

**CALAVERAS COUNTY SPECIAL EDUCATION LOCAL PLAN AREA**

Calaveras County Office of Education  
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Calaveras County Special Education Executive Council  
Meeting held at Calaveras Medical Therapy Unit/San Andreas Elementary

**MINUTES**

**August 14, 2006**

**I. Call Public Session to Order 12:15 p.m.**

Establishment of Quorum  
Attendance by Roll Sheet

**Executive Council Members:**

Rick Brewer, Superintendent  
John Brophy, Superintendent  
Glen Sewell, Superintendent  
James Frost, Superintendent  
Mike Chimente, Superintendent  
Diane Bateman  
Jill Bray  
Joan Lark  
Sherri Reusche  
Valerie Tudor

Mark Twain Union Elementary School District (MTUESD)  
Calaveras County Office of Education (CCOE)  
Vallecito Union School District (VUSD)  
Calaveras Unified School District (CUSD)  
Bret Harte Union High School District (BHUHSD)  
MTUESD Board Member  
VUSD Board Member  
BHUHSD Board Member / President  
CUSD Board Member  
CCOE Board Member

**Staff:**

Kathy Northington  
Mike Harrison  
Patty Haskell  
Sharon Knick  
Claudia Davis  
Debbie Koehler  
Debbie Scadden

Associate Superintendent  
Program Manager  
Program Manager  
CUSD Special Ed Director  
Assistant Superintendent, Business Services  
Director, Personnel/Administrative Services  
SELPA Administrative Assistant

**Absent:**

Diane Bateman  
Valerie Tudor  
George Christodoulou (alternate)  
Debbie Koehler

MTUESD Board Member  
CCOE Board Member  
CCOE Board Member  
Director, Personnel/Administrative Services

**Other(s) In Attendance:**

**Public Attendee(s):**

None

**II. Approve Agenda**

A motion was made by Mike Chimente to approve the August 14, 2006 agenda. Rick Brewer seconded the motion and it carried unanimously.

### III. Public Comment

12:17 p.m. Open public hearing. No public attendance; closed public hearing.

### IV. Announcement of Closed Session Items

A. No existing litigation to be discussed at this time

### V. Closed Session

### VI. Call Open Session to Order at 12:19 p.m.

Flag Salute – due to location of meeting – flag was not readily available – council members agreed to not have a flag salute at this meeting.

### VII. Public Report of Action Taken in Closed Session

None

### VIII. Consent Minutes

Mike Chimente made a motion to approve the minutes of June 12, 2006. Rick Brewer seconded the motion and it carried unanimously.

### IX. Discussion/Action items

A. **CCS Referral Guide Review-MTU Overview.** Prior to the first item; Jill Bray introduced Glen Sewell to the council members as the Superintendent hired for VUSD created when Mike Chimente accepted the Superintendent position at BHUHSD. Jim Frost introduced Sharon Knick, the Director of CUSD special education and Patty Haskell was introduced as the new AU Program Manager. The council welcomed the new members.

Susan Sirias, Occupational Therapist for the Calaveras County Public Health Department was introduced to the council members and asked to give an overview of the MTU classroom and program. The following are the points of interest of the presentation:

- CCS/Public Health Dept. and the CCOE Special Education Administrative Unit have a unique agreement, i.e., Public Health provides services to qualifying families at no charge and special education provides the facilities.
- Through CCS the Medical Therapy Unit (MTU) is a medically driven program and the students (up to age 21) that are serviced are under a physician's referral (prescription)
- CCS is pursuing a license from the State as an out-patient rehab center. Once licensed, Medi-Cal will be billed for a portion of the provided services.
- There are three staff members at the MTU; Susan Sirias, the Occupational Therapist and two other Physical Therapists. In addition, a specialist in rehabilitation from UC Davis comes to the program every few months to review services given to the students.
- The program has nursing and nutrition assistance in order to support the whole child not just the immediate disability and if family criteria is met; adaptive equipment is available for students to use at home.
- CCS staff does not provide service at home or the school site but will assist students with their equipment at these sites to make the transition easier.
- They give recommendations to site teachers and staff regarding specific needs of students that are being served at the MTU.

## CCS Referral Guide Review-MTU Overview (continued)

- Susan provided a copy of the CCS referral form to the council to share with staff and community members. She stated that there are a number of people; both parents and professionals in the community that are not familiar with CCS and the benefits they can provide.
- The annual budget for the MTU (consumables) is \$1200.00 and will be funded through CCOE.

