be updated on the results of the determination of sufficiency for ERMHS funding required by the Allocation Plan and the current budget projections it is based on. See Attachment 4 for this update.

David Toston acknowledged the valuable input from Executive Committee and CEO Council to help the process run smoothly to manage these restricted funds. He confirmed we are achieving goals we set out

years ago with this funding. Bob Steponovich summarized the update and details are included in Attachment 4.

5. **2019-20 Annual Service and Budget Plan** (CEO Council Action Item)

The Charter SELPA is required to annually prepare a budget and service plan in the manner and format prescribed by CDE. The budgeted expenditure data for 2019-20 is based on prior year expenditure trends and projections for 2019-20 based on growth. The service plan is developed using CASEMIS student data for the SELPA and projections for 2019-20. Approval of the Annual Service and Budget Plan and the Local Plan are defined in CEO Policy 1 as follows:

Per CEO Policy 1 (Excerpts)

The Charter SELPA Local Plan is approved by the Governing Board of El Dorado County Office of Education. The Governing Board of the El Dorado County Office of Education will hold the required public hearings and approve the annual service plan and the annual budget plan. The plans shall be sent to all charter LEA members and communicated with the Charter SELPA CEO Council at the next regularly scheduled meeting. Notice of the public hearings shall be posted in each charter school at least 15 days prior to the hearing, as required by law.

Upon entry into the Charter SELPA, the Governing Board for each LEA charter shall approve the Charter SELPA Local Plan, the Agreement for Participation, and the Representations and Warranties. Material changes to the Local Plan, other than for membership changes, shall be approved by the Charter SELPA CEO Council and the Governing Board of the El Dorado County Office of Education.

The Annual Budget and Service Plan for the Charter SELPA for 2019-20 has been prepared and will be presented at the May 23 CEO Council meeting. Pursuant to Ed Code, Charter SELPA members are required to post a notice of public hearing for the Annual Service and Budget Plans. Information is being sent to all members to post the public hearing notice 15 days prior to the May 23 CEO Council date (post by May 8). Public Notice of the hearings will be posted as required and, after the public hearings, the documents will be submitted to the California Department of Education.

Mr. Toston reported that May CEO Council will be asked to make a recommendation to approve the Annual Budget and Service Plan for 2019-20. The Annual Service Plan is a list of all services we will provide to all students in 2019-20, and the report is developed from CASEMIS data. The Annual Budget Plan is a compilation of planned budgets for next year. Public hearing notifications required have been sent out. Copies of the documents are available upon request.

6. **Funding Rates & Risk Pool Update** (CEO Council Action Item)

The Charter SELPA Allocation Plan requires that CEO Council is updated on 2018-19 and 2019-20 funding rate determinations and approves the use of any funds from the Rate Smoothing Pool. Details on these fiscal updates were included in Attachment 6.

Bob Steponovich, SELPA Business Director, reviewed the document in detail. The Executive Committee reviewed the following recommendation to CEO Council in May to set rates as follows:

- *2018-19 – Utilize \$1.1M from the Rate Smoothing Pool to support an increase in the state funding rate for the 2018-19 fiscal year from \$522 to \$528 before the admin fee and set-aside for new charters.*
- *2019-20 – Utilize up to \$750K from the Rate Smoothing Pool to support a projected state funding rate for the 2019-20 fiscal year of \$543 before admin fee and set-aside for new charters. Administration may adjust this rate should the approved 2019-20 state budget include provisions of material impact.*

Mr. Steponovich also reviewed the pool updates – Set-Aside Risk Pool, Low Incidence Pool and the Legal Risk Pool – detailed information is included in Attachment 6.

7. Rate-Smoothing Pool - Allocation Plan Revision (CEO Council Action Item)

Allocation Plan language governing the use of funds in the Rate Smoothing Pool needs to be updated to align policy and administrative action regarding setting and maintaining the state funding rate each year. Details on the proposed updated Allocation Plan language (with red-lined changes noted) were included in Attachment 7.

Bob Steponovich reviewed the Allocation Plan Update needed to efficiently monitor and manage our Rate Smoothing Pool as it is used to set and maintain the state funding rate each year. Details are included in Attachment 7.

8. SELPA Policies and Administrative Regulations (CEO Council Action Item)

Charter SELPA recommends revising and updating the following Charter SELPA Policies and Administrative Regulations to align with Ed Code. The following is a list of CEO Policies and Administrative Regulations (ARs) to be updated and presented for adoption at the May CEO Council meeting:

a. Comprehensive Plan for Special Education	CEO Policy No. 1	AR No. 1
b. Identification and Evaluation of Individuals for Special Education	CEO Policy No. 2	AR No. 2
c. Individualized Education Program	CEO Policy No. 3	AR No. 3
d. Procedural Safeguards and Complaints for Special Education	CEO Policy No. 4	AR No. 4
e. Confidentiality of Student Records	CEO Policy No. 5	AR No. 5
f. Compliance Assurances	CEO Policy No. 8	
g. Governance		AR No. 9
h. Personnel Qualifications	CEO Policy No. 10	AR No. 10
i. Participation in Assessments	CEO Policy No. 12	AR No. 12
j. Supplementation of State, Local and Other Federal Funds	CEO Policy No. 13	
k. Maintenance of Effort	CEO Policy No. 14	AR No. 14
l. Suspension/Expulsion	CEO Policy No. 16	AR No. 16
m. Access to Instructional Materials	CEO Policy No. 17	
n. Overidentification and Disproportionality	CEO Policy No. 18	
o. Prohibition of Mandatory Medicine	CEO Policy No. 19	
p. Data	CEO Policy No. 20	
q. Conflict of Interest	CEO Policy No. 25	
r. Federal Maintenance of Effort Requirement	CEO Policy No. 28	AR No. 28

Ginese Quann summarized the need for updated Charter SELPA Policies/AR's and shared that hard copies of the redlined and clean copies of the above-listed policies and AR's will be available at the May CEO Council Meeting for reference.

9. SELPA Leadership Report

David Toston shared the following:

- *Reminder that the proposal for reduction in the Administration Fee was presented at the February Executive Committee meeting and will be presented for adoption at the May CEO Council meeting.*
- *We are participating as SIP leaders to expand the capacity of SELPAs throughout the state. Continuation of lessons learned in the Charter SELPA.*
- *Ginese Quann helped develop CCEE web modules which focused on special education in a charter environment.*
- *David Toston is currently in Washington DC on an advocacy trip for federal funding support. Good conversations held and a bill is currently on the house side to increase special education funding by 1 billion dollars.*
- *Current legislative climate is not supportive of charter schools. We continue to have the important conversations with partners. Dr. Ed Manansala is participating in the statewide charter school task force. We are actively engaged and hope to end up in reasonable places.*

10. Executive Committee Retreat/New Member Dinner

The annual Executive Committee Retreat will take place Wednesday, May 22, 2019 at 2:00 p.m. at the Hilton Garden Inn – San Diego Downtown/Bayside. Results of the upcoming CEO Survey will be discussed at the Retreat and CEO Executive Committee input was sought to help develop the format and potential agenda for the retreat. A New Member dinner will take place following the Executive Committee Retreat and all Executive Committee members are invited and encouraged to attend and meet many of the new partners joining the Charter SELPA for 2019-20.



AB 1808 Guidance

Background

Assembly Bill 1808, signed June 27, 2018, amended education code 52062(a)(5) to include:

*consultation with **special education local plan area (SELPA) administrator or administrators** prior to consideration of the LCAP by the local board effective for the 2019 LCAP submission to determine that actions for students with special needs are included in the LCAP and are consistent with the annual assurances for support plan.*

The bill also requires the SELPA planning process to align with the LCAP process for LEAs, which includes:

- An Annual Assurances Support Plan be added to all Local Plans and written in language understandable to the public. The Annual Assurances Support Plan shall include:
 1. A description of how the governing board of the special education local plan area has determined that the special education local plan area will support participating agencies in achieving the goals, actions, and services identified in their LCAPs.
 2. A description of how the governing board of the special education local plan area has determined that the special education local plan area will connect its participating agencies in need of technical assistance to the statewide system of support.
 3. A brief description of the services, technical assistance, and support the governing board of the special education local plan area has determined that it will provide in meeting the requirements under paragraphs (1) to (21), inclusive, of subdivision (a) of Section 56205.
- The CDE adopt an Annual Assurances Support Plan template by 3/1/2019.
- A template for SELPA local plans be developed and review the local plan every three years.

Issue

- The California Department of Education has not provided any formal guidance on how SELPAs and LEAs should implement the above provisions of California Education Code.
- CDE has not yet adopted an Annual Assurances Support Plan template.

Recommendation

- To meet the requirements of CEC 52062(a)(5), the SELPA recommends that LEAs include language around participation in SELPA collaboration and learning activities that may include, but are not limited to:
 - Performance Indicator Review (PIR) Process
 - Disproportionality technical assistance
 - Program/technical support by the program specialist and other SELPA team members
 - Participation in SELPA Professional learning offerings(See SELPA PL Catalog <https://charterselpa.org/professional-learning-catalog/>)

Without a CDE-approved Annual Assurances Support Plan template, the SELPA is unable to meet the additional requirements of CEC 52062(a)(5) but will make additional recommendations on how to fully implement once a template has been adopted.

Preparing the Organization

- Establish a data governance structure to facilitate overall management of data availability, usability, integrity, quality and security:
 - Leadership vision
 - Roles and responsibilities
 - Policies and process
- Establish a Data Team
- Build processes to support a positive data culture
- Communicate regularly for high accountability across organization

Preparing for System Integration

1. **Form a team** representing both the special education and student information systems that meets on a regular basis
2. **Ensure that the data in each system are well defined** and understood so that you ensure you're exchanging LIKE data
 - a) E.g., Initial Entry Date (SEDS) = Program Start Date (SIS)
3. **Decide which data needs to be exchanged** between the two systems for local use and state and federal reporting
4. **Define source system** for different data that need to be exchanged between the SIS and the SEDS
 - a) E.g., which should be the system of record for Student First and Last Name? For Special Education Initial Entry Date?
5. **Document the CURRENT processes** that each system uses to update any shared data.
6. **Analyze and refine current processes** and identify any redundant processes, or processes that should change to improve or make the process more efficient.
7. **Develop a new, collaborative process** for maintaining data for students with disabilities
8. **Ensure all staff understand their roles and responsibilities** in the new process and are properly trained.

Choosing a Type of System Integration

- **Automatic Integration** – SIS and SEDS exchange information automatically.
 - One-way integration – only one of the systems shares information
 - Two-way integration – both systems exchange information
- **Manual system integration** – relies solely on people and defined processes
- **Automatic integration with manual verification** – SIS and SEDS exchange information automatically but there are additional people and processes that verify that the data being exchanged are accurate and reliable.
- Cost and functionality of auto-integration varies by vendor

CASEMIS TO CALPADS TRANSITION PREPARATION CHECKLIST

CASEMIS Transition Preparation Checklist

This is intended to get you started. You should revise it to align with your local environment.

Build a structure to facilitate overall management of data availability, usability, integrity, quality and security.

