



## **MEMBERSHIP APPLICATION INFORMATION**

### **Introduction**

It is the intent of the Los Angeles County (LAC) Charter SELPA to provide SELPA membership options for charter schools. While it is always preferable for a charter school to participate with their geographic SELPA, this SELPA has been developed to allow for a viable alternative for LEA's to seek Charter SELPA membership. Therefore, there are specific criteria which must be met in order for a charter school to be considered for membership in the LAC Charter SELPA.

Priority will be given to new charter schools authorized by the LACOE Board of Education and those Charters who have schools that are already members of the LAC Charter SELPA. Charters sponsored by the State Board of Education are chartered as Local Education Agencies (LEA's) and are not automatically a member in a SELPA. Because of their LEA status, the charters must apply for membership in a SELPA and some charter schools have been unable to reach agreement with their geographic SELPA in obtaining this status.

### **Funding Considerations**

The LAC Charter SELPA's adopted Allocation Plan is based upon the following elements:

1. Administrative Unit activities fee for the current fiscal year is estimated to be 4% to 8% of the charter school AB602 revenues. Administrative Unit activities fee will be revisited annually to adjust the funding allocation plan accordingly. The Administrative Unit will maintain a set-aside reserve of 3% per LEA.
2. Prior to the allocation of ADA Base Revenue to LEA's, Program Specialists, Regionalized Services funds and additional ADA Base revenue of approximately 3% shall be assigned to the SELPA Administrative Unit for on-going operations and to endure the provision of statutory services to LEA's in accordance with California Education Code Sections 56368, 56195, 56195.1 and 56195.3.
3. The funding rate per K-12 ADA is based upon dollars received from the State for growth ADA. We anticipate the state per ADA estimated amount at \$541.00 per ADA based on the AB 602 funding exhibits from the CDE

released in February and June. This rate is reduced further by the administrative fees and set-aside contributions.

4. The LAC Charter SELPA Allocation Plan will implement a set-aside policy, which is maintained by the SELPA, but tracked separately for each participating charter.
5. Federal funding is allocated in year two of SELPA membership. For a complete understanding of the funding, please refer to the Allocation Plan.

### **LAC SELPA Application Requirements**

1. Charter schools must give a one-year and one-day notice of intent to leave their current SELPA. For each school year, this notice should take place by June 30th of the previous year. A copy of the notification letter must be attached to this application.
2. During the notice period, the Charter school must work collaboratively with its current SELPA and the LAC Charter SELPA to mitigate the differences in order to determine if remaining in the current SELPA is a viable alternative.
3. The rationale for the Charter school to leave their current SELPA must not primarily be a fiscal decision. The primary reasons must be a desire for increased access to appropriate Special Education services and a plan to implement quality programs for students with disabilities.
4. The LAC Charter SELPA expects strict adherence to Common Core State Standards for all students. Therefore, Charter schools seeking membership to this SELPA must assure these are delineated and adhered to in their educational programs. The LAC Charter SELPA members will be subject to the same self-review monitoring process as the SELPA in general.
5. All required components must be complete or the entire application will be returned.

## **Time Line for Applications**

### **LACOE Authorized Charters:**

Ongoing

Submit "Notice of Intent" and Application to the LAC Charter SELPA.

### **January (of the application year)**

January 31<sup>st</sup> of the current year

Applications must be submitted for expansion schools of current LAC Charter SELPA members. Applications for new members must be submitted to the LAC Charter SELPA.

### **February/March (of the application year)**

LAC Charter SELPA Team/Executive Council Selection Committee will meet and review applications.

### **May 1, (of the application year)**

Charters will be notified by this date as to the status of their applications. Interviews will be scheduled if clarification needed.

### **June 1, (of the application year)**

Applicants will notify LAC Charter SELPA of their intent to join.

### **July 1, (of the application year)**

Charter membership in the LAC Charter SELPA begins upon approval and acceptance by the LAC Charter SELPA Executive Directors Council.

**Please complete the following profile pages.  
Use a separate page for each response/area.**

- I. Describe your rationale/reasons for applying to join the LAC Charter SELPA.
- II. Using the key below, please rank your current status in terms of each of the following special education mandates and place this rank in the box provided. Then please elaborate on your ranking by describing this status.

**KEY:**

1=COMPLIANT 2=IN DEVELOPMENT PHASE 3=NEED ASSISTANCE

- 1. A special education program requires that you implement appropriate child find activities, provide general education program modifications, refer students for assessment, conduct assessments and develop Individual Education Plans (IEP) for identified students. Please describe in detail your specific site-based procedures for each of these areas. Attach evidence (policies, form examples, handbooks, CALPADS data, etc.) Be sure to include discussion/evidence of the following:

- a. Child Find Activities – policies, parent handbooks, postings, etc.

