

CALAVERAS COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

Calaveras County Office of Education
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Calaveras County Special Education Executive Council

MINUTES

May 23, 2011

I. Call Public Session to Order 9:00 a.m.

Establishment of Quorum
Attendance by Roll Sheet

Executive Council Members:

Mike Chimente, Superintendent
Kathy Northington, Superintendent
Mark Campbell, Superintendent
Julia Tidball, Superintendent
Rick Brewer, Superintendent
Joan Lark
Lou Boitano
Sherri Reusche
Diane Bateman
Jill Bray

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

Staff:

Robin Searway
Jan Kendall
Patty Haskell
Andria Pyle
Claudia Davis
Debbie Koehler
Debbie Scadden

Assistant Superintendent/SELPA Director
CUSD Director of Special Education
Program Manager
Program Manager
Assistant Superintendent, Business Services
Director, Personnel/Administrative Services
Administrative Assistant, SELPA

Absent:

Joan Lark
Julia Tidball, Superintendent
Diane Bateman

BHUHSD Board Member / President
Mark Twain Union Elementary School District (MTUESD)
MTUESD Board Member

Others:

Maggie Rollings
Karen Pekarcik

MTUESD Board Member (substitute for Diane Bateman)
FIRST 5 CALAVERAS

Please note that there are times when not all attendees sign in at the meeting. I attempt to keep track of any council members that arrive late but this is not always possible. Therefore I depend on the sign in sheet for accurate attendance.

II. Approve Agenda

Mike Chimente made a motion to approve the agenda of May 23, 2011. Rick Brewer seconded the motion and it carried unanimously. Robin shared with the council that Maggie Rollings was attending this meeting as Julia Tidball and Diane Bateman were unable to attend.

III. Public Comment

No public comment.

IV. Flag Salute

V. Consent Minutes

Mike Chimente made a motion to approve the minutes of March 7, 2011. Rick Brewer seconded the motion and it carried unanimously.

VI. Discussion/Action items

A. Nursing Services (Re-Agendized from March 7, 2011): Kathy Northington shared that the Superintendents had not had a chance to discuss this issue. Robin Searway stated that there is a need for nursing services at the Transition program and the preschools. She shared that there is a new student entering the Transition program who is confined to a wheel chair and medically fragile. Robin believes that there is a need for nursing services at this program, even if it means there is a nurse that checks in once a month to meet with the students and staff and help coordinate services if they are needed. Andria Pyle noted that at times it is a struggle to get nursing assessments completed as our nurses are extremely impacted however, an IEP cannot be scheduled without the nurse's report. Robin's recommendation is to increase Carol Belot's contract by an additional day to help cover these needed services. Kathy Northington shared that she would like to discuss this further with the Superintendents before coming to a decision. Kathy reminded the council members that we are already down one nurse due to illness. Debbie Koehler said she will be advertising soon to fill the position on a short term basis. The council requested that this item will be re-agendized at the September 12, 2011 meeting.

B. Rider for Bus To and From AU Programs (Re-Agendized from March 7, 2011): Robin shared that she, Patty Haskell and Jan Kendall have monthly meetings with the Transportation Directors to discuss and collaborate on any current concerns. The subject of the rider on the bus was brought up at the last transportation meeting to discuss the benefits and decide whether this continues to be their recommendation to the council. Robin stated that as a result of having an adult ride on the bus, there have been very few behavior issues reported. After some discussion, the council decided to continue this practice with the caveat that if there are any changes that make this position unnecessary it will be eliminated. Claudia Davis stated that she would budget funds for the position for 2011-2012 and CUSD will bill back the AU for the cost. It was also noted that the local plan should be revised to reflect this decision. Andria mentioned that there is an IEP coming up for a CUSD preschooler in which the parent has requested that an aide be provided to ride the bus due to her child's behavior and safety and because of an incident with a Head Start bus driver that required a CPS report filed on the driver. Andria stated that the IEP team is working on other avenues to avoid the need for an aide on the bus. She will keep the council posted as to the outcome of this IEP.