Complete	Due Date	Step	Description	Notes
			People and Organization Bodies	People and Organizational Leadership: Embody values aligned with student-centered data.
			Establish policies, board resolutions, guidance on <ul style="list-style-type: none"> Data privacy and FERPA compliance Data Management Team: cross-department group overseeing the collection, quality and use of data 	
			LEA leadership has articulated to all staff that gathering, maintaining, reporting, and using high-quality data are important activities.	
			The LEA has Board-adopted policies in place that comply with Federal Family Educational Rights and Privacy Act (FERPA) requirements for protecting and releasing student information.	
			Establish a data governance board to provide oversight to the program, issue policies and resolve issues.	
			Create a Data Management Committee to coordinate activities among data stewards, IT staff and other stakeholders	
			Include a cross-department group that includes all programs to review and determine any needs to the data system exists.	
			Rules of Engagement (behavior)	
			Identify roles and responsibilities for your data team <ul style="list-style-type: none"> CALPADS LEA Admin (lead): coordinates the activities of the data team; ensure system security and privacy Data Stewards: program-level data experts in local systems Site Administrators: overall responsibility for school level data and reports, including verifying and signing off on CALPADS reports Provide training to staff; assess accuracy/skills and repeat. 	Determine Communication Strategy
			Staff are trained in the use of information systems, what data are needed and how data are used	

Attachment 7.2.2

CASEMIS TO CALPADS TRANSITION PREPARATION CHECKLIST

Attachment 7.2.2

Complete	Due Date	Step	Description	Notes
			Staff have a clear understanding of responsibilities for data, including data security and confidentiality	
			Sufficient resources are allocated for daily operational needs and for preparing data during the submission windows	
			The local educational agency (LEA) has established standard definition and codes for data entry	
			All sites use the same definitions and codes when entering data into the student information system (SIS).	
			All sites receive training on consistent use of definition and codes	
			All schools in the LEA including charter schools reporting with their LEA, use the same SIS and electronic IEP system	
			The role of central office staff in collecting enrollment data for incoming students is clearly defined.	
			The site administrator has the overall responsibility for accuracy of school level data and reports. Site administrators are accountable for verifying data and signing off on CALPADS reports	
			Identify a Data Steward for each relevant data that has overall responsibility to verify information prior to reporting.	
			Data standards and policies have been established and are enforced	
			Data entry practices are consistent across the organization	
			Data is entered in and retrieved from a primary system for each data category (System of Record) to avoid redundant data entry and storage	
			The LEA has trained staff regarding data confidentiality.	
			New staff attend vendor training on the student information systems	
			All staff involved in data entry are trained on changes to the SIS in a timely way	
			Staff have timely ready access to the data needed for daily operations including instruction, reporting, analysis	
			Processes (documented and communicated action and procedures)	People work in ways that support a positive data culture: increasing quality through use and inspection.
			<ul style="list-style-type: none"> Build a calendar of data activities and a plan for the year Include goals for quality and use; proactively review data trends and anomalies Meet and communicate regularly for high accountability across the data team 	Establish local reporting calendar: http://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp

CASEMIS TO CALPADS TRANSITION PREPARATION CHECKLIST

Complete	Due Date	Step	Description	Notes
			<ul style="list-style-type: none"> Establish consistency standards for data entry: local data dictionary 	
			The administrators of the SIS and the Electronic IEP system have met to discuss the upcoming changes to the submission	
			The SELPA director has met with the SIS administrator and the Electronic IEP administrator to preview the upcoming changes	
			There exists a plan in place to ensure that the data in both the SIS and the Electronic IEP system are consistent	
			There exists a software integration between the SIS and the Electronic IEP System	
			There is a training plan for the CALPADS coordinator and the Electronic IEP system coordinator to receive consistent messages	
			Processes are in place to keep the all LEA information systems (such as student information, human resources, and assessment systems) up-to-date	
			The LEA has a process to monitor compliance with procedures to safeguard privacy and confidentiality of data.	
			When requirements change, resources are allocated to document that change in forms and procedures	
			Data can be easily integrated as needed	
			Local systems use validation rules to improve data quality	
			Data are readily available in formats that are actionable and contextual	Local queries established
			The organization uses data to establish and monitor progress toward goals	
			A calendar has been established that includes items such as due dates for internal data audits, attendance, grade reporting, and state reporting.	
			The data management team is responsible for establishing and maintaining the calendar	
			Systems: CALPADS Activities	
			The LEA has trained staff regarding data confidentiality.	
			New staff attend vendor training on the student information systems	
			Set up new accounts and roles	Name of Certifier:
			Enroll (SENIR) all 2019-20 students	
			Upload and post student demographics (SINF) as needed	Run audits of data to check for all required elements
			SINF is only required for new students and demographic/address changes	
			Run API to upload and post SPED records (from IEP system)	After SENIR and SINF posted

Attachment 7.2.2

CASEMIS TO CALPADS TRANSITION PREPARATION CHECKLIST

Complete	Due Date	Step	Description	Notes
			Upload and post Student English Language Acquisition Status (SELA) for new students, and students redesignated English fluent	
			Update program information Coordinate with NSLP, Migrant Ed, SNOR (Title III), Special Ed, Homeless, and GATE programs to ensure all program data is up-to-date	Run audits of data to check for all required elements <i>Use Direct certification results and add corresponding program records for siblings and other household members</i>
			Upload and post student program records (SPRG)	
			Review Warnings and Fatal errors (for uploaded data and snapshot data)	
			Distribute Aggregate Reports for review and verification <ul style="list-style-type: none"> Review of all Fall 1 aggregate reports by data stewards Plan for report review early-November to address any potential problems 	Request data stewards sign off on reports
			Certify Fall 1 WELL BEFORE the Dec 2019 deadline	
			Archive reports for local records	

Aggregate Reports

Fall Mapping Guides can be found at: <https://csis.fcmat.org//Pages/Fall-1.aspx>

FALL 1 Aggregate Reports		Reviewer(s)	Availability
1.1	Enrollment - Primary Status by Subgroups		
1.6	Graduates and Dropouts by Subgroup		
1.9	Completers and Dropouts - Count		
1.17 FRPM/EL/Foster Youth - Count			
2.1	Title III Eligible Immigrants - Count		
2.8	English Language Acquisition Status - Count by Primary Language (Fall)		
2.9	English Language Acquisition Status - Census Comparison		
2.12	English Language Acquisition Status - ELs Reclassified RFEP		



FCMAT Alert

April 2019

Planning to Meet Essential Data Reporting Requirements

Background

During each school year since 2009-10, local educational agencies (LEAs) have submitted data on their students, staff, programs, services and institutions through the California Longitudinal Pupil Achievement Data System (CALPADS). California's system of accountability uses information collected through CALPADS in state indicators on the California School Dashboard. In California's system of support, county offices of education and school districts rely on these data to identify challenges and improve educational services. Student enrollment and program data collected using CALPADS also affect the Local Control Funding Formula (LCFF) and various grant funding. As tools for accountability and continual improvement, the Dashboard and the Local Control and Accountability Plan (LCAP) contribute to important discussions about goals and resources at the local level.

The Consequences of Not Certifying CALPADS Data

In addition to helping the California Department of Education (CDE) maintain and operate CALPADS, the Fiscal Crisis and Management Assistance Team and California School Information Services (FCMAT/CSIS) provide training and technical assistance to LEAs five times per year to help collect, validate and certify CALPADS data during the Fall 1, Fall 2, and End-of-Year 1-3 data submissions.

Although little changed in CALPADS for the most recent Fall 2 submission, which ended March 22, 2019, analysis of the three-month data submission window shows that 80% of LEAs were at risk of not certifying CALPADS data on time. Three weeks before the end of the submission window, these LEAs had fatal errors that prevented them from certifying their data. One week before the end of the submission window, 20% of LEAs still had fatal errors and could not certify. Not certifying CALPADS data has a number of consequences for LEAs at both the state and federal levels (see the attached table). It can also affect an LEA's California School Dashboard results for two years, including automatic orange indicators.

State-level data comes from local systems. Clear action and leadership are needed to foster a local institutional culture that recognizes the importance of high-quality data in the service of students. CALPADS submission timelines are becoming shorter because of the demand for real-time, data-driven decisions. This also means

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there is less time to correct inaccurate data. Every LEA's data team needs support from their leaders to achieve accurate and timely results.

Recommendations

To avoid the negative consequences of not certifying CALPADS data on time, FCMAT/CSIS recommends developing a written plan for successfully certifying high-quality data, and ensuring that an LEA's leaders receive communication about, understand and commit to that plan. The plan should include deadlines, activities, roles and responsibilities, using a number of best practices to formalize a local data governance structure:

1. Establish a data team by identifying key individuals as data stewards who are responsible for verifying program and site data. A single person doing the work means a single point of failure; teamwork is essential in this high-stakes environment. Have a contingency or backup plan for unforeseen staffing issues or natural disasters. Designate a leader, such as someone in the superintendent's cabinet or the CALPADS coordinator, to schedule, communicate and coordinate the data team's activities.
 - a. Establish a data calendar integrated with, not separate from, LEA operations.
2. Communicate roles and responsibilities.
3. Allocate sufficient resources for daily operations to prepare data during the submission windows.
4. Standardize data entry and verification procedures, including sampling and validating data protocols regularly. High-quality data relies on accuracy in data entry as well as monitoring over time.
 - a. Give regular feedback to site staff on areas that generate errors.
5. Meet and communicate regularly to ensure a high level of accountability across the data team.
6. Assess and improve the data team's skills and knowledge on local data systems such as the student information, human resources and special education systems, as well as in CALPADS itself.
7. Keep local data systems up to date with service packs and vendor tools.
8. Schedule routine meetings that include agendas, and record action items for accountability.
 - a. Develop a calendar that includes opportunities for structured collaboration and review.
9. At the end of a data submission, identify areas of strength and opportunities for improvement. Document and implement changes to timelines, processes and staffing to nurture a culture that supports data collection, use and reporting locally.

The End-of-Year 1-3 submissions begin in May; the time to plan is now. As a first step, FCMAT/CSIS recommends sharing the attached document with district leaders, including

the superintendent's cabinet, to help communicate the need for proactive planning and staffing efforts. The collecting, tracking and reporting of data about student programs and services need to be prioritized as part of the educational service we provide to our communities.

Establishing a team and a plan now will enable LEAs to be more resilient and better prepared for additional requirements for monitoring teacher assignments and reporting special education data in the fall.

Additional Assistance

For additional assistance, LEAs should contact FCMAT/CSIS for mentoring and learning opportunities to help create a sustainable local data environment. For more information, support and other resources, visit:

FCMAT/CSIS: <https://csis.fcmat.org>

CDE, CALPADS Calendar: <https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp>

The data certified in the CALPADS Annual Submissions are used for many purposes, including funding calculations for various state and federal programs. The data maintained in the CALPADS Operations Data Store (ODS) are used for many purposes including accountability metrics and statewide assessment registration.