- b. General Education Program Modifications – descriptive narrative of implementation and philosophy.

- c. Referral Process - including Student Study Team model, MTSS and RTI – with examples of forms and procedures used.

- d. Assessment - include a description of personnel responsible for the assessment by name and title or agency providing the service as well as assessment tools used.

- e. Development of an appropriate IEP - Provide blank copies of your current/proposed forms and completed redacted copies of a completed Annual and Triennial with supporting documents.

- f. Suspension and expulsion data, procedures and policies.

- III. Using the key below, please rank your current status in terms of providing each of the following special education services and place this rank in the box provided. Then please elaborate in writing on your ranking by describing your current special education services and understanding of numbers 1-7 below.

**KEY:**

1=PROVIDING SERVICES    2=CONTRACTING FOR SERVICES  
3=NEED ASSISTANCE IN OBTAINING OR PROVIDING SERVICES

- 1) Resource Specialist Services - Specialized Academic Instruction (SAI).
- 2) Designated Instruction and Services - Speech and Language Therapy, Adaptive Physical Education, Occupational/Physical Therapy, Counseling, Sign Language Interpreting, Vision & Hearing Specialists, etc.
- 3) Non-severe Special Day Class - SDC for students with learning disabilities requiring greater than 50% SAI.
- 4) Severe Special Day Class - SDC for students with severe physical, medical, emotional disturbance and/or significant developmental delays requiring intensive services requiring greater than 50%.
- 5) Inclusion Services - Supported full time placement in general education classes for students with severe disabilities.
- 6) Placement in a nonpublic school/agency (NPS/NPA) or residential facility and financial implications associated with these placements.
- 7) Transportation for students with special needs in order to access special education services-description of your school plan to provide this.

**Compliance/Capacity**

*Please attach site-specific forms and policies, with a detailed written narrative explaining your understanding and experience with:*

1. Special Education/504.
2. Due Process – list any specific cases and the outcomes, as well as budgetary planning related to unexpected liabilities related to this.
3. State Complaints – your understanding of your financial responsibility, the process, how many, what issues, if any, and outcomes of any investigations.
4. Are your facilities ADA compliant and/or the plan you have adopted to move toward compliance?
5. Describe your current/anticipated special education population:

General Education Total ADA: \_\_\_\_\_

Special Education Total ADA: \_\_\_\_\_

Types of Disabilities served: (list on Excel spreadsheet and attach)

6. Who is/are your identified special education administrator(s)? Describe their special education background, special education credentials, and training and experience in special education administration and legal issues. Has Administrative Designee Training been completed for those who will be acting in this position? If no, when will this occur?
7. List the special education professional development your site has provided/will provide for general and special education staff and parents the past two years and planned for the following two school years.
8. Do you use alternative dispute resolution and/or what is your process for settling disputes? Please describe in a written narrative your site-specific process.

**Submit application as follows:**

1. Complete the LACOE Self-Assessment Checklist demonstrating capacity for, and understanding LEA status (Attachment A). All requested documentation must be included with the checklist and application binder(s).
2. Complete the application profile pages provided by the LAC Charter SELPA.
3. Submit all required supporting documentation in hard copy/binder form and via one (1) PDF file to Nana Quarshie (Quarshie\_Nana@laoe.edu). Each binder must have a Table of Contents and numbered pages that align with the Table of Contents to be accepted for processing.
4. Supporting documentation must include the following:
  - a. Copy of charter petition which reflects you are your own LEA for special education purposes. Include Board Minutes from the most recent authorization.
  - b. A copy of your audit reports for the prior two years (if applicable). The Audit report review provides some insights into fiscal and cash solvency. Lack of compliance findings suggests operational capacity. Note: if CMO, we require charter audit and CMO audit report as well.
  - c. A detailed 2-year projected income/expenditure budget for special education for both the current and next fiscal years in Excel format. If school is operational, prior two years of special

education income and expenditure reports must also be included. (Certificated salaries, classified salaries, employee benefits, books and supplies, services and other operating expenses, capital outlay, total budget). If a start-up charter in the current school year or for the next school year, a current budget with multi-year projections will be reviewed in lieu of an audit report. We will be looking for insights into fiscal solvency. The Special Education Budget provides insight into your ability to plan and develop a budget as well as demonstrating your understanding of basic reporting requirements.

