

CALAVERAS COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

Calaveras County Office of Education
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Calaveras County Special Education Executive Council

MINUTES

September 21, 2009

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

Establishment of Quorum
Attendance by Roll Sheet

Executive Council Members:

Mike Chimente, Superintendent
John Brophy, Superintendent
James Frost, Superintendent
Kathy Northington, Superintendent
Glen Sewell, Superintendent
Joan Lark
Lou Boitano
Kathy Hubert
Evan Garamendi
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
CCOE Board Member (substitute for L. Boitano when unavailable)
CUSD Board Member
MTUESD Board Member
VUSD Board Member

Staff:

Robin Searway
Jan Kendall
Patty Haskell
Sue Harper
Claudia Davis
Debbie Koehler
Debbie Scadden

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

Absent:

Debbie Koehler
Diane Bateman

Director, Personnel/Administrative Services
MTUESD Board Member

Others:

Emily Branscum
Lisa Shaw
Molly Teale

PBS Director
Program Specialist/School Psychologist
Inclusion Specialist/Mentor Teacher

(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 September 21, 2009. Mark Campbell seconded the motion and it carried unanimously.

III. Public Comment

No public comment.

IV. Flag Salute

V. Consent Minutes

John Brophy made a motion to approve the minutes of June 8, 2009. Mike Chimente seconded the motion and it carried unanimously.

VI. Discussion/Action items

- A. **Behavioral Support Services Presentation (Lisa Shaw/Emily Branscum)** (handout provided): Lisa Shaw with Emily Branscum (PBS) gave a presentation to the council members regarding Behavioral Support Services. The power point presentation covered the Behavior Support Services Organization which consists of the Behavior Analyst, Behavior Support Specialist, School Psychologists and the classroom teachers (general and/or special education teacher). Lisa then reviewed how the school psychologists support the Rtl model implementation (Tier 1, Tier 2, and Tier 3 at the school sites). Council members requested that psychologists suggest behavior interventions to teachers and the districts will provide regular education counseling. Lisa will be available to attend parent conferences where it is necessary to explain behavior contracts and to assist in initiating support/reinforcement from parents at home. Emily Branscum suggested we might look into establishing group parenting meetings to support parents and allow them to have an open discussion with other parents who are experiencing the same issues. The council discussed team building between the school psychologists and the teaching staff as the team should consist of all participants working towards a positive goal for the student. Robin shared that the psychologists will be receiving training on team building relationships and staff support.
- B. **Inclusion Services Presentation (Molly Teale):** (handout provided) Molly Teale, Inclusion Specialist reviewed her plans for the 2009-2010 school year. This will include three trainings that will target specific audiences at school sites based on each individual districts needs assessment. Molly presented an overview of her duties concerning general education staff, special education staff and students along with her support of the administration. Her plans include consulting with staff and administrators to share information in an open forum venue while assisting students in a supportive manner in their educational career. Robin Searway shared the protocol for obtaining inclusion services is to contact your school psychologist. In addition, inclusion services should not be noted on an IEP as a stand-alone service. Inclusion should be listed as support and consult only. Robin praised Molly's hard work and contribution to our office. The council members also shared their appreciation of Molly.
- C. **ESY Transportation:** Mike Chimente asked for the protocol for students eligible for ESY transportation. Patty Haskell shared with the council members that she meets regularly with the transportation department supervisors. To date there has been nothing put in place to determine eligibility other than their current IEP however; she will work on generating a form to be included at a student's IEP that will state whether the student is eligible to receive ESY transportation. She will also make sure that the transportation supervisors submit a list of students who are to receive ESY transportation to the AU and the districts prior to the start of ESY.
- D. **Special Education Transportation:** A copy of the SELPA Local Plan transportation policy was provided to the council members for review. This policy was revised and approved by the Executive

Council on September 17, 2007. The council members asked that this policy be shared with staff members to ensure compliance throughout the county.