Certified Data				
Annual Submission	State or Federal	State/Federal Data Usage	LEA Impact if Not Certified	
Fall 1: Current Year enrollment counts Prior Year Grads & Dropouts Immigrant counts Free and reduced meal eligibility counts FRPM/EL/Foster Unduplicated Count English Language Acquisition Status	State	DataQuest (current year official enrollment, prior year Graduates, Dropouts)	0 counts on DataQuest	
		Unduplicated Pupil Count (UPC) for Local Control Funding Formula (LCFF) supplemental and concentration grant calculations	0 counts & impact on funding	
		Free and Reduced Price Lunch Eligibility counts used in various grant applications	0 counts for grant applications	
		Long-term English Learner calculations	0 counts on DataQuest	
		School Accountability Report Card (SARC)	No SARC pre-population	
		Department of Finance for budget projections	0 counts	
	Federal	Respond to lawsuit and audits	0 counts	
		Address requests from policy makers, researchers, and other entities	0 counts	
		Title I and Title II	0 counts & 0 funding for COEs and direct funded charter schools	
		Consolidated State Performance Report (CSPR)	0 counts	
		Title III Limited English Proficiency Program	0 counts & 0 funding	
		Title III Immigrant Program – Student National Origin Report (SNOR)	0 counts & 0 funding	
	Both	Titles VI & IX reports for the Civil Rights Act of 1964	0 counts	
		Individuals with Disabilities Education Act (IDEA)	0 counts	
		Eligibility to apply for various state and federal grants (especially those based on counts of economically disadvantaged students)	0 counts and ineligibility to apply for grants	
		Fall 2: Staff assignments Student course enrollments English Learner services	State	DataQuest (Teacher Counts, Course Enrollments, and EL Services)
No data for assignment monitoring (to begin in 2019-20)	Commission reports no qualified staff assignment monitoring exceptions			
CCR Title V, Section 97 (certificated staff)	0 counts			
Monitoring for English Language services	Increased potential for monitoring			
Federal	Consolidated State Performance Report (CSPR)		0 counts	
	Quality Education Investment Act (QEIA) funding		0 counts & 0 funding	

Certified Data			
Annual Submission	State or Federal	State/Federal Data Usage	LEA Impact if Not Certified
EOY-1: Course completion Career Technical Education (CTE) concentrators and completers	State	DataQuest - Course Completion, Career Technical Education (CTE)	0 counts
		CTE Incentive Grant	0 counts & 0 funding
		California School Dashboard – College/Career Indicator	Unverified counts
EOY-2: Program participation Homeless and TK enrolled counts	Federal	Carl Perkins E-1 Reporting (CTE Participants, Concentrators and Completers)	0 counts & grant eligibility
		DataQuest (Programs and Homeless)	0 counts
		Elementary and Secondary Education Act (ESEA) Title 1, Part A Neglected	0 counts & grant eligibility
EOY-3: Student discipline Cumulative enrollment Chronic absenteeism	Federal	EDEN (Education Data Exchange Network) Reporting	0 counts
		California School Dashboard – Suspension and Expulsion	Automatic Orange Indicator
		California School Dashboard – Chronic Absenteeism	Automatic Orange Indicator
	State	DataQuest – Cumulative Enrollment	0 counts and impacts suspension and chronic absenteeism rates
		NCLB Title IX – At Risk/Persistently Dangerous Schools	0 counts
		ESEA Title IV, Part A, Subpart 3, Safe and Gun-Free Schools Act	0 counts
		Consolidated State Performance Report (CSPR)	0 counts
Operational Data Store (ODS) Data	State	Individuals with Disabilities Education Act (IDEA)	0 counts
		California School Dashboard – English Learner Progress Indicator	Data are pulled from the ODS at announced times and used for these purposes.
		California School Dashboard – Student Demographic and Program Participation Data to determine student groups for academic indicators and all other indicators	
	Federal	School Accountability Report Card (SARC)	
		California School Dashboard and federal accountability – student enrollment/exit data to calculate the four-year graduation cohort rate and determine students who were continuously enrolled	
		California School Dashboard and federal accountability – student demographic and program participation data to determine student groups	
	State	California Assessment of Student Performance and Progress (CAASPP) Smarter Balanced interim and summative assessment registration	Missing registrations and inaccurate aggregates.
		English Language Proficiency Assessment for California (ELPAC) pre-identification and to validate eligibility for testing	
		Science CAASPP assessment pre-identification	



Charter SELPA CEO Council Membership - May 2019

Partners	CEO	Title	#/ of LEAs
ACE Charter Schools	Shawn Gerth	CEO/Executive Director	4
Achieve Charter School of Paradise Inc.	Casey Taylor	Executive Director	2
Albert Einstein Academies	David Sciarretta	Principal	2
Alma Fuerte Public	Anne Lee	Co-Director, Operations	1
Alpha Public Schools, Inc.	John Glover	CEO	4
Alta Public Schools	Xavier Reyes	CEO	1
Altus Schools	Mary Bixby Lynne Alipio	President Chief Business Officer	7
America's Finest Charter	Jan Perry	Executive Director	1
Amethod Public Schools	Jorge Lopez	CEO	6
ARISE High	Soo Jin Kim	Head of School	1
Aspen Public Schools, Inc.	Shelly Lether	Executive Director	2
ASPIRE Public Schools	Mala Batra	Interim CEO	26
Aurum Preparatory Academy	David Hardin	Executive Director	1
Baypoint Preparatory Academy	Nancy Spencer	Executive Director	2
Blue Oak Charter School, Inc.	Susan Domenighini	Executive Director	1
Caliber Schools	Jennifer Moses	CEO/Co-Founder	2
California Prep Charter Schools Non Profit	Eli Johnson	Executive Director/CEO	2
California STEAM Schools	Elizabeth Palermo	Head of School	2
California Virtual Academies	Katrina Abston	Executive Director	4
Capitol Collegiate Academy	Cristin Fiorelli	Principal	1
Ceiba Public Schools	Annie Millar	Executive Director	1
City Heights Preparatory Charter	Elias Vargas	Director	1
Classical Academy Schools	Cameron Curry	Executive Director	4
Clayton Valley Charter High	Jim Scheible	Executive Director	1
College Preparatory Middle School, Inc.	Christina Callaway	CEO	1
Community Learning Center Schools, Inc.	Annalisa Moore	Executive Director	2
Community Roots Academy	Jeremy Cavallaro	Executive Director of Education	1

Partners	CEO	Title	#/ of LEAs
Community School for Creative Education	Ida Oberman	CEO	1
Compass Charter Schools	J.J. Lewis	CEO	3
Connecting Waters Charter Schools	Sherri Nelson	Executive Director/CEO	2
Contra Costa School of Performing Arts	Neil McChesney	Executive Director	1
CORE Butte, Inc.	Mary Cox	Executive Director	1
CORE Placer Charter	Alison Garcia	Executive Director	1
Da Vinci Schools	Matthew Wunder	Executive Director	2
Darnall Charter	Hee-Jin Peterson	Associate Director of Instruction	1
Dixon Montessori Charter	Ben Ernest	Executive Director	1
e3 Civic High	Helen Griffith	Executive Director	1
East Bay Innovation Academy	Devin Krugman	Head of School	1
Ednovate	Oliver Sicat	CEO	1
Education for Change	Hae-Sin Thomas	CEO	7
El Rancho Charter School	Michelle Walker	Principal of Academics	1
Eleanor Roosevelt Community Learning Center	Daniel Huecker	Director/Superintendent	1
Element Education, Inc.	Terri Novacek	Executive Director	3
Elevate Elementary	Ryan Elliott	Principal / CEO	1
Empower Charter	Demi Brown	Executive Director/President	1
Envision Schools	Gia Truong	CEO & Superintendent	3
Epic Charter Schools	Paul MacGregor	Executive Director	1
Epiphany Prep Charter	David Rivera	President	1
Escuela Popular del Pueblo	Patricia Reguerin	Executive Director	2
Fortune	Margaret Fortune	CEO/Principal	2
Francophone Charter School of Oakland	Farid Senna	Interim Executive Director	1
Gateway College and Career Academy	Miguel Contreras	Director	1
Gateway Community Charters	Cindy Petersen	Superintendent/CEO	4
GOALS Academy	Debra Schroeder	Director	1
Gompers Preparatory Academy	Jane Firpo	Executive Director	1
Gorman Learning Center, Inc.	Denice Burchett	Executive Director	2
Green Dot Public Schools California	Cristina De Jesus	CEO	1

Partners	CEO	Title	#/ of LEAs
Growth Public Schools	David Richards	CEO	1
Guajome Schools	Kevin Humphrey	Superintendent of Schools	2
Harriet Tubman Village Charter	Ryan Woodard	CEO/Principal	1
Hawking S.T.E.A.M. Charter Schools	Lorena Chavez	CEO	1
Holly Drive Leadership Academy	Alysia Smith	Principal	1
Howard Gardner Community Charter	Beverley Jimenez	Executive Director	1
Iftin Charter	Ali Hori	Prinicpal	1
iLEAD Charter Schools	Dawn Evenson	Executive Director	6
Imagine Schools	Darrin Anderson	Regional Director	1
Ingenium Schools	David Langford	President/CEO	3
Inland Leaders Charter School	Mike Gordon	Executive Director	1
Innovations Academy	Christine Kuglen	Director	1
Inspire Charter Schools	Nick Nichols	CEO	8
Invictus Academy of Richmond	Gautam K Thapar	Founder and Executive Director	1
John Adams, Inc.	Sarah Phillips	Co-CEO/Scholar Services Director	3
Julian Charter School, Inc.	Jennifer Cauzza	Executive Director	3
Kairos Public School Vacaville Academy	Jared Austin	Executive Director	1
Kavod Charter School	Alexa Greenland	Executive Director	1
Keiller Leadership Academy	Joel Christman	Executive Director	1
KEY Educational Group	Krista Kastriotis	Executive Director	1
Kinetic Academy	Bre Lionetti	Executive Director	1
King-Chavez	Tim Wolf	CEO	6
KIPP Bay Area Public Schools	Beth Sutkus-Thompson	Executive Director	13
KIPP LA Schools	Marcia Aaron	CEO	9
KIPP San Diego	Allison Ohle	Executive Director	1
Leadership Public Schools	Louise Bay Waters	CEO	3
Learn 4 Life	Pat Hill	VP of Student Services	19
Learning Choice Academy	Debi Gooding	Executive Director	2
Life Source International Charter	Deberae Culpepper	Executive Director	1
Lifeline Education Charter School	Paula DeGroat	Director	1