**Narrative/Assumptions:** Please provide a narrative that describes your both your current fiscal and next fiscal years budget assumptions. The narrative should include a description of the number and type of staff you intend to hire; a description of books and supply costs, description of services/operating expenditures, capital outlay and total budget and answers to the following questions:

- i. Do you provide your own internal accounting services? If no, please provide the entity you contract with for accounting services and a contact name and phone number.
  - ii. How are you reporting to CDE?
  - iii. Do you use SACS account code structure for your accounting?
- d. CAASPP scores for your school – last five years, or years in operation. If you are a startup school, submit a comprehensive narrative explaining implications for the special education subgroup and how you will address the instructional needs of students with disabilities.
- e. A copy of your School Accountability Report Card (SARC). If you are a startup school, submit a comprehensive narrative of your understanding of the components of, and timelines for, the SARC.
- f. Copies of credentials for all certificated special education staff – name, position, credential number, highly-qualified verification, expiration dates.

- g. List of non-credentialed staff providing instruction/instructional support in special education classes with verification of special education specific training and security clearances.
- h. Signed copies of the Federal Assurances and the SELPA Additional Assurance Statement - separate document available on CDE website.
- i. Proof of Liability Insurance.
- j. A copy of the notice of withdrawal letter from your existing SELPA, including school Board Minutes, if applicable.
- k. School Calendar for the appropriate school year.
- l. Blank copies of the IEP Forms currently used by your school.
- m. Copy of contract with SIRAS Systems, IEP software provider with letter from SIRAS authorizing LACOE to have administrative access to all special education files or a written declaration to the SELPA detailing the LEA's intent to use SEIS, a computerized IEP System to develop IEPs.

**Submit one (1) hard copy and one (1) PDF file of the completed application and supporting documentation to the LAC Charter SELPA office in a view binder, with the charter school's name on the front cover and spine, with binder tabs identified and organized as follows:**

1. LEA CAPACITY - Completed *Self-Assessment Checklist* with supporting documents.
2. APPLICATION - *LAC Charter SELPA Application* profile pages.
3. PETITION - Charter Petition and authorization documents.
4. AUDIT REPORTS - School Audit Reports for past two (2) years.
5. BUDGET - Income/Expense Reports - two years special education budget in excel format including detail budget assumptions, revenues, expenditures and narrative.
6. SARC REPORTS - SARC Reports - past two (2) years.



7. CREDENTIALS - Copies of credentials for all special education personnel. Copy of contract if using CDE approved outside agencies to provide any services. Copies of training verifications for paraprofessional support staff.
8. SIGNED ASSURANCES – Download from CDE site on school letterhead and signed by Executive Director and Board President.
9. LIABILITY INSURANCE – complete copied signed by insurance provider.
10. VERIFICATION OF WITHDRAWAL - from existing SELPA one year/one day prior to applying. Copy of notice letter, board agenda notice and board meeting notes.
11. SCHOOL CALENDAR – current year and following school year.
12. CALPADS – Attach all current/anticipated CALPADS information providing pupil counts by instructional setting and handicapping condition.
13. IEP FORMS - Blank IEP Forms.
14. IEP EXAMPLES - Copies of completed Triennial/Annual - redacted examples. One (1) example of each along with supporting documents.
15. MISC. – Evidence specific to your site that would enable the screening committee to evaluate your application.

**LOS ANGELES COUNTY (LAC) CHARTER SELPA  
Membership Application**

Date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of chartering school district: \_\_\_\_\_

Name of charter CEO: \_\_\_\_\_

Name of charter school executive director: \_\_\_\_\_

Name of special education coordinator: \_\_\_\_\_

Name of site contact for pupil count information/CBEDS data: \_\_\_\_\_

Name of site contact responsible for CAESEMIS/other mandated

reporting data accuracy: \_\_\_\_\_

## **Application Procedure**

Applications for new members or expansion schools must first be submitted to the LAC Charter SELPA. One hard copy of the complete application and supporting documentation must also be mailed or delivered to the LAC Charter SELPA in binder form with a PDF. File included. Each charter or expansion school must complete a separate application. ***If applications are incomplete the entire binder/PDF file will be returned to the applicant. Incomplete applications will not be accepted for processing under any circumstances.***

## **Acknowledgement**

By submitting an application for membership into the Los Angeles County Charter SELPA, the Charter applicant indicates it has read and understands the conditions of *Agreement for Participation*. Upon acceptance into the Los Angeles County Charter SELPA, approved applicants are required to submit a signed *Agreement for Participation* with the Los Angeles County Charter SELPA as a condition of acceptance.

### **Please mail or deliver the completed application binder to:**

Los Angeles County Office of Education  
Los Angeles County Charter SELPA  
Attention: Nana Quarshie, SELPA Division Secretary  
Education Center 213  
9300 Imperial Highway  
Downey, CA 90242

Submitted applications will be reviewed by the LAC Charter SELPA Selection Committee. The committee will be comprised of representatives from:

1. The LAC Charter SELPA Executive Council
2. Charter Schools, designated by the LAC Charter SELPA Director
3. The Los Angeles County Office of Education

You will be notified by USPS and/or email regarding the outcome of the application review.