Susan shared that CCS and the families in the community have expressed their gratitude that this facility is available. The council thanked Jim Frost and Calaveras Unified for providing the setting for the building. The council members shared their appreciation for all of the hard work in preparation and the on-going service that is consistently provided to the community by Susan and CCS. They thanked Susan for her insightful presentation.

### **Review of the SELPA/AU Administrative Accountability Matrix.** (hand-out provided)

Kathy Northington reviewed the breakdown of responsibilities for herself, Patty Haskell (Program Manager K-3) and Mike Harrison (Program Manager 4-22). Mike Harrison stated that as Patty Haskell is familiar with the Bret Harte School District; she has volunteered to be the Program Manager for that site. Kathy further stated that Sharon Knick will be meeting with them on a regular basis in order for Sharon to become familiar with policies/procedures and to keep the lines of communication open.

Kathy shared that although there has been staff reconfiguration for 2006-07 there will be no cost added to the current budget.

Kathy explained to the council that the previous summer was spent hiring for the vacancies in our office and that currently all positions are filled except for .40 counseling position. She shared that we have 3 new psychologists, a behavior specialist, an infant specialist and a 4-8 Structured Behavior Program Teacher. The Workability Coordinator at CHS has transferred to the BHHS Workability vacancy and recently her position at CHS was filled. She added that she had asked the new staff to stop by the meeting to be introduced but due to the meeting location change, she was not sure that they would attend. Kathy shared that those staff members would be available for introduction and will provide a short presentation to the council at future meetings. Mike Chimente requested that new staff make a point of stopping into the school offices to introduce themselves to office staff and site administrators. In addition; we have hired another O.T. for this school year through Comp Health. Kathy stated how pleased she has been with the staff from this organization. Mike Harrison shared that Susan Sirias has been extremely helpful in assisting our office with sites and suggestions as to how to find and OT to hire.

Kathy, Sharon Knick and Patty Haskell met last week with Head Start staff regarding speech and language services for their preschoolers. Head Start seemed very open to working with our staff towards this goal.

### **X. SELPA Director's Report**

No further report.

### **Regionalized Programs Report**

Mike Harrison updated the council members on the number of students currently in the new Structured Day class at Bret Harte High School and the 4-8 and 9-12 Structured Behavior programs.

### **Finance Report**

Claudia Davis stated there is no new information regarding the budget. Regarding the staffing changes; Claudia stated that her department was still in the process of adding all the new staff however, she anticipates a savings overall.

## **Finance Report (continued)**

She stated that the bill-back to districts process has become a monumental task, i.e., Occupational Therapy services, etc. Claudia will be working on processing agreements for these bill backs. In this way the school business managers can be apprised of what may affect their budget from year to year. In some cases the school districts will be directly responsible for payments and tracking. The council discussed the ramifications of declining enrollment.

## **Personnel and Payroll Report**

Kathy Northington covered the staffing report in Debbie Koehler's absence.

## **XI. Comments from Council Members**

Mike Chimente would like to open discussion of creating a policy or common practice for the transition of our students upon graduation or completion of requirements. This should include making sure parents are informed early on as to their students options after their graduation from high school.

Mike also would like the council members to review the August meeting dates from year to year. They seem to fall on the dates that he needs to be at his school site for returning students.

Mike suggested that Calaveras County share their sincere appreciation to Ken Freedlander for his invaluable and detailed trainings, one on one assistance, patience and availability during the self review process. John Brophy suggested sending a letter to Ken Freedlander's supervisor expressing gratitude from the county and the council members agreed.

The council members requested an update on the needed revisions to the Transition Program building. Kathy Northington stated that this has not been discussed with the property owner as of yet but it is in the works.

## **XII. Comments from the Public**

None

## **XIII. Closed Session**

Executive Council had no need to adjourn to Closed Session.

## **XIV. Public Report of Action Taken in Closed Session**

Not applicable.

## **XV. Advance Planning & Adjournment**

The meeting adjourned at 1:21 p.m.

## **Next Executive Council Meeting**

**September 11, 2006 - Closed Session 9:30 a.m. - Open Session: 10:00 a.m.**

Calaveras County Office of Education Main Conference Room (**CCOE Hosting**)

Any individual, who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting, should contact the SELPA office in writing. (Gov. Code 54953.2, 54954.1)