Partners	CEO	Title	#/ of LEAs
Lighthouse Community Public Schools	Jenna Stauffer	CEO	3
MAAC Community Charter School	Arnulfo Manriquez	President/CEO	1
Magnolia Educational and Research Foundation	Alfredo Rubalcava	CEO	6
McGill School of Success	Kimberly Lopez	Principal	1
Mission Preparatory	Kristine MacDonald	Executive Director	1
Museum	Phil Beaumont	Executive Director	1
National University Academy	Kimberleigh Kopp	Executive Director	2
Navigator Schools	Sharon Waller	Director of Student Services	2
New Day Academy, Inc.	Laura Blachman	Executive Director	1
New Jerusalem School District/Delta Bridges	Jeff Tilton	Superintendent	7
Nord Country School, Inc.	Kathy Dahlgren	Principal/Superintendent	1
North Oakland Community Charter School	Stephen Ajani	Executive Director	1
North Valley Military Institute College Preparatory Academy	Mark Ryan	Superintendent	1
Oakland Military Institute College Preparatory Academy	Johnna Grell	Superintendent	1
Oakland School for the Arts	Brian Kohn	Director	1
Old Town Academy K-8 Charter	Jon Centofranchi	CEO	1
Olive Grove Charter School	Laura Mudge	President/Director	5
OnePurpose School	Anne Shibley	Principal	1
Orange County Academy of Sciences and Arts	Kapil Mathur	Executive Director	1
Oxford Day Academy	Mallory Dwinal	CEO/COO	1
Oxford Preparatory Academy	Jill Marks	Executive Director	2
Pacific Charter Institute	Paul Keefer	Executive Director	2
Pacific View Charter	Gina Campbell	Founding Executive Director	1
Palmdale Aerospace Academy	Laura Herman	Headmaster	1
Paragon Collegiate Academy	Serafin Alvarez	Vice President	1
Partners in Oakland Education	Rosette Costello	Executive Director	1
Peak to Peak Mountain Charter	Tamara Trost	Administrator	1
Phoenix Charter Academy (PCA)	Patricia Dougherty	CEO	1
Plumas Charter	Taletha Washburn	Executive Director	1
Preuss School UCSD	Karin Marsolais	CAO	1

Partners	CEO	Title	#/ of LEAs
REACH Leadership STEAM Academy	Virgie Rentie	Executive Director/CEO	1
REAL Journey Academies	Alex Lucero	CEO	1
REALM Charter Schools	Victor Diaz	Executive Director	1
Redding School of the Arts	Margaret Johnson	Executive Director	1
Redding Stem Academy	John Husome	Director / Principal	1
Rising Sun Montessori	Karl Zierhut	Head of School	1
River Charter Schools	Steve Lewis	Superintendent	1
River Montessori Elementary Charter	Kelly Mannion	Executive Director	1
ROADS Education	Jayna Gaskell	Executive Director	5
Rocketship Public Schools	Preston Smith	CEO	13
Rocklin Academies	Robin Stout	CEO/Executive Director	4
Ronald Reagan Charter School Alliance	Barbara Hale	Director/Principal	1
Roses In Concrete Community School	Jeff Duncan-Andrade	Founder/Board Chair	1
Ross Valley Charter School	Luke Duchene	School Director	1
Samueli Academy	Anthony Saba	Executive Director	1
San Diego Cooperative Charter Schools	Tom Pellegrino	Executive Director	1
San Diego Global Vision Academy	Christine Kane	CEO	1
San Jose Conservation Corps Charter	Dorsey Moore	Executive Director	1
Santiago Middle	James D'Agostino	Principal/Executive Director	1
Scholarship Prep	Jason Watts	COO	2
School for Entrepreneurship and Technology	Neil McCurdy	CEO	1
School of Arts and Enterprise	Lucielle Berger	Executive Director	1
Semillas Sociedad Civil	Marcos Aguilar	Executive Director	1
SF Five Keys	Steve Good	Executive Director	3
Sherwood Montessori	Michelle Yezbick	Director	1
Sierra Charter	Lisa Marasco	Principal / CEO	1
Springs Charter Schools	Kathleen Hermsmeyer	Superintendent	3
St. Hope Public Schools	Jake Mossawir	Executive Director	3
Stallworth Charter	Gayle Stallworth	Executive Director	1
Stockton Collegiate International	Scott Luhn	Head of School	2

Partners	CEO	Title	#/ of LEAs
STREAM Charter School	Don Phillips	Director	1
Summit Leadership Academy - High Desert	Randy Wormmeester	CEO	1
Summit Public Schools	Diane Tavenner	CEO	6
Sunrise Middle School	Teresa Robinson	Executive Director	1
Temecula International Academy	Debra Zickafoose	President Board of Directors	1
Temecula Preparatory School	Michael Agostini	Head of School	1
Temecula Valley Charter School	Lois Hastings	Executive Director	1
The Language Academy of Sacramento	Eduardo de Leon	Principal	1
The Learner-Centered School, Inc.	Edna Heller	CEO	2
The New School of San Francisco	Emily Bobel Kilduff	Head of School	1
The O'Farrell Charter Schools	Jonathan Dean	Superintendent / Executive Director	2
Thomas Edison Charter Academy	Anastasia Shattner	Executive Director/Superintendent	1
Thrive Public School	Nicole Assisi	CEO/Executive Director	1
Today's Fresh Start Charter School(Partner)	Jeanette Parker	Superintendent	2
Tomorrow's Leadership Collaborative Charter School	Jessica Tunney	Executive Director	1
Trivium Academy of Classical Education	Trisha Vais	Executive Director	3
Unity Middle College High	Erin Craig	Founding Executive Director	1
Uplift Schools	Aviva Ebner	Head of School	4
Urban Discovery Academy Charter	Shawn Loescher	CEO	1
Urban Montessori Charter	Jen Heeter Taima Beyah	Co-Interim Head of School Co-Interim Head of School	1
Valiant Prep	Jason Schrock	President	3
Valiente College Preparatory	Dr. Esther Perez	Executive Director	1
Vista Charter Public Schools	Don Wilson	Superintendent	2
Vista Oaks Charter School, Inc.	Joy Groen	CEO	1
Westlake Charter Schools	John Eick	Executive Director	1
Woodland Star Charter	Jamie Lloyd	Administrator/CEO	1
Yolo County Career Academy	Lori Perez	Executive Director	1
Yu Ming Charter	Sue Park	Principal	1
Total Number of Organizations		175	Total Number of Sites 380

El Dorado County Charter SELPA 2019-20 New Charter LEAs and Charter LEAs That Are Exiting

	New Charter LEAs for 2019-20 (Through Two of Three Membership Cohorts)			CMO or Partner	Region	CEO First Name	CEO Last Name	CEO Title
1	Bay Area Technology		Willow Educational Foundatin		Oakland	Seth	Feldman	Executive Director
2	Bella Monte Montessori Academy		N/A		San Diego	Erin	Feeley	Executive Director
3	California Connections Academy Central Coast		California Online Public Schools		New Cuyama	Richard	Savage	Executive Director
4	California Connections Academy Monterey Bay		California Online Public Schools		Scotts Valley	Richard	Savage	Executive Director
5	California STEAM San Bernardino		California STEAM		San Bernardino	Elizabeth	Palmermo	Head of School
6	Chico Country Day School		N/A		Chico	Amie	Parent	SPED Director
7	Circle of Independent Learning		N/A		Freemont	Stephanie	Walton	Executive Director
8	Community Outreach Academy		Gateway Community Charters		Sacramento	Larissa	Gonchar	Principal
9	Compass Charter Schools of Yolo		Compass Charter Schools		Yolo	J.J.	Lewis	Superintendent /CEO
10	ELITE Public Schools		N/A		Vellejo	Ramona	Bishop	President/CEO
11	Environmental Charter High		Environmental Charter Schools, Non-Profit		Lawndale	Alison	Diaz	Executive Director/CEO
12	Environmental Charter Middle		Environmental Charter Schools, Non-Profit		Gardena	Alison	Diaz	Executive Director/CEO
13	Environmental Charter Middle - Inglewood		Environmental Charter Schools, Non-Profit		Inglewood	Alison	Diaz	Executive Director/CEO
14	Garvey/Allen Visual and Performing Arts Academy for Science, Technology, Engineering & Mathematics		Garvey/Allen Visual and Performing Arts Academy for Science, Technology, Engineering & Mathematics		Moreno Valley - Near SD	Tiffany	Gilmore	CEO/Founder/Exec. Director
15	Hayward Collegiate		N/A		Hayward	Neena	Goswamy	Executive Director
16	Inspire School of Arts & Sciences		Inspire School of Arts & Sciences		Chico	Dan	LaBar	Principal/Superintendent
17	Learning Choice Academy - East County		The Learning Choice Academy		E.San Diego	Debi	Gooding	Exec. Director
18	Making Waves Academy		Making Waves Academy		Richmond	Alton	Nelson	CEO
19	Mary L. Booker Leadership Academy		N/A		San Francisco	Terrence	Davis	Head of School
20	Mission Vista Academy		Inspire Charter Schools		Beaumont	Nick	Nichols	Executive Director
21	Monarch River Academy		Inspire Charter Schools		Porterville	Nick	Nichols	Executive Director
22	National University Academy Home School		National University		Orange County	Kimberleigh	Kopp	Executive Director
23	Perseverance Preparatory		Perseverance Preparatory, Non-Profit		San Jose	Alexandria	LeeNatali	Founder/Executive
24	Promise Academy		Promise Public Schools		San Jose	Anthony	Johnson	CEO
25	River Charter Schools Lighthouse Charter		River Charter Schools		West Sac	Steve	Lewis	Superintendent
26	San Diego Mission Academy		Learn 4 Life		San Diego	Janet	Wilson	Regional VP of Educational Programs
27	SAVA-Sacramento Academic and Vocational Academy		Gateway Community Charters		Sacramento	Morri	Elliott	Principal

El Dorado County Charter SELPA 2019-20 New Charter LEAs and

Charter LEAs That Are Exiting

	New Charter LEAs for 2019-20 (through 2 of 3 Membership Cohorts)	CMO or Partner	Region	CEO First Name	CEO Last Name	CEO Title
28	Shasta View Academy	New Day Academy, Inc	Redding	Laura	Blachman	Exec. Director
29	Sycamore Academy of Science and Cultural Arts Chino Valley	Ronald Reagan Charter School Alliance	San Bernardino	Barbara	Hale	Director/Principal
30	The Cottonwood School	Inspire Charter Schools	El Dorado Hills	Nick	Nichols	Executive Director
31	Tree of Life Charter	The Beginning Project	Ukiah	Celeste	Beck	Principal
32	University Prep - San Bernardino	Valiant Prep	San Bernardino	Jonathan	Newman	Head of School
	Charter LEAs that are Exiting the Charter SELPA after 2018-19	CMO or Partner	Reason for Exiting			
1	Ambassador Phillip V Sanchez II Public Charter School	Learn 4 Life	Changing SELPAs			
2	Crescent Valley Public Charter School II	Learn 4 Life	Changing SELPAs			
3	Crescent View South Public Charter School II	Learn 4 Life	Changing SELPAs			
4	Crescent View West Charter School	Learn 4 Life	Changing SELPAs			
5	Kings Valley II Charter School	Learn 4 Life	Changing SELPAs			
6	Marconi Learning Academy	Learn 4 Life	Changing SELPAs			
7	Inspire Charter School	Inspire Charter Schools	Returning to Geo SELPA			
8	Rise High	Da Vinci	Closure/Reopening/Transferred SELPAs			
9	Achieve Charter High School	Achieve Charter School of Paradise Inc.	Non-operational			
10	Pivot North Bay Online Charter School	Roads Education	School Closure			
11	CORE Placer Charter	Core Placer Charter	School Closure			
12	Dehesa Charter School	Element Education, Inc.	School Closure			
13	Compass Charter School of Fresno	Compass Charter Schools	School Closure			



Partner Oversight Update

Background

The integrated oversight process of the SELPA is designed to identify areas of needed support in our partners' program and/or fiscal operations, as well as protect the SELPA as a whole from the loss of distributed funding. The oversight process consists of monitoring several metrics for all partners. They include:

1. Special education identification rates
2. Complaints and compliance issues
3. SELPA meeting and professional learning participation
4. Prior year unspent funds percentages
5. Reviews of prior year independent audit reports
6. Other operational capacity measures

Throughout the year, the integrated oversight process involves Charter SELPA leadership monitoring and analyzing all oversight metrics. Once all the data is gathered for a given year, determinations are made about whether Integrated Review Team (IRT) contacts are warranted. SELPA leadership is currently engaged in scheduling and completing IRT contacts driven by review of 2016-17 metrics.