- E. CAHSEE:** Robin shared that recently she, Sue Harper and Scott Nanik watched a Webinar on CAHSEE presented by Fagen, Friedman & Fulfroost. At a recent SELPA Administrators meeting there was a presentation from legislative committee members and the direction given was that each SELPA follow the legal opinion of their attorney. Robin wanted to share that this subject has been an on-going discussion at the SELPA Administrator's meetings due to very little direction from CDE. There is a county staff development training on September 24, 2009 presented by Anne Sherlock and Jennifer Postel from Fagen, Friedman and Fulfroost covering note taking, program transitions and CAHSEE legislation. Robin wanted to bring to the attention of the council members that we are continuing the CAHSEE student testing this year. However, she wanted to discuss how we would develop a policy without sufficient direction from CDE. The council members decided that the students would be given the CAHSEE this year. It was noted that there are students that have taken the test and failed two years in a row, however the council decided that they would not automatically receive their diploma but our county would wait until a decision is made by CDE in regards to this situation. The current recommendation is for tenth graders to take the CAHSEE and then set up a date for an IEP stating the student is on track to graduate.
- F. Suicide Prevention Protocol District -Wide:** Robin asked John Brophy to address this item. John stated that the question is what role the Special Education Department should play in suicide prevention training and recognizing the signs a student might exhibit. Traditionally this responsibility has been taken on by the school psychologist or counselor. The special education psychologists requested that Steven Brock return for another crisis plan update. The school psychologists are requesting approval from the council to spearhead creating a protocol for all schools in the area of suicide prevention. They would then share their information with other staff and counselors at the sites. The council members agreed with this proposal.
- G. Training Registration:** Robin began by sharing that the upcoming staff development training requirements/needs were discussed by the Foothill Collaborative Committee which consists of the SELPA Directors of Tuolumne, Amador and Calaveras counties. Robin is working closely with the other county SELPA Directors in order to conserve funds by making staff development trainings open to anyone interested in the tri-county area. In order to streamline the process and to enable our county staff as well as the two other counties to register easily we have adopted an on-line registration system. Robin asked Andi Thomas to explain the procedure to the council members. Andi explained the basic process; the flyer is sent via email to all staff members and Superintendents, there is a link at the bottom of each flyer that walks the staff through the registration process. She shared that a user name and password must be established when the individual is signing on for the first time. Once established the process is extremely user friendly. This type of registration allows our office to regulate the number of attendees due to space availability, print sign in sheets by registered names, as well as allowing districts to track the attendance of their staff. The council members expressed their appreciation and asked that an email be sent to them with the specific registration directions.

VII. SELPA Directors Report

Robin Searway reported the following:

- Robin explained the recent trainings that have occurred since June. Andi Thomas has held two SEIS trainings, Sue Harper and Patty Haskell have completed two Pro-Act trainings for staff, and Robin contracted with Fagen, Friedman and Fulfroost for the last workshop on the general education teacher's role in the IEP process for Vallecito and Mark Twain Union Elementary

School Districts. In addition Fagen, Friedman and Fulfrust presented a legal update workshop on Discipline, Manifestation Determination and ESY for all staff in the tri-county area. Robin shared her appreciation to Mike Chimente for the use of the Bret Harte Theatre for these presentations.

- Robin informed the council members of the changes in personnel in special education. Joe Velo was hired as a psychologist taking the vacancy left by Mike Harrison's retirement. He is responsible for Mark Twain Elementary, Copperopolis Elementary and the severe behavior classes at Mark Twain and Gold Strike. Diane Reid has accepted the teaching vacancy left by Chris Markus at AME Preschool. Chris Markus has accepted the position as Infant Specialist. Robin shared that she is equally pleased that Chris has had a long and positive relationship with VMRC.
- Robin stated that the next CAC meeting is scheduled for November 17th and she is still in need of representatives from the districts. The CAC meetings and presenters have been planned for the 2009-2010 school year and are listed on the CCOE website.
- Robin stated that she was very pleased with the ESY programs that were held during the summer. Everything went smoothly with Robin, Patty Haskell and Sue Harper sharing responsibility and covering for each other when necessary. The students not only enjoyed the programs but Robin believes that they continued their learning process as well.
- Robin informed the council that we are still in the process of updating the local plan. The plan is for Robin, Sue, Patty and Jan Kendall to come in to the office over the Veterans holiday and work on the plan uninterrupted for a few hours. Robin intends to have the first section in draft form and ready for the Steering Committee to review at the next meeting on November 19, 2009.

Patty Haskell:

- * Patty reported she is spending more time in the classrooms and has been meeting with the Mark Twain teachers monthly. She is having the MTE Structured and the MTE Structured Behavior teachers visit other programs to make sure their students' transition is smooth and to ensure continuity of programs.
- * Preschool numbers are growing consistently which creates a financial impact on CUSD.
- * Patty shared that Andria Pyle is taking on the Infant program with Chris Markus.
- * Patty meets with VMRC regularly to estimate how many students will be coming into the program. She stated that VMRC has changed their eligibility criteria for infants. VMRC will accept only infants with severe disabilities and will provide services up to three years old. Patty feels these changes will make services more difficult to receive for families in need.

