

Board Consideration: 12/06/10

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle, CFO

**Re: Receive report on Revolving Load and Line of Credit Process**

**ISSUE:**

Receive a report on the requirements and limitations of participation in the California Department of Education Charter School Revolving Loan Fund (CSRevLoan) and a bank issued line of credit loan (Line).

**RECOMMENDATION:**

Receive report and provide direction for pursuit of one of the loan vehicles reported.

**DISCUSSION:**

Wildflower Open Classroom Public Charter School anticipates a cash flow deficiency prior to the receipt of anticipated Public Charter Schools Grant Program (PCSGP) revenues, fundraising and State apportionment revenues. The deficiency is anticipated due to planning and implementation expenses that will be incurred throughout the development year of the Charter. Two basic loan vehicles exist to smooth any cash flow deficiencies prior to receipt of expected future revenues;

The CSRevLoan is a State sponsored program that allows up to five (5) years for repayment of the loan with repayment commencing the first fiscal year following loan disbursement. Payments dates are aligned with school revenue streams as they are offset from the Charter's monthly principal apportionment and may follow adjustments resulting from State apportionment deferrals.

A bank issued line of credit

**Attachments:**

CSRevLoan Application Instructions Letter

**Agenda Item 7**



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**JACK O'CONNELL**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

October 27, 2010

Dear County and District Superintendents and Charter School Administrators:

### **CHARTER SCHOOL REVOLVING LOAN FUND**

The purpose of this letter is to provide charter schools and charter authorizing entities with general information and application instructions for funds available through the Charter School Revolving Loan Fund (CSRLF). Potential applicants are encouraged to review California *Education Code (EC)* sections 41365–41367 before applying for a loan.

The purpose of the CSRLF is to provide loans to charter schools to assist them with activities that meet the purposes of their charter, approved pursuant to *EC* section 47605. A charter school may receive up to \$250,000.00; priority for funding will be given to new charter schools for initial expenses.

The CSRLF is available to any charter school that is not a conversion of an existing public school and has not yet completed the full term of its initial charter. All completed loan applications will be considered in the order received. Due to limited funds available, approval of loans will also be based on the financial needs of the charter school. Applications will be accepted through April 30, 2011. The loan process takes approximately eight to ten weeks, depending upon the completeness of the application package.

The maximum repayment term of the loan is five years, beginning with the first fiscal year following the year in which the loan is disbursed. The actual term may be less than five years as determined by the charter school's needs and ability to repay. Payments on the loan will be collected in six monthly installments between the months of August and February of each year. These months may vary according to State apportionment deferrals. Loan payments will be offset from the charter school's monthly principal apportionment.

The electronic application and sample forms are located on the California Department of Education CSRLF Request for Applications (RFA) Web page at <http://www.cde.ca.gov/fg/fo/r1/csrevloan10rfa.asp>. Applicants must submit the completed application form along with the following documentation:

- A written request for the loan
- A copy of the Board resolution approving the CSRLF application
- Articles of Incorporation and confirmation of incorporation status from the Secretary of State (only charter schools applying for funds independently of their authorizing entity)
- Verification of private grant/foundation revenue

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- Verification of revenue from fundraising
- A loan budget identifying the anticipated uses or expenses planned for the loan
- A narrative describing the multi-year budget

The following information can be provided by contacting the charter school's authorizing agency:

- Name of Special Education Local Plan Area, verification of participation, and the rate of funding per pupil
- Property tax allowance

The electronic application and documents must be e-mailed to Ruthann Munsterman at [rmunsterman@cde.ca.gov](mailto:rmunsterman@cde.ca.gov).

The application, with original signature, must be mailed to:

Revolving Loan Fund Program  
Charter Schools Division  
California Department of Education  
1430 N Street, Suite 5401  
Sacramento, CA 95814-5901

If you have any questions regarding this subject, please contact Ruthann Munsterman, Staff Services Analyst, Charter Schools Division, by phone at 916-445-7689 or by e-mail at [rmunsterman@cde.ca.gov](mailto:rmunsterman@cde.ca.gov).

Sincerely,

JACK O'CONNELL

JO:rm

cc: County and District Chief Business Officers

## **Dispute Resolution Policy**

## DISPUTE RESOLUTION PROCESS

The purpose of the WOC dispute resolution process is to have school community members resolve issues in-house in an amicable and fair manner whenever possible. "School community members" include: students, teachers, parents, administration, applicant families, volunteers, advisors, community members, partners, and collaborators.