The IRT contacts consist of a SELPA program/business team meeting with the program/business leadership of the charter. The goals of the contacts are to gain a deeper understanding of the factors driving the SELPA decision to conduct the IRT contact, to review special education services to measure the extent to which student needs are being met, and to gain an understanding of any fiscal issues.

Past IRT contacts have resulted in follow-up contact with the charter by program specialists, agreed upon action plans for improvement, or even a decision to forgo federal funding for the following year, as well as making us aware of unique population characteristics that have and will likely continue to generate particular special education identification rates.

Identification Rates

The statewide percent of K-12 students served in special education is 12.5%.

- The overall Charter SELPA average for 2017-18 was 10.0%
- The overall Charter SELPA average for 2018-19 is 10.8%.

Historically, first-year charters have had a lower average identification rate than 2+ year partners. For 2018-19, the rates are 10.7% (Yr 1) and 10.9% (Yr 2+), respectively. Last year, these rates were 9.8% (Yr 1) vs. 10.0% (Yr 2+).

2018-19 Charter SELPA % of Students w/Disabilities Served	Charter SELPA Enrollment	Charter SELPA Pupil Count Dec 2018	SpEd Count as % of Enrollment
Partners - First Year in SELPA	27,943	2,979	10.66%
Partners - 2 or more Years	174,321	18,928	10.86%
Total	202,264	21,907	10.83%

If a charter is above 14% or below 4%, it may suggest that a greater analysis and review should be conducted. If a charter continues to be under 4% in the second year, that may be a sign of concern; perhaps identification or program issues. Low identification rates often coincide with charters that have unspent funds.

Due Process

There have been 71 due process filings in 2018-19 thus far. This compares to 40 filings in 2017-18.

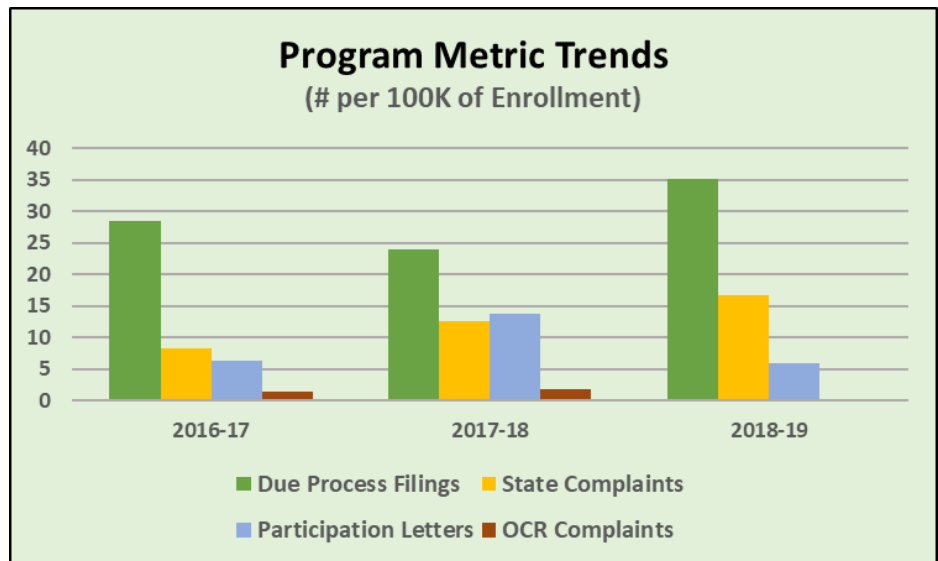
State Complaints

There have been 34 state complaints in 2018-19 thus far. This compares to 21 complaints in 2017-18. All complaints were resolved within the required timeline.

Participation

Building effective special education programs as a SELPA partner requires active engagement in governance and educational opportunities, as well as networking with peers for

best practice information. Therefore, participation in Charter SELPA governance and steering meetings, as well as professional learning offerings, is tracked throughout the year.



If a partner has not been active from July through December, a formal letter is sent in January. Last month, 12 charters received letters detailing low participation rates and encouraging increased participation for the remainder of 2018-19. In 2017-18, 23 charters received low participation letters.

OCR Complaints

There have been no OCR complaints in 2018-19 thus far. There were a total of three in 2017-18.

Unspent Funds

Statewide, LEA local contributions from general education funds to cover total special education expenses during 2017-18 averaged in excess of 65%. For SELPA partners, the average is just over 27%. To see unspent special education funding in a charter is therefore an exceptional situation calling for further analysis. The Allocation Plan provides the following regarding special education funding that remains unspent at the close of any fiscal year:

- Charters with unspent funds less than 25% of total annual funding must provide budget justification to be eligible for federal funding in the following year.
- Charters with unspent funds greater than 25% are may not eligible for federal funds in the following year.
- Charters with unspent funds greater than 25% will be moved to a reimbursement-based state funding cash flow, with the intent that the charter shall spend the prior year unspent funds first.
- If need is not demonstrated, the funds will be allocated the next year to the Charter SELPA Legal Risk Pool.

In 2016-17, 19 charters had unspent funds. At the close of 2017-18, a total of nine charters had unspent funds:

- Two had unspent funds equal to or greater than 25% and are ineligible for 2018-19 federal funding. Per the Allocation Plan, these charters were placed on reimbursement-based funding for 2018-19. Based on final 2018-19 expenditure reporting, any funding left unspent will be transferred to the Legal Risk Pool as revenue.
- Seven had less than 25% unspent funds, and current year budgets were requested. Budgets were then assessed to determine the extent to which the unspent carryover balance will be expended in 2018-19. Based on this review, all seven of these charters remain eligible for federal funding this year.

Audit Reports

The following procedure was adopted by Charter SELPA CEO Council:

Charter SELPA will review annual audit reports and respond in writing if the following conditions occur:

- The audit report contains material findings relative to internal control.
- The audit report contains material findings relative to state and federal program compliance.
- The audit report provides data that would lead Charter SELPA to believe the charter is in danger of closure due to fiscal failure because of high debt ratios, significantly low reserves, and minimal cash balances.

The audit review focuses on going concern determinations, the qualified/unqualified opinion of the auditor, audit findings of a material nature that could impact state/federal compliance or future fiscal solvency, prior year net asset, cash sufficiency and operating surplus/deficit positions, and year-over-year trends.

Many CMO/Non-Profit Partner organizations submit a single audit report that encompasses all charters under the umbrella of the partner. We received audit reports from all partners.

Following is a summary of the results of the 2017-18 audit review. The counts are reported on an unduplicated basis.

- Three partners (Five LEAs) received a **negative going concern** designation
- There were no LEAs issued **qualified** audit reports
- Five partners (22 LEAs) had **material findings**
- 10 partners (10 LEAs) had findings related to **internal control**
- Three partners (10 LEAs) had **negative net asset** positions

Of the three partners with negative going concern designations, two were placed on reimbursement-based funding last year, which will continue through 2018-19. The other is showing positive 2018-19 financial performance thus far and is on track to achieve a budgeted surplus at year end, which would remove the going concern designation in the next audit. For the remaining partners listed, current year interim budgets and further information has been requested as applicable and is under review.

Recommendation - None

This report is provided for information only. No action is required.



ERMHS Update

Background

The September 2018 finding of sufficiency resulted in the following 2018-19 ERMHS funding parameters. These reimbursement parameters are listed in Table 1, Column E for reference:

- **Level 2 (80% of the lesser of):**
 - \$3,300 per eligible ERMHS SEIS count based on the December 1 count; or
 - January 2019 Budget request (updated with final expenditures July 2019)\$100K is allocated for Level 2 transportation, and indirect costs for Level 2 are allowed.
- **Level 3 Site Based Structured Therapeutic Program (80% funded)**
- **Level 3 NPS ERMHS (90% funded)**
- **Level 3 NPS Residential Room and Board (100% funded)**

Update/Analysis

Revenue

State revenue (Table 1, D1/F1) and total revenue (Table 1, D3/F3) have been updated with P-1 certification.

Level 2

The final component of determining Level 2 funding is the collection of budget requests, which were submitted on January 15. Working with our partners, the SELPA reconciled the details of these budget submissions with student IEPs. The total Level 2 budget based on the September finding of sufficiency appears in Table 1, D4.

Level 3

To date, 99 claims have been submitted 27 of which are residential. Fourteen potential additional claims are known at this point and may be submitted, pending the outcome of the IEP process and parent consent. In 2017-18, a total of 85 NPS claims were paid, 27 of which were residential. Updated budget totals for NPS ERMHS costs and NPS residential costs are reflected in Table 1, D6 & D7.

Finding of Sufficiency

The May determination detailed in the Allocation Plan calls for managing to a 5-10% mental health reserve requirement by modeling changes in the percentage reimbursement levels established in September.

The Allocation Plan details a priority order for allocating amounts in excess of the established reserve:

1. Increase Level 2 reimbursement, Level 2 transportation, and Level 3 site based structured therapeutic program from 80% to 90%.
2. Increase Level 3 NPS ERMHS from 90% to 95%.

3. Increase Level 2, Level 2 transportation, and Level 3 site based structured therapeutic program from 90% to 95%.
4. Increase Level 2, Level 2 transportation, Level 3 site based structured therapeutic program, and Level 3 NPS ERMHS from 95% to 100%.

The last two years have seen a decrease in the ending reserve balance percentage (Table 1, A13 & B13). However, with the May budget update resulting in a 24% reserve level (Table 1, D13), assumptions about final expenditures as a percentage of budget have been applied for the first time as part of the determination.

In 2016-17, Level 2 final expenditures were 7.3% lower than budget; in 2017-18, 6.4% lower. Changes were made to the 2018-19 Level 2 budget request template aimed at reducing this budget variance. The expectation is that this will reduce not eliminate the variance. The assumed variance for 2018-19 is 4.0%.

For Level 3, 2016-17 actual costs were 18% lower than budget; in 2017-18, 29% lower. In determining the 2018-19 budget of final costs, an assumption of 10% lower actual costs compared to budget was applied.