- C. **Suspension Form Changes (example provided):** Andi Thomas shared that a minor change has been made to the suspension form to clarify when a suspension begins. She stated that she found out that when a student is suspended regardless of the time of day, that day is considered the first day of the suspension. The suspension form is now located on SEIS, can be saved to your computer and it can be filled in online. In this way the form can be filled out at the time of the suspension and emailed to Andi for her records. Andi also noted that all of the necessary descriptor codes and details are located at the bottom of the form. The council members thanked Andi for the revision and the explanation. Robin shared with the council members that Andi recently did a pod cast presentation at the last SEIS meeting and it was well received. The council members were impressed and congratulated Andi.
- D. **2011-2012 Executive Council Meeting Dates (Sent out prior to meeting and copy provided):** The Executive Council reviewed the proposed meeting dates. Mike Chimento made a motion to approve the proposal. Mark Campbell seconded the motion and it carried unanimously. Andria Pyle mentioned that cases have occurred this year that require additional aide positions that are IEP driven. As the council only meets once every 60 days this has caused some issues with a smooth transition between coverage by a substitute and the hiring of a new staff member. A substitute can only be in one position for a certain amount of days, if the next council meeting is 60 days away and approval is received to hire this aide, the next step is to fly the vacancy and set up interviews. This can cause the timeline for the substitute to be exceeded. It was decided that if the position is IEP driven that Robin can make the decision without receiving approval from the Executive Council members.
- E. **District Responsibility RE: On Site Special Education Classroom:** The council members discussed the past practice that maintenance on a special education classroom located on school property is to be the responsibility of that site's district. This applies to all schools sites with the exception of the Transition Program. The AU is responsible to pay for any cleaning or maintenance that is required at this facility. The question came up as to why a district would pay for maintenance of a classroom upgrade when except for housing the special education class the classroom would not be in use. The question is why shouldn't these additions or classroom repairs be a shared cost not the sole responsibility of the specific district. The Superintendents decided that they would like to discuss this further at their next meeting. If the decision is made to make this a shared cost by the district, the Local Plan will need clarification or revision. It was decided that this item is to be re-agendized at the September 12, 2011 meeting.
- F. **Legislative Information Sharing Day (Copy of flyer provided to council):** Robin shared that she, Joan Lark, Andria Pyle, and Amanda Drayton; a parent of a special education child, attended the Legislative Information Sharing Day on May 4, 2011. Meetings were set up with Senator Ted Gaines and Assemblywoman Kristin Olsen regarding current issues in special education. Robin discussed the information shared at the morning presentation. Afterward, the attendees walked to the Capital building to attend their scheduled meetings with the Legislators. As the Legislators were unable to meet with the groups that afternoon; their aides attended the meetings. Robin stated that the discussion with the legislative aides were both positive and supportive. Amanda Drayton presented the aides with a flyer containing information on her son, Gavin. Amanda was very impressed with the information received during these meetings. Andria Pyle shared that she felt this trip was informative and enlightening. Andria stated that both of the aides were attentive and interested in the parent's presentations, however, the aide for Senator Ted Gaines asked specific questions and seemed more informed on the current issues facing special education. Robin shared that she and Joan Lark would like to meet with the legislators at a later date.

G. Improvements to the Transition Program House: Robin shared that she is currently in charge of the Transition Program and she is pleased with the staff and how they interact with these adults on a daily basis. There is an 18 year old student currently attending Mark Outland's class at Calaveras High School. As Columbia College is not appropriate for her it was decided that she should visit the Transition Program. The student, her aide, Mark Outland and Robin visited the program to introduce her to staff, to assess the student's maneuverability around the house and ascertain her interest in attending. She is a bright and pleasant young lady who is fluent in French, Spanish and participates in the Agriculture Program. Due to her Orthopedic Impairment she is in an electric wheel chair with very limited use of her hands and arms. During the visit it was noted that although her wheelchair does fit through the kitchen door, the chair is wide and it takes some maneuvering to do so. Robin asked Doug Carson to visit the house and assess the concerns this student's parents have over the student's ability to navigate in the house along with her toileting needs. Doug shared with Robin that he felt that this student could be accommodated with only minor changes to the building. Robin will discuss the parents' numerous concerns with them at an upcoming IEP. She will make suggestions which would work for the student while saving a considerable amount of money in reconstruction or moving the Transition Program to a more suitable building. Doug Carson suggested widening one door, adding a small ramp outside the door and possible improvements to the driveway for easy access to and from her transportation. In discussing the toileting concerns, a two-person lift was found to be effective instead of using a Hoyer lift which would necessitate taking one of the bathroom walls out. As for her stretching exercises done twice a day, a large couch was found to be adequate for her use. After the visit was complete, she shared that she was very interested in being included in the Transition Program next year. With this in mind, Robin shared that there are two days a week where two Instructional Aides are away from the program driving students to their work assignments or taking students to their college classes. This leaves the teacher and one aide at the program which raises the concern over the students' toileting issues. As the teacher is a man, it would be inappropriate for him to assist when this student needs to use the bathroom. Robin asked the council members for approval to get additional adult assistance during these two days. She will work closely with Claudia regarding funding and update the council members on the progress in June.