The following is the process for dispute resolution between school community members:

- (a). An attempt should be made to discuss and resolve the conflict with the people directly involved before proceeding further. Parents need to attempt to resolve issues with a teacher and/or administrator first before proceeding on.
- (b). If this is not effective, then the disputing parties should contact the Charter School Director or a mutually agreed upon teacher to assist in informal resolution of the issue.
- (c). If informal resolution is not effective, then the disputing parties should contact the Charter School Director or his/her designee and put their concerns and/or complaints in writing. This document is to contain the following:
  1. What the specific issue or complaint is.
  2. What in particular they were not satisfied about in the initial and subsequent resolution attempts (steps a. and b.).
  3. What they believe to be a reasonable solution to the issue or problem.
- (d). *If this is not effective, then the disputing parties should contact the Chico Unified School District office to gain assistance from the Superintendent or his/her designee. The disputing party is required to submit this complaint in writing with the same contents as listed in step c. The disputing parties agree to inform the Charter School Principal in advance of this action. DELETE THIS STEP?????*
- (e). If this is not effective, then the disputing parties should contact the President of the Board of Trustees of the WOC, or his/her designee so that the matter can be placed on the agenda for the next scheduled Board of Trustees meeting. The complaining party agrees to inform the Charter School Director in advance of this action. The disputing party is required to submit to the Board this complaint in writing with the same contents as listed in step (c), along with any other relevant information for the presentation of their complaint. Director of WOC shall submit to the Board and the complaining party a written report of their position on the complaint and the justification for taking the action/inaction in the prior steps. Based on the written submissions of the parties and on any argument presented at the meeting, the Board shall make a decision on the complaint and communicate that decision to the complaining party and WOC Principal. The Board of Trustees decision shall be final.
- (f). WOC President of the Board of Trustees or his designee agrees to inform the WOC Director if they are contacted regarding a conflict at WOC, and to refer the involved parties to this Dispute Resolution Process before further action.

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To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle, CFO

**Re: Discuss Board Document Management**

**ISSUE:**

Discuss and define document management needs.

**RECOMMENDATION:**

Agree on document management protocol.

**DISCUSSION:**

The Wildflower Open Classroom Board of Directors has developed or adopted bylaws, various policies, governance documents, and other records that will shape the framework of the management and operation of the charter as it moves through this planning and implementation stage of development. The management of these records is critical to the sustained success of the Charter and will promote the high level of transparency imagined by the Charter founding group.

During the planning and implementation phase of the Charter development a brick and mortar clearinghouse for records does not exist. Using the “cloud” with a service like Google docs for document storage and management allows there to be a central location for these reference documents. Public documents can be made available on WildflowerSchool.com also to aid in distribution of information and minimize the need to process public records requests.

**Discuss Facilities Search**

Board Consideration: 12/06/10

To: Wildflower Open Classroom Board of Directors

From: Stephen Ertle, CFO

**Re: Discuss Need for Closed Session Place Holder on  
Regular Agendas**

**ISSUE:**

Discuss whether a closed session place holder needs to be included on Regular Board meeting agendas.

**RECOMMENDATION:**

Determine requirement.

**DISCUSSION:**

The California Charter Schools Association held a "Governance for Non-Profit Charter School Boards" workshop in November. The Brown Act requirements surrounding closed sessions at board meetings was discussed at the workshop. A discussion for information and explanation by this Board will help to clarify the requirements and determine if regular meeting agendas should include a closed session place holder.



**Discuss Board/CUSD Communication Protocol**

## **Discuss Grants and Grantwriting**

Board Consideration: 12/06/10

To: Wildflower Open Classroom Board of Directors

From: Christina Cassady

Re: Information Only: Receive sample of prioritization of board list

**ISSUE:**

Sample of prioritization of board list

**RECOMMENDATION:**

Receive sample of prioritization of board list

**DISCUSSION:**

For information only; an example of prioritization of board duties. Board members will submit reports on progress of duties at each **REGULAR** board meeting (next scheduled 12/15). This is an example of how one board member has begun to organize and prioritize her list.

Attachments:

Sample of prioritization of board list

## Wildflower Open Classroom

### Instruction Policies:

A = To get completed by end of first quarter 2011

- Curriculum Development and Evaluation (see charter petition)
- School Calendar (see sample in Petition)
- Parent Participation Policy (Charter petition/ Ventura SAGE/ Salt Lake City)
- Standards of Proficiency (define)
- Selection and Evaluation of Instructional Materials
- Supplementary Instructional Materials
- Student Assessment
- Identification of Individuals with Exceptional Needs (see charter petition)
- Education for English Language Learners (see charter petition)
- Education for Students of Limited English Proficiency (see charter petition)

B = To complete before start of school August/ Sept. 2011

- Emergencies and Disaster Preparedness Plan (CCSA, CUSD website)
- School-Sponsored Trips (field trips?)
- Homework/ Make-up Work
- Student Study Teams (define)
- Grade levels/ age
- Independent Study
- Individualized Education Plan (CUSD)
- Identification and Education Under Section 504 (CUSD)
- Services for Special Education (CUSD)
- Non-public Nonsectarian School and Agency
- Multicultural Education (see state standards)
- Family Life/ Sex Education (see state standards)
- AIDS Prevention Instruction (see state standards)
- Comprehensive Health Education (see state standards)
- Behavioral Intervention
- Standardized Testing and Reporting (CUSD)

C = To complete 2011-2012

- Ceremonies and Observances
- Recognition of Religious Beliefs and Customs
- Controversial Issues
- Elementary School Promotion
- Use of Copyrighted Materials (Christina to find sample)
- Use of Technology in Instruction (Ask Bill Fishkin)
- Gifted and Talented Student Program (unsure if needed)

What the heck are these? Unsure if needed.

- Procedural Safeguards and Complaints
- Summer School – not needed
- Courses of Study
- Extracurricular and Co-curricular Activities