Sue Harper:

- * Sue shared that her programs are solid and doing great and she is pleased with their progress.
- * Jim Hayes has taken a new approach with his transition students. He works closely with each student to set up a positive future plan. Students discuss their strengths, weaknesses, areas of need and goals for their future. Jim adheres to the student's IEP goals to meet their needs and work towards a positive future.

Classmates share their thoughts and constructive criticism with each other. Sue said this has been an excellent social skills experience for the class and they have reacted positively to this process.

- * The Workability staff has been working with the Transition students to create a raised garden at the house in order to grow their own vegetables. Scott Nanik has offered to send students from the Calaveras River Academy to assist in building the raised garden for Transition if the building materials are provided. The Transition class is also in the process of creating a cook book to raise funds for the program.

- * Kim Smiley's Gold Strike SBC class has six BHHS students and two CUSD students. Sue shared a success story regarding a BHHS student that refused to stay on campus due to high anxiety. Due to numerous absences this student was not receiving consistent grades and was transferred into the Gold Strike Structured Behavior class to address his needs. Last year the student was spending part day in woodshop at BHHS and the remainder of his day in Kim's class for core curriculum. Currently he is attending BHHS full time and is receiving all A's and B's. Sue shared that the main focus of Kim's class is to mainstream the students while still providing their core curriculum in an effort to curb poor behavior and promote the student's educational career.
- * Sue is in charge of the Workability Program and she shared that recently Sawndella Freeman (BHHS) and Kathy Griggs (CHS) presented at Angels Rotary and were well received. Sawndella's students are volunteering for community organizations in an effort to give back to the community members. Calaveras County has been extremely generous in providing job experience to these students and Sue is pleased with the program. While waiting to see what funding this program will receive this year, both Kathy and Sawndella are working with their students in resume writing, interviews and basic job skills. They have taken their workability students to visit the local junior college to get a feel of the campus and the process to attend college to further their education. Sue has set up monthly meetings with Kathy and Sawndella to keep the lines of communication open and to provide support when needed.
- * There will be another Pro-Act training January 6, 7 and 8, 2010. The hours are 8:00-5:00 on Wednesday and Thursday and 8:00-12:00 on Friday. The attendance has been excellent and has included general education teachers. Sue suggested that the sites may also consider sending instructional aides, office staff and yard duty personnel as a student might escalate anywhere on campus. Sue noted that after an escalation restraint staff should debrief in order to learn from any mistakes that were made and release pent up tension from the situation. A Behavioral Emergency Incident report needs to be sent to Andi Thomas and an IEP scheduled within forty-eight hours to address the incident. Jan Kendall is planning on having two staff members trained to assist Patty and Sue in conducting training for CUSD due to the twenty hour training requirement.

VIII. Finance Report

Claudia Davis provided a report (handout attached) noting the funding allocation for each district. Claudia discussed the following:

- ~ Pass through funding is less than expected-comparison on page 2 of the report
- ~ Parentally placed private school student funding; length of time to encumber
- ~ Revenue limit down from P2 due to student ADA
- ~ Special Education expenses were down \$3,300.00 at the end of 2008-2009 school year
- ~ There are no State level cuts expected
- ~ Preschool is being discussed at the next Finance Committee meeting (11/17/09) regarding district and AU shared cost.

IX. Personnel and Payroll Report

Debbie Koehler was unable to attend this meeting. John Brophy stated there was nothing new to report.

X. Comments from Council Members

Mike Chimente asked if there is any information on the upcoming SESR. Robin shared that Ken Freedlander is planning on coming to our county to provide a regionalized training. She will inform districts when this training is to occur. District staff should start the parent surveys by providing the parent with a copy prior to an IEP meeting. There will be webinar training in October on data collection and Robin asked that the districts have a representative attend.

Council members shared an issue with students being placed in extended day programs without this service being noted on their IEP. John Brophy stated that if a student requires socialization skills it will be provided in the extended day program, however, if there are behavior issues, the district will have to provide support. He shared that extended day program attendance must be noted on the students IEP. If this support can be met via IEP services during the day, the student should not attend the extended day program as it is not in place in lieu of a babysitter.

XI. Comments from the Public

None

XII. Advance Planning & Adjournment

The meeting adjourned at 11:33 a.m.

Closed Session

None

Next Executive Council Meeting

November 23, 2009 9:00 a.m. – 12:00 p.m.

Calaveras County Office of Education Main Conference Room (CUSD 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)