After application of these assumptions to the updated budget figures in Column D, the results from the allocation of reserve amounts in order of priority, constrained by the 5-10% reserve requirement, are modeled in Table 1, Column F.

Table 1

		A	B	C	D	E	F	G
	Charter SELPA ERMHS	2016-17 Final	2017-18 Final	2018-19 CEO Council (Oct 18)	2018-19 Projected (May 19)	% funded	2018-19 Projected (May 19)	% funded
1	State	8,634,623	10,460,970	12,318,645	13,499,489		13,499,489	
2	Federal	1,390,903	1,653,927	1,975,593	1,975,593		1,975,593	
3	Total Income	10,025,526	12,114,897	14,294,238	15,475,082		15,475,082	
4	Level 2	7,043,429	8,899,644	10,100,000	9,722,635	80%	12,153,305	100%
5	Level 3 Therapeutic	334,568	424,503	637,000	623,882	80%	779,853	100%
6	Level 3 NPS	1,267,870	1,199,433	1,800,000	2,376,828	90%	2,640,920	100%
7	Level 3 Residential	906,222	1,500,758	2,250,000	1,131,191	100%	1,131,191	100%
8	SELPA Indirect	287,000	360,730	443,610	415,636		501,158	
9	Total Expenditures	9,839,089	12,385,068	15,230,610	14,270,172		17,206,427	
10	Income less Expenditures	186,437	(270,171)	(936,372)	1,204,910		(1,731,345)	
11	Beginning Balance	2,590,885	2,777,322	2,507,151	2,507,151		2,507,151	
12	Ending Balance	2,777,322	2,507,151	1,570,779	3,712,061		775,806	
13	Reserve % of Revenue	27.70%	20.69%	10.99%	23.99%		5.01%	

Finding of Sufficiency

Reimbursement rates established as a result of the final finding of sufficiency for 2018-19, reflected in Table 1, Column G are as follows:

- **Level 2 (increase from 80% to 100% of the lesser of):**
 - \$3,300 per eligible ERMHS SEIS count based on the December 1 count; or
 - January 2019 Budget request (updated with final expenditures July 2019)\$100K is allocated for Level 2 transportation, and indirect costs for Level 2 are allowed.
- **Level 3 Site Based Structured Therapeutic Program (increase from 80% to 100% funded)**
- **Level 3 NPS ERMHS (increase from 90% to 100% funded)**
- **Level 3 NPS Residential Room and Board (100% funded)**

Changes to the funding parameters resulting from this finding of sufficiency have been communicated to the field.

Recommendation - None

This report is provided for information only. No action is required.



Charter SELPA CEO Council Meeting – 5-23-19
Risk Pool Updates
Attachment 7.4.2

Risk Pool Updates

1) SET-ASIDE RISK POOL

The current structure of the Set-Aside Risk Pool was established by CEO Council in 2016-17. The intent of the pool is to provide protection to the SELPA as a whole against potential SELPA funding losses resulting from the action of a member. Ongoing funding for the Set-Aside Risk Pool is generated from a one-time contribution from all new charters equal to \$5/current year P-2 ADA.

At P-1 certification in February, the projected current year revenue of \$180K (Table 1, C1) is slightly higher than the \$164K projected in October. This number will be finalized at P-2 in June. Thus far in 2018-19, \$22K (Table 1, C6) has been needed from the pool. This is a settlement agreement related to a due process filing for a closed school, which was discussed at the October 2018 CEO Council meeting.

Based on these factors, the ending balance of the pool is projected to grow to \$741K from the previous year's \$583K (Table 1, C11 vs. A11).

Table 1

			A	B	C
	Charter SELPA Set Aside Risk Pool	2016-17 Final	2017-18 Final	2018-19 Projected (Oct '18)	2018-19 Projected (May '19)
1	Contribution from New Charters	92,844	65,446	164,190	179,623
2	Interest				
3	One Time transfer from Legal Risk	200,000			
4	Total Revenue	564,365	65,446	164,190	179,623
5	Unrecoverable Revenues from Closed Schools	153	46,539		
6	Extrodinary Costs			22,000	22,000
7	Return to charters	1,053,909			
8	Total Expenditures	1,161,633	46,539	22,000	22,000
9	Income less Expenditures	(597,268)	18,907	142,190	157,623
10	Beginning Balance	1,161,480	564,212	583,119	583,119
11	Ending Balance	564,212	583,119	725,309	740,742

2) LOW INCIDENCE POOL

The SELPA receives very little funding for low incidence materials and services (Table 2, Row 1). Annual growth of low incidence reimbursement claims makes guaranteeing a maximum reimbursement rate at the beginning of the year very difficult. May 1 is the deadline for claim submission and, until all known claims are submitted, the final maximum reimbursement rate for 2018-19 cannot be established. Last year's maximum was set at \$2,300 based on submitted claims.

The 2018-19 revenue to the Low Incidence Pool of \$183K (Table 2, C1) is generated by multiplying the state-determined rate by the prior year pupil count of students with low incidence disabilities as defined in Education Code (hearing impairments, vision impairments, severe orthopedic impairments, or any combination thereof). The SELPA's pupil count for 2017-18 was 409. The state-determined rate of \$447.79 is slightly up from last year's rate of \$437.38. An additional \$8.6K of funding (Table 2, C3) comes from adjustments to prior year claims, filed claims that did not meet the \$600 minimum, and claims where supporting documentation was never submitted.

Reimbursement claims for 2018-19 are currently projected to be \$255K (Table 2, C5) assuming that submitted claims will extinguish all funding available. Requests submitted at the May 1 deadline are currently being analyzed to determine a final maximum rate for reimbursement. Once all claims are processed, the final 2018-19 maximum reimbursement will be established and announced to the field. Correspondingly, this expenditure number will be updated with actuals.

Table 2

			A	B	C
	Charter SELPA Low Incidence	2016-17 Final	2017-18 Final	2018-19 Projected (Oct '18)	2018-19 Projected (May '19)
1	Income	118,035	153,082	183,699	183,147
2	Other Sources				
3	Recoverd Revenue on PY pending claims		3,000	4,812	8,620
4	Total Revenue	118,035	156,082	188,511	191,767
5	Expenditures	109,232	92,144	251,986	255,242
6	Pending Claims	3,000	22,302		
7	Total Expenditures	112,232	114,446	251,986	255,242
8	Income less Expenditures	5,803	41,636	(63,475)	(63,475)
9	Beg Balance	16,036	21,839	63,475	63,475
10	Ending Balance	21,839	63,475	-	-

3) LEGAL RISK POOL

Funding for the Legal Risk Pool is generated from two sources:

1. Unspent current year state revenue from charters carrying over a large balance from the previous year (greater than 25% unspent) becomes revenue to the pool. Typically, these are Charter SELPA partners in the early stages of building special education program capacity or have unique populations characterized by low special education identification rates.
2. Per the Allocation Plan and SELPA policies, funding is held in circumstances where further distribution of special education funding would put those funds at risk. Funding held from charter partners that close operations and fail to submit documentation that would allow for the release of the withheld funds is the second source of revenue to the pool.

In 2016-17, there was a significant influx of funding from closed charters totaling \$851K (Table 3, A3). Most of that amount resulted from a mid-year decision to hold funding for one school, which subsequently closed as a result of a bankruptcy. Unspent funding revenue to the pool for 2017-18 was \$111K (Table 3, B2) representing forfeited unspent funds from one school. 2018-19 revenue to the pool is expected to be \$263K (Table 3, D2), made up of unspent funds from two schools.

Due to the variable nature of the pool's revenue source, it is difficult to project pool availability to cover the rising costs of Legal Risk Pool claims. Total Legal Risk claims are trending upward (Row 5). The significant jump in claims from 2016-17 to 2017-18 does not appear to be an anomaly. The figure of \$360K (Table 3, D5) is a preliminary cost estimate based on submitted claims at the time this document was prepared. Once all claims are processed, this expenditure number will be updated with actuals.

Table 3

		A	B	C	D
	Charter SELPA Legal Risk Pool	2016-17 Final	2017-18 Final	2018-19 Projected (Oct '18)	2018-19 Projected (May '19)
1	EDCOE One Time Contribution				
2	Transfer from Modified Funding/Reserve	167,776	111,371	325,000	263,000
3	Forfeited State Funds	850,872	5,189		2,957
4	Total Revenue	1,073,277	116,560	325,000	265,957
5	Total Awards	85,544	300,158	300,000	360,000
6	Extroinary Costs		63,683	18,000	18,000
7	Contribution to Rate Smoothing Pool			500,000	500,000
8	Total Expenditures	304,229	363,841	818,000	878,000
9	Income Less Expenditures	769,048	(247,281)	(493,000)	(612,043)
10	Beginning Balance	376,182	1,145,230	897,949	897,949
11	Ending Balance	1,145,230	897,949	404,949	285,906

RECOMMENDATION - NONE

The Risk Pool reports are provided for information only. No action is required.



Charter SELPA CEO Council Meeting – 5-23-19
Annual Budget and Service Plans – 2019/20
Attachment 8

Annual Budget and Service Plans – 2019/20

Background

The Charter SELPA is required to annually prepare a budget and service plan in the manner and format prescribed by CDE. The budgeted expenditure data for 2019-20 is based on prior year expenditure trends and projections for 2019-20 based on growth. The service plan is developed using CASEMIS student data for the SELPA and projections for 2019-20.

Approval of the Annual Service and Budget Plan and the Local Plan is defined in CEO Policy 1 as follows:

Per CEO Policy 1 (Excerpts)

The Charter SELPA Local Plan is approved by the Governing Board of the El Dorado County Office of Education. The Governing Board of the El Dorado County Office of Education will hold the required public hearings and approve the annual service plan and the annual budget plan. The plans shall be sent to all charter LEA members and communicated with the Charter SELPA CEO Council at the next regularly scheduled meeting. Notice of the public hearings shall be posted in each charter school at least 15 days prior to the hearing, as required by law.

Upon entry into the Charter SELPA, the Governing Board for each LEA charter shall approve the Charter SELPA Local Plan, the Agreement for Participation, and the Representations and Warranties. Material changes to the Local Plan, other than for membership changes, shall be approved by the Charter SELPA CEO Council and the Governing Board of the El Dorado County Office of Education.

The Annual Budget and Service Plan for the Charter SELPA for 2019-20 has been prepared and is now presented at the May 23 CEO Council meeting and the June 4 El Dorado County Board of Education meeting. Pursuant to Ed Code, Charter SELPA members are required to post a notice of public hearing for the Annual Service and Budget Plans. Information has been sent to all members to post the public hearing notice 15 days prior to the May 23 CEO Council date (post by May 8) and 15 days prior to the June 4 El Dorado County Board of Education date (post by May 19). Public Notice of the hearings has been posted as required and, after the public hearings, the documents will be submitted to the California Department of Education. The 2019-20 Annual Budget and Service Plan is available by request of the Charter SELPA. One printed copy of the 2019-20 Annual Budget and Service Plan will be available at the CEO Council meeting for review, if requested.

