

CALAVERAS COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

Calaveras County Office of Education
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Calaveras County Special Education Executive Council

MINUTES

September 12, 2011

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

Establishment of Quorum
Attendance by Roll Sheet

Executive Council Members:

Mike Chimente, Superintendent	Bret Harte Union High School District (BHUHSD)
Kathy Northington, Superintendent	Calaveras County Office of Education (CCOE)
Mark Campbell, Superintendent	Calaveras Unified School District (CUSD)
Julia Tidball, Superintendent	Mark Twain Union Elementary School District (MTUESD)
Phyllis Parisi, Superintendent	Vallecito Union School District (VUSD)
Joan Lark	BHUHSD Board Member / President
Lou Boitano	CCOE Board Member
Sherri Reusche	CUSD Board Member
Diane Bateman	MTUESD Board Member
Jill Bray	VUSD Board Member

Staff:

Robin Searway	Assistant Superintendent/SELPA Director
Jan Kendall	CUSD Director of Special Education
Patty Haskell	Program Manager
Andria Pyle	Program Manager
Claudia Davis	Assistant Superintendent, Business Services
Debbie Koehler	Director, Personnel/Administrative Services
Debbie Scadden	Administrative Assistant, SELPA

Absent:

Kathy Northington, Superintendent	Calaveras County Office of Education (CCOE)
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Others:

Marilyn Krause	CCOE Board Member
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Please note that there are times when not all attendees sign in when they arrive 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 12, 2011. Mark Campbell seconded the motion and it carried unanimously.

III. Public Comment

No public comment.

IV. Flag Salute

V. Consent Minutes

Mark Campbell made a motion to approve the minutes of June 13, 2011. Lou Boitano seconded the motion and it carried unanimously.

VI. Discussion/Action items

A. Low Incidence Staff Training: Robin shared that Chris Markus is one of the staff members on the Low Incidence Committee and she had asked Chris to review the low incidence process with the council. Chris explained to the council members that according to Ed Code, low incidence funds may only be used for specialized books, materials and equipment for students who have hearing impairments, vision impairments, severe orthopedic impairments or any combination thereof. Chris stated that the purpose of the committee is to review the proposed requests for low incidence equipment, evaluate the student's need and to verify that the student qualifies for low incidence funding. The committee then discusses whether alternative and possibly less expensive items can be used for the student prior to approving the purchase. Recently, Chris has had a number of inquiries by teachers for training in the low incidence request process. She asked the council members if she and some committee members could arrange to train teachers on a core development day. She explained that the training could take place between 1:30 to 3:30 in order for staff to attend their scheduled school site workshops. The council agreed that this would be an appropriate time and that they thought it would be good for teachers to learn the parameters of low incidence funding and the need for a specific process to request these funds. She also noted that the committee is in the process of locating and tracking low incidence equipment at each school site. This will allow records to be updated of which piece of equipment is being utilized by which student and to identify equipment that is currently not being used in order to avoid purchasing equipment that is already in our county. Chris thanked the council members for their support and stated that she would email staff in the county to begin the process.

B. Update on Autism Program Review: Prior to Molly's presentation, Chris discussed the increase of the number of students on the autism spectrum and shared that state-wide, it has been reported that autism is found in approximately 1 in 4 births.

Molly Teale informed the council members that Patty Schetter will be in our county on Thursday to update staff on autism and inclusion services. She will be working on training the regular education bus drivers as well. Molly provided a handout to the council members updating them on the Autism and Inclusion services in the county. The highlights are as follows:

- Transitioning Students – Approximately 15 students transitioning from CCOE preschools to kindergarten programs countywide. Consultation with high school staff and parents to support smooth transition from elementary into high school programs.

- APDAR – Collaborating with district staff and Patty Schetter to create an Autism Program Development and Review Protocol teams.
- Behavior Support Plan – Continued consultation with school psychologists and staff to implement a BSP (Behavior Support Plan) and data collection methods in the CUSD.
- Assessments & IEP Development Support – Support and collaboration on assessments and IEP development for three CUSD students and one BHUHSD student.
- Training – iPad Training & support in classrooms for use of iPad within curriculum.
- Autism Support – Researching fair hearing and witness preparation for VUSD and ABLLS – (Assessment of Basic Language and Learning Skills) for CUSD.
- CCOE Programs – Supported curriculum development and community based inclusion for autistic students in the Transition Program. Assisting in mainstreaming at MTE and consultation with CCOE preschool staff.
- Teacher Support – Supporting new SDC teacher at MTUESD with paperwork, inclusion of primary students Kindergarten, small group consultation and whole group instruction and scheduling. Consultation on individual students at BHHS and VUSD.
- Meetings – Infant, Preschool and Psych Teams.