H. Molly Teale Report (two handouts provided): Molly reviewed her handout regarding an update on inclusion and autism specialist services. This included breakdown of the services that she provides to the county, her background information, the current definition of the Inclusion/Autism Specialist and the essential functions of her position. Additionally, Molly shared that she has provided a number of autism trainings to groups and worked with teachers and small groups of individual school site staff to provide support for their students, worked directly with students providing hands-on training with teachers and paraprofessional support. She noted the many steps that she has to take in order to complete the process of assessing a student. This usually takes Molly 16 hours per child and can be more time consuming if the case has an advocate or involves multiple districts. She concluded with her recommendations for the upcoming year. As she noted that the number of preschool children diagnosed with Autism is on the rise by 50%, she would like to schedule a series of on-going training opportunities for parents and families to be held monthly at CCOE. She shared that several parents from all districts have asked for training opportunities including sex education. The number of special needs students is increasing, as well as the severity of their needs, teachers and parents need support and training to help these children. Molly also recommended hiring Patricia Shetter, MA, BCBA, of Autism and Behavior Training Associates provide staff development training in our county. The goals of her training includes:

- Defensible Programs
- Continuity of Programming/Services between Districts and CCOE Run Regional Programs
- Seamless Transitions
- Stronger Communication

Molly provided a handout to the council members with a breakdown of the workshops and a cost that would not exceed \$10,740.00. Molly is familiar with her training and is very impressed with her work. Molly shared that First Five could assist with funding for this workshop and will pursue more information and bring it back to the council in June.

- I. **Staff Development:** Patty Haskell provided handouts to the council members with the staff development training that occurred in 2010-2011. In April, Patty sent out a needs assessment form to teachers for suggestions of staff development topics for the upcoming year. She was pleased with the Fresno Diagnostic presentations and would recommend that we have them return in 2011-2012. This year the trainings were held on Friday afternoons to accommodate as many teachers as possible. Patty stated that she would work with districts if they would like a specific presentation on Core Development Days. She asked the council members to notify her if they had any recommendations that would allow for more teachers to attend. Patty shared that reminders would be sent out to staff regarding the return of their surveys so that we can get their input on training needs before the end of the year. Patty will review the returned surveys and bring back the results in June.

VII. SELPA Directors Report

Robin Searway reported the following:

Robin introduced Karen Pekarcik from First Five Calaveras to the council members. Karen stated that First Five administers the Prop 10 cigarette tax monies and the Child Abuse funds. Current efforts at First Five Calaveras in tandem with other agencies include the development and implementation of integrated programs and resources designed to benefit the child, the teacher and parent. The focus areas are nutrition, early literacy and language development, and parent counseling. They also provide a life skills home visit program to assist the at risk families in their particular area of need. First Five Calaveras provides parent counseling or “coaching” workshops and she shared that the Nurturing Parent workshop has been extremely successful. All of the family programs and workshops are offered free of charge to the participants. Joyce Peek coordinates the organizations programs and workshops. On June 18, 2011 they are sponsoring a “Celebrating Families” workshop at the Bret Harte High School Theater. Robin shared her appreciation of Karen’s attendance and all of the work Joyce Peek has done in collaboration with CAC this year.

Robin shared an article that was printed in the Calaveras Enterprise regarding the cleanup efforts of the WorkAbility Students at the Vallecito Cemetery. She noted the positive comments in the newspaper about the program, the WorkAbility grant and from the students themselves. Kathy Griggs will be submitting this article to the WorkAbility organization.

Robin also wanted to revisit the Behavioral services piece again. When the Behavior Specialist resigned two years ago we contracted with non-public agencies to cover these services due to the difficulty of finding qualified staff. The majority of our cases are handled by Genesis Behavior Center along with BEST and CVAP. The districts continue to have a need for behavior services as many of the on-site staff do not have the necessary training to handle the incidents that occur. Robin met with Claudia to inquire as to the money budgeted for these services and the current balance of these funds. Claudia shared that she had budgeted \$136,000.00 for the year and \$136,847.41 has been spent to date. Robin submitted the following ideas to the council members:

- As the job market may have changed with possibly more qualified staff available, should two people be hired for this position? This would assist in making sure the entire county can be served as we found that the job is difficult for just one specialist.
- Should we hire one person and keep one of the NPAs?

Robin shared that this Behavior Specialist would need BCBA training to qualify. She also shared that we are trying to finish the BICM training with our psychologists but due to their tight schedules, we have not completed the training. Debbie Koehler shared that she is aware of an individual that might be available for the position of back filling for Genesis in the area of behavior services. She will advertise the position and see if there is any interest. Having these services provided in our county has also kept students from having to attend a Non-Public school.

Andria Pyle:

Andria updated the council on the current and projected enrollment in the preschools in the county.

Patty Haskell:

Patty provided a handout to the council members noting the staff, location and the number of students attending the ESY program for this year.

VIII. Finance Report

Claudia Davis provided a handout with the AB602 Revenue Estimate for 2010-2011 Funding Allocation to the council members. She shared that there would be no big changes between now and June when the 2011-2012 budget will be presented for approval.

IX. Personnel and Payroll Report

Debbie Koehler reported that there has been a reduction in special education paraprofessional's hours to no more than 6.5 hours per day due to the current enrollment.

X. Comments from Council Members

None

XI. Comments from the Public

None

XII. Advance Planning & Adjournment

The meeting adjourned at 12:05 p.m.

Closed Session

~~There was no closed session held~~

Next Executive Council Meeting

June 13, 2011 9:00 a.m. – 12:00 p.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.