Recommendation

CEO Council action is requested to approve the Charter SELPA Annual Budget and Service Plans for 2019-20.

Annual Budget Plan Fiscal Year 2019–20

The Annual Budget Plan shall identify expected expenditures for all items required by this part as listed below. The Standardized Account Code Structure (SACS) codes provide source information from the local educational agency (LEA) reporting.

	Reference/Label	Instructions	Estimated Totals
A	Funds received in accordance with Chapter 7.2 (commencing with California <i>Education Code</i> [EC] Section 56836) (Special Education Program Funding)	SACS Resource Code 6500 (State), 3300–3499 (Federal) 6512–6535 (General Fund)	204,241,796
B	Administrative costs of the plan	SACS Goal Code 5001 Function 2100	14,924,682
C	Special Education services to pupils with: (1) severe disabilities , and (2) low-incidence disabilities	SACS Goal Code 5710	0
		SACS Goal Code 5730	0
		SACS Goal Code 5750	5,128,849
D	Special education services to pupils with non-severe disabilities	SACS Goal Code 5770	183,171,794
E	Supplemental aids and services to meet the individual needs of pupils placed in regular education classrooms and environments	Any SACS Goal Code with SACS Function Code 1130 ¹	20,347,723
F	Regionalized operations and services, and direct instructional support by program specialists in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2 (SELPA Program Specialists Funding)	SACS Goal Code 5050	4,059,871
		SACS Goal Code 5060	3,198,104
G	The use of property taxes allocated to the special education local plan area pursuant to EC Section 2572	Statement is included in Local Plan	

¹ Function Activity Classification can be found <http://www.cde.ca.gov/be/ag/ag/yr08/mar08item24a6.doc>

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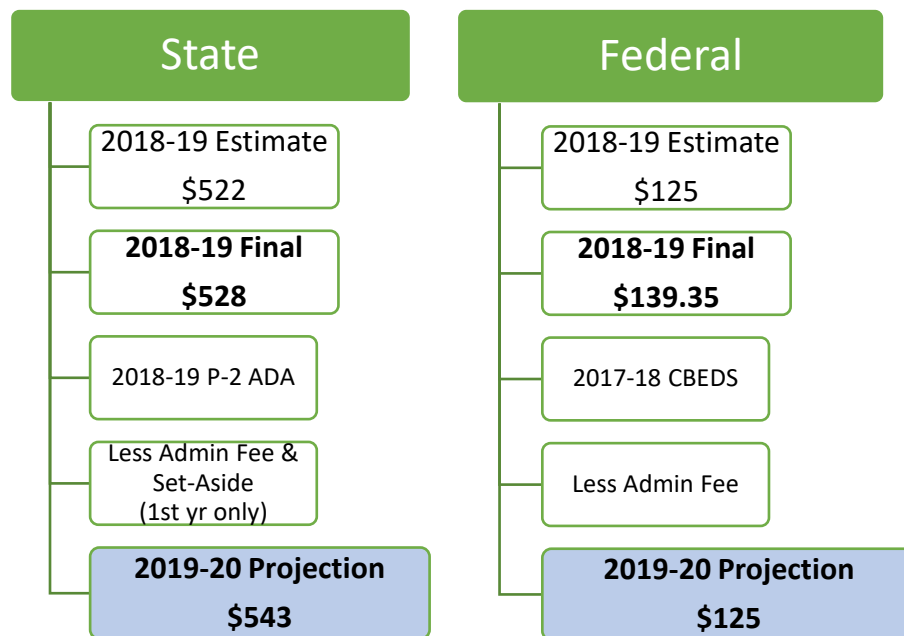
Funding Rates & Rate Smoothing Pool Update

Background

The Charter SELPA Allocation Plan requires that CEO Council is updated on 2018-19 and 2019-20 funding rate determinations and approves the use of any funds from the Rate Smoothing Pool. In addition, CEO Council is to be presented updates on the status of the SELPA Risk Pools.

1) Funding Rate/Rate Smoothing Pool

FUNDING PROJECTION SUMMARY



STATE FUNDING DEFICIT

Since 2013-14, deficits have been applied to California special education funding. Over time, the movement of these deficits throughout each fiscal year has proven to follow an increasingly unreliable pattern. As a result, SELPA leadership continues to follow a cautious approach to rate setting in the near term.

An example of the inconsistency of the deficit movement from P-2 certification to Annual certification:

- In 2016-17, the deficit moved from **2.67%** to **2.63%** from P-2 to Annual.
- In 2017-18, the deficit moved from **2.44%** to **1.25%** from P-2 to Annual.

Forecasts for both prior and current year deficits, as well as the movement of those deficits from one certification period to the next, are incorporated into establishing each year's SELPA state funding rate to partners. The actual deficit results are then monitored and factored into managing the state funding rate.

Table 1 shows the impact of deficit movements on rate setting for 2018-19 and 2019-20. Table 1A shows the corresponding impact on the Rate Smoothing Pool.

Table 1

	A	B	C	D	E	F	G
Budgeted Rates	2017-18 P-2	2017-18 Annual	2018-19 Budgeted	2018-19 P-1	2018-19 Revised Rate	2019-20 Budgeted	2019-20 Budgeted Update
1 SELPA ADA	170,689	170,648	217,000	215,063	215,063	236,569	236,569
2 PY Statewide Target Rate (STR)	516.93	516.93	524.99	525.44	525.44	539.68	539.68
3 COLA %	1.56%	1.56%	2.71%	2.71%	2.71%	3.70%	3.26%
4 COLA \$	8.06	8.06	14.23	14.24	14.24	19.97	17.59
5 Projected STR	524.99	524.99	539.22	539.68	539.68	559.65	557.27
6 Projected Deficit Rate (P-2)	2.44%	2.44%	3.16%	3.13%	3.13%	3.13%	3.13%
7 Projected Deficit \$	12.81	12.81	17.04	16.90	16.90	17.52	17.44
8 Estimated Rate	512.18	512.18	522.18	522.78	522.78	542.13	539.83
9 PY Deficit Restoral Used to Augment Rate					1,069,457	732,993	732,993
10 Available for Allocation			113,313,060	112,430,504	113,499,961	128,984,145	128,440,036
11 Augmented Estimated Rate			522.18	522.78	527.75	545.23	542.93
12 SELPA Determined Rate	514.00		522.00	522.00	528.00	545.00	543.00
13 Surplus/Deficit	(1.82)		0.18	0.78	(0.25)	0.23	(0.07)
14 Contribution to/from Rate Smoothing Pool	(310,118)		39,060	167,749	(53,766)	54,411	(16,560)
15 Projected Deficit Rate (Annual)	2.63%	1.25%	3.00%	3.00%	2.50%	2.50%	2.50%
16 Projected Restoral (Next Fiscal Year)	42,600	1,069,457	187,216	152,670	732,993	834,088	830,549

Table 1A

	A	B	C	D	E	F
Rate Smoothing Pool	2017-18 P-2	2018-19 Budgeted	2018-19 P-1	2018-19 Revised Rate	2019-20 Budgeted	2019-20 Budgeted Update
1 One Time Contribution from Legal Risk Pool		500,000	500,000	500,000		
2 Surplus from SELPA Final Rate	-	39,060	167,749	-	54,411	-
3 Prior Year Restoration	30,697	42,600	1,069,457	1,069,457	732,993	732,993
4 Total Revenue	30,697	581,660	1,737,206	1,569,457	787,404	732,993
5 PY Deficit Restoral Used to Augment Rate	-	-	-	1,069,457	732,993	732,993
6 Deficit from SELPA Final Rate	310,118	-	-	53,766	-	16,560
7 Total Expenditures	310,118	-	-	1,123,223	732,993	749,553
8 Revenue - Expenditures	(279,421)	581,660	1,737,206	446,234	54,411	(16,560)
9 Rate Smoothing Pool Beginning Balance	976,348	696,927	696,927	696,927	1,143,161	1,143,161
10 Rate Smoothing Pool Ending Balance	696,927	1,278,587	2,434,133	1,143,161	1,197,572	1,126,601

2018-19 REVISED STATE RATE

In February, a higher than average restoral of the 2017-18 deficit was received at annual certification. The 2017-18 deficit was decreased to 1.25% from 2.44% (Table 1, A6 vs. B15). In addition, the 2018-19 deficit at P-1 certification was lower than the projected 3.16% at 3.13% (Table 1, C6 vs. D6). The impact is that the balance in the Rate Smoothing Pool is in excess of what was budgeted by nearly 100% at \$2.4M a substantial amount (Table 1A, B10 vs. C10). To manage both the level of the state funding rate from year to year and the balance in the Rate Smoothing Pool, the SELPA is requesting CEO approval for the use of \$1.1M in funds from the Rate Smoothing Pool (Table 1A, D7) to increase the 2018-19 rate from \$522 to \$528.

2018-19 REVISED FEDERAL RATE

Each year, budget advice for federal funding rate is \$125/PY enrollment (CBEDS). The final rate cannot be calculated until:

- 1) the actual federal grant amount from CDE is received;
- 2) partners with unspent funds in the prior year greater than 25% are identified; and
- 3) partners choosing to opt out of federal funding are known.

Incorporating the impact of these three variables, the final federal rate for 2018-19 is \$139.35/PY enrollment (CBEDS).

2019-20 BUDGETED RATES:

State \$543/CY P-2 ADA (Table 1, G12). Previously released budget advice of \$545 (Table 1, F12) has been updated to account for the updated COLA estimate of 3.26% (Table 1, G3). This rate will be finalized when the final COLA is reported in May.

Federal Projecting a rate of \$125/PY enrollment (CBEDS). Assumes no significant changes to the federal budget and CDE's SELPA federal grant calculation.

The 2019-20 state rate budget advice has been determined by applying the most recent 3.26% COLA calculation from School Services of California and cautious projections for the 2018-19 and 2019-20 deficits. No change from the 2018-19 P-1 deficit of 3.13% is assumed for 2018-19 P-2 (Table 1, D6 & E6). A restoral at 2018-19 annual certification of 2.5% is assumed (Table 1, E15). This results in a projected restoral amount of \$733K added to the Rate Smoothing Pool (Table 1, E16).

The SELPA is requesting CEO Council approval for the use of up to \$750K in funds from the Rate Smoothing Pool (Table 1A, F7) to pay a rate of \$543 for 2019-20.

RECOMMENDATION

CEO Council action is requested to approve the following recommendations:

2018-19

Utilize \$1.1M from the Rate Smoothing Pool to support an increase in the state funding rate for the 2018-19 fiscal year from \$522 to \$528 before admin fee and set-aside for new charters.

2019-20

Utilize up to \$750K (Table 1A, F7) from the Rate Smoothing Pool to support a projected state funding rate for the 2019-20 fiscal year of \$543 before admin fee and set-aside for new charters. Administration may adjust this rate should the approved 2019-20 state budget include provisions of material impact.

Final rates will be communicated to the field.



Proposed Administrative Fee Reduction

Issue

As the Charter SELPA grows and achieves further economies of scale, the administrative fee schedule is revisited.