Robin shared with the council members that Molly's Mother has generously donated six iPads to our AU programs. Molly shared that these devices have made a tremendous difference in some of the student's ease of understanding, communication and learning methods. She believes that iPads are a cost effective and exceptional device to assist non-verbal students. She noted that some autism applications are free to download and the iPads with cameras are great for creating new icons for the students. Molly then shared praise for Sarah Reid, one of the paraprofessionals in the Transition Program. Recently, one of the transition students wanted to see a favorite singer that was coming to Ironstone for a concert. As part of his disability, he is unable to control his behavior in large crowds and therefore a concert would be an unacceptable venue for him to attend. Sarah took it upon herself to contact Ironstone and ask if this student could watch the sound check session before the crowd arrived. Not only was this student welcomed to watch the band's sound check but they provided a thirty minute private show for him. This was an extremely memorable community based inclusion for this student. Sarah and Molly are planning on writing a letter of appreciation to Ironstone for their acceptance and generosity in accommodating this student. Robin praised Molly's hard work and dedication to the students. The council members were very impressed and thanked Molly for the update.

- C. **Nursing Services (Re-Agendized from May 23, 2011):** Claudia shared with the council that any AU nursing services provided on district campuses will be a direct cost to the AU. The districts will assume all responsibility for their own nursing services. Claudia prepared a proportional cost for nursing costs for this year. She is asking the county nurses to conduct a time study to define the actual time spent with regular and special education students this year. This will assist her in compiling a more accurate cost breakdown and allow her to project the allocation of services for next year.
- D. **District Responsibility RE: On-Site Special Education Classrooms (Re-Agendized from May 23, 2011):** The council members discussed if the districts should be responsible to pay for repairs that occur in an on-site classroom that houses an AU program. A council member noted that any ADA that comes from having the special education classroom on a district school site does not go to the district to help offset these costs. It was suggested that this concern could be increasing due to the daunting budgetary restraints that become more apparent each year, however it remains a concern. The question of how much control that districts have over county programs also was discussed.

The council members agreed that the local plan needs to be reviewed and that a statement including the more costly of these issues should be included when the local plan's revision is complete. Claudia shared that this will be on the agenda for the next finance committee meeting and she will report back to the council members on the November 14, 2011 Executive Council meeting. The Superintendents said they plan to discuss this further at their next meeting. Robin shared that she is aware that any construction or remodeling of AU classrooms has a huge impact on the district budgets. She requested that a list be provided to her of any other impacts regarding on-site AU programs in order for her to have a better understanding of the issues. It was agreed that when these costs occur, they should be brought to the council members for discussion.

- E. **SIS to SEIS Integration:** Robin Searway asked that Andi Thomas review with the council members the SEIS (Special Education Information System) to SIS (Student Information System) training that she had attended in July, 2011. Andi explained that this system would allow the exchange of information between the two systems which would negate the need for information to be entered twice. She provided a handout that she received at the training to explain the overview, phases, work flow recommendations and fee schedule for this system. Andi shared that the initial cost would be \$3,000.00 for the county. The districts would be required to pay a cost of .75 per student/per year and an additional cost of \$200.00 per year for the SIS processing fees. She also included a handout that broke down by district showing the increase and or decline of the special education population from 2003 to 2011 and the cost to each district according to the current student population. The council members appreciated the information. Andi shared that she has been creating webinars for our staff to keep teachers up to date and alleviate the need for staff to take time to come to the office for SEIS training. To date, these webinars have been very successful. Andi has also started the process of giving one person at each district the ability to create their own searches using SEIS. This will enable the office or teaching staff to obtain needed information in a timely manner while giving the district staff additional training on the many aspects of the SEIS system. Exchanging our current IEP forms to use State forms was discussed by the council members although no decision was made. The council members requested Andi send them a copy of the State form and decided to bring the subject of using State forms back to the November meeting in order to discuss cost and feasibility for this change. The council members were pleased with the presentation and Andi's expertise with SEIS.

VII. SELPA Directors Report

Robin Searway reported the following:

- Robin began by sharing that there are five litigious cases pending and she will share the information with the council in closed session.
- Robin shared that the ESY program went very smoothly this year and she said that having the older students interacting with the younger students was very beneficial to both.
- There have been a number of meetings with the Behavioral Health staff; Rita Downs and Colleen Tracy. She also asked Doug Harper and Patty Haskell to be a part of these meetings. A couple of meetings were arranged during the summer with Claudia Davis and Kathy Northington in attendance to discuss renewing the MOU between CCOE and Behavioral Health. Behavioral Health is developing a draft MOU to review with their legal staff. A follow-up meeting to discuss their draft will be scheduled.
- We had our first of the quarterly AU staff meeting and it was well attended.