Background

In 2006-07, the allocation formula provided for an administrative fee of 10% with the intent that it would reduce over time as the Charter SELPA membership expanded. The formula was substantially revised in 2010-11 to provide for a first-year differential rate. It was revised again in 2011-12 to provide for a first-year rate of 6%, reducing to 5% in year 2, and the possibility of reducing to 4% in year 3 and beyond if specified criteria were met. The formula was revised again in 2013-14, allowing all charters to be eligible for consideration of the 4% rate in year 5.

Current Administrative Fee Schedule

6%	Year One Partner
5%	Year Two Partner
4%	Year Three Partner - meeting criteria as specified below, primarily demonstrated special education administrative expertise.
4%	Year Five Partner – meeting alternate criteria. Alternate Criteria: If the Single Charter Partner or Organization Partner is actively engaged in building special education institutional capacity as measured by participation in meetings and professional development, compliance, pupil count, and other, they will be eligible for the 4% administrative fee.

As the Charter SELPA has increased to over 170 organizations operating 370 schools and representing approximately 17,000 students with disabilities, SELPA leadership is proposing to reduce the administrative fee for New Partners, as well as Existing Partners.

Recommendation

Revise the administrative fee structure effective 2019-20 as follows:

5.5%	Year 1 Partner
4.5%	Year 2 Partner
3.5%	Year 3 Partner, successfully completing the first 2 years with the Charter SELPA and a SELPA member in good standing
3.0%	Year 5 Partner, successfully completing the first 4 years with the Charter SELPA and a SELPA member in good standing

The full Allocation Plan language, with proposed updates, follows.

Current Allocation Plan Language with Proposed Edits

Intent

In 2006-07, the allocation formula provided for an administrative fee of 10% with the intent that it would reduce over time as the Charter SELPA membership expanded. The formula was substantially revised in 2010-11 to provide for a first-year differential rate. It was revised again in 2011-12 to provide for a first-year rate of 6%, reducing to 5% in year 2, and the possibility of reducing to 4% in year 3 and beyond if specified criteria were met. The formula was revised again in 2013-14, allowing all charters to be eligible for consideration of the 4% rate in year 5. ~~These funds, along with the~~ The formula is again being recommended to be revised for 2019-20 with reductions to the administrative fee rate for all current and new Charter SELPA Partners. These funds, along with the \$15.59 per ADA of SELPA state funding, are used for the operational cost to provide the wide range of SELPA services offered to members, including professional development.

Charter SELPA Formula

Prior to distribution of state and federal funding, the applicable administrative fee % is applied. The fee is calculated based on both state and federal funding sources, but only state dollars will be transferred. Date of entry for purposes of the administrative fee is based on the ~~Organization Partner's~~ entry. If the Organization Partner. For example, if the Organization Partner qualifies for a ~~43%~~ 43% fee based on five years of membership, the expansion charter would be treated the same and receive the ~~43%~~ 43% fee.

The fee does not apply to other grant dollars received by the SELPA, however the SELPA may charge an appropriate indirect rate for specific grants that are administered by the SELPA.

Administrative Fee Schedule

<u>5.5%</u>	<u>Year One Partner</u>
<u>4.5%</u>	<u>Year Two Partner</u>
<u>3.5%</u>	<u>Year Three Partner -. successfully completing the first 2 years with the Charter SELPA and a SELPA member in good standing</u>
<u>3.0%</u>	<u>Year Five Partner – successfully completing the first 4 years with the Charter SELPA and a SELPA member in good standing</u>

Specified Criteria for Administrative Fee in Year 3 and Year 5:

Member in good standing

- Meets minimum CEO Council and Steering Committee participation requirements
- Timely submission of program reporting: e.g. IEP reporting, Pupil Count
- Timely submission of financial reports
- Meets Maintenance of Effort requirements
- No significant outstanding program compliance issues

6%

- 5% Year Two Partner
- 4% Year Three Partner — meeting criteria as specified below, primarily demonstrated special education administrative expertise.
- 4% Year Five Partner — meeting alternate criteria.
Alternate Criteria: If the Single Charter Partner or Organization Partner is actively engaged in building special education institutional capacity as measured by participation in meetings and professional development, compliance, pupil count, etc., they will be eligible for the 4% administrative fee.

~~Specified Criteria for 4% Administrative Fee in Year 3:~~

~~Member in good standing:~~

- ~~Meets minimum CEO Council and Steering Committee participation requirements~~
- ~~Timely submission of program reporting: e.g. CASEMIS, Quality Assurance Process (QAP) reporting timelines, other SELPA related reports~~
- ~~Timely submission of financial reports e.g. SELPA Pool claims (ERMHS, LI, Legal Risk), end of year reports, MOE~~
- ~~Meets Maintenance of Effort requirements~~
- ~~No outstanding program and/or fiscal compliance issues~~
- ~~Demonstrated Special Education expertise~~
- ~~Designated person (not the CEO) who handles most routine day to day special education issues (First point of contact for questions, etc.)~~
- ~~Special education contact must have demonstrated expertise in special education~~

Notification of fee eligibility

By March 1, prior to the start of a fiscal year, ~~the~~ Charter SELPA shall notify agencies/partners entering their 3rd year or 5th year, if they are deemed to be eligible for the 4%reduced administrative fee for the following fiscal year. Once an agencya partner receives approval for the 4%administrative fee in accordance with the schedule noted above, the fee continues unless changed by a failure to maintain good standing ~~or failure to meet eligibility criteria~~. Despite subsequent actions, e.g. failure to meet MOE in September, the lower fee will be honored for the entire fiscal year for which it was granted.

Failure to retain membership in good standing for lower administrative fee

By March 1 (if possible), but no later than June 1, prior to the start of a fiscal year, ~~the~~ Charter SELPA shall notify agencies/partners if they are no longer in good standing or no longer eligible for the 4% administrative fee rate previously established for the following fiscal year.

Failure to retain membership in good standing — termination from Charter SELPA membership:

The Charter SELPA Participation Agreement, Local Plan, Allocation Plan, and Policies outline the responsibilities of Charter SELPA Partners-members. As noted above, failure to meet responsibilities can create ineligibility for the lower administrative fee. It should also be noted that failure to meet those responsibilities can result in termination of membership with the Charter SELPA.



Allocation Plan Revision – Rate Smoothing Pool

Issue

Allocation Plan language governing the use of funds in the Rate Smoothing Pool needs to be updated to align policy and administrative action regarding setting and maintaining the state funding rate each year.

Background

Prior to creation of the Rate Smoothing Pool, state revenue at a rate with the deficit applied would flow to partners starting in July. Then in February (P-1), a small additional revenue distribution would occur as a result of the deficit being partially restored, followed by another additional small revenue distribution in June (P-2) when another deficit restoral was received. In some years, the June (P-2) deficit restoral cash was received so late that the revenue was distributed as a transaction in the following fiscal year. This was awkward in that the fiscal year the revenue was earned and the fiscal year the revenue was received would differ, the amounts were at times very small, and a complication was added to the process of trying to manage smooth revenue growth from year to year.

The Rate Smoothing Pool was created by CEO Council to help mitigate funding variability during the year that the state deficit & deficit restoral methodology was introduced. The concept:

Based on a projection for the beginning deficit and projections for the levels of restoral during the year, a funding rate can be set based on the projected future (lower) deficit level instead of the beginning (higher) deficit level. Funding advances from the pool will be used to augment cash flow to partners and allow distributions starting in July at a rate higher than the rate the SELPA is receiving. Then, when future restoral dollars in February and June are received, the pool will be “re-funded” (i.e. the advances from the pool taken to pay a higher rate throughout the year are paid back) and the cycle repeats the following year.

Analysis

Although rate setting is delegated to SELPA administration, the enabling language for the Rate Smoothing Pool in the Allocation Plan dictated that the use of any funds from the pool requires CEO Council action. In an environment where the beginning deficit level and restoral levels are somewhat predictable, reliable projections allow for CEO Council in May to be informed of the following year rate established by administration and to approve the use of the necessary pool funds to pay that rate throughout the year. In the past two years, the predictable nature of the deficit has diminished to the point of making the currently required approval to use pool funds problematic.

Further, some of the current wording in this section is contradictory. CEO Council approval for use of pool funds is clearly established in the first paragraph. However, the very last sentence reads, “SELPA administration may adjust these rates based on approved governmental budgets, future grant determinations, and changes in the deficit percentage.” The conflict arises if adjusting rates consistent with the last sentence requires pool funds that were not previously approved by CEO Council.

SELPA administration believes to maintain operational and governance integrity in passing through revenue to SELPA partners, that CEO Council should consider clarifying the language in

Section 2 of the Allocation Plan to allow administration to use Rate Smoothing Pool funds for the limited, well-defined purpose of managing the state funding rate consistent with the original intent of the Council in creating the pool. In the proposed amended wording, reporting to CEO Council of planned and actual usage of any pool funds is required, and use of Rate Smoothing Pool funds for any other purpose would still require CEO Council approval.

Recommendation

It is recommended that CEO Council adopt the following changes to the Allocation Plan.

2. SPECIAL EDUCATION DEFICIT/RATE SMOOTHING POOL

Intent

In 2013-14, there was a statewide 2.8% deficit applied to special education state funding. In response, CEO Council created a Rate Smoothing Pool approved Allocation Plan language in September 2014 to address potential deficits that may occur going forward and to maintain a consistent level of funding from year to year. CEO Council Council action is required on for the use of funds in this pool other than SELPA administration's use of pool funds in conjunction with setting the state special education funding rate. Administration shall regularly inform CEO Council of the planned and actual expenditure of funds from the pool, as well as changes in the pool balance.

Operation of the Pool

In setting the state special education funding rate to SELPA partners, administration shall use due diligence in establishing a projection for the movement of any state deficit percentage during the relevant fiscal years. Based on these projections, SELPA Administration will manage funds in this pool directed by the goals of:

1. Mitigating fluctuations in current year state funding due to movements in the state deficit.
2. Maintaining a consistent level of state special education funding to partners from year to year.

Sources of funds for the Rate Smoothing Pool:

- all deficit restorations received from the state by the SELPA; and
- any other additions to the pool approved by the CEO Council.

Charter SELPA Formula

~~Based on deficit restoration from prior years, the balance in the Rate Smoothing Pool was \$976K as of June 2017. The projected 2017-18 statewide target rate, adjusting for SELPA program specialist/regionalized services funding (~\$16 per ADA), is \$525 at full funding. A deficit of 2% was projected, resulting in a proposed budget rate of \$514 for 2017-18.~~

~~Based on changing deficits trends, the deficit may be higher than 2% and future projections will be adjusted accordingly. In order to fulfill the commitment of the \$514 rate in 2017-18, an estimated \$952K of the rate smoothing pool will be used to guarantee the rate as of June 30, 2018.~~

2018-19 Funding

~~The 2018-19 State rate projection approved by CEO Council (May 2018) is \$522, assuming a 3.16% deficit when 2018-19 funding is certified by CDE in February/June 2020.~~

~~Further, SELPA administration may adjust these rates based on approved governmental budgets, future grant determinations, and changes in the deficit percentage.~~