- We have an un-paid intern psych working with Jen Clark at Jenny Lind Elementary. She is in the process of completing her required 1200 hours of internship. Jen seems to be very pleased with her.
- Jennifer Robinson started her first complete year as the Bret Harte Workability Job Coach and she seems to be making good progress with the students and community members.
- One of our school psychologists; Valerie Karn is resigning due to family reasons and when CCOE advertised, we had thirty seven people apply for this position. Robin, Lisa Shaw, Connie Hale and Ingrid Olsen-Miller were on the interview team and interviewed seven applicants. Debbie Koehler is checking the team recommended applicant's references and if acceptable, this candidate will be offered the position.
- Robin also shared that there was only one applicant who applied for the Behavior Specialist position. That applicant was interviewed and was found unacceptable for the position. Robin and Debbie Koehler decided to continue to advertise for the position. She shared with the council members that many SELPAs are now requiring school psychologists to have their BCBA. At this time we are still contracting with Genesis Behavior Center, BEST and CVAP for their services due to the cases that still need this coverage. We currently do not have a school psychologist working towards their BCBA.
- Robin shared the Administrator's Accountability Matrix as there has been some revision in responsibilities between Robin and her program managers. She also mentioned that she is still looking for a CAC chairperson and in the meantime she has taken on that responsibility.

Andria Pyle:

Andria was not present as she had to attend a meeting at Valley Springs so Patty presented her report. Andria has taken on the responsibility of chairing the Low Inc. committee for the year. Patty shared that Andria has eight students in the AME Preschool, four students currently at the San Andreas Preschool with four new students coming soon and twelve students at Valley Springs Preschool. Patty shared that all of the programs are progressing well.

Patty Haskell:

Patty reviewed her responsibilities on the accountability matrix with the council members. She reminded the council that she has set up staff development training with Fresno Diagnostic; however, the training requires no fewer than twenty participants. Patty shared that the training topics that she chose for the year were according to the flyer that she sent out to staff requesting their input. She requested that the council members encourage staff to attend each inservice. Patty stated that she and Andria just attended another Pro Act recertification and in the future they will be working with Tuolumne County. Tuolumne County can only provide the training if both Patty and Andria are there. Patty shared that the next training is in February 2012 and she will notify staff as the date gets closer. Patty has also been working on staff development at the Calaveras River Academy this year. At her school sites there are ten students in the structured behavior class at BHHS with another student possibly coming in, eleven students in the structured behavior class at MTE and seven students in the structured class at MTE, with another possible student attending. Patty has been working with Joyce Peek from First 5 and they agreed to present at CAC for three of the four meetings scheduled. Patty shared how wonderful it is to work with this organization. They provide the advertisement, refreshments and assist with providing staff to cover the child care during the meetings. Patty stated that when we combine our trainings with First 5, the community attendance has been consistently good.

Patty also noted that she made sure to include some workshops regarding teenage subject matter. She asked the council to remind their staff that they are invited to attend any of the CAC meetings.

VIII. Finance Report

Claudia Davis provided a handout regarding the final AB 602 funding allocation report for 2010-2011. Revenues were basically unchanged from the projected report. She shared that she is maintaining a higher reserve (4%) for the 2011-2012 school year due to increased legal costs. She also stated that there are enough low incidence funds to carry the county through the year. In the past there was a concern that the funds would be depleted long before the year ended. She also shared that based on the current budget she does not see big changes in the pass through to the districts. Claudia stated that the State budget is predicting mid-year cuts and if the AB602 funding model changes districts can expect a decrease in funds for special education transportation and possibly regular education transportation. She will keep the council posted of such changes. Robin Searway explained that she is closely monitoring special education expenses to ensure that the AU stays within or below budget.

IX. Personnel and Payroll Report

Debbie Koehler was not present and there was no new information to share.

X. Comments from Council Members

Jill Bray asked the Superintendents if there was any board discussion regarding all districts switching to a modified traditional school year. The Superintendents shared that this subject has been on their agendas but no final decisions have been made at this time. It was noted that the Bret Harte District's teacher's contract has this as a negotiable item and in the past they have not wanted to change the school calendar. Another Superintendent shared that this would have to be united agreement by all the districts. This item will continue to be discussed with board members and staff.

XI. Comments from the Public

None

XII. Advance Planning & Adjournment

The meeting adjourned at 11:10 a.m.

Closed Session

Closed session began at 11:12 a.m. and ended at 12:10 p.m. with no action taken.

Next Executive Council Meeting

November 21, 2011 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)