SAN MATEO COUNTY SELPA GOVERNING BOARD

SELPA Governing Board
Tuesday, December 18, 2018
9:00 a.m. – 11:00 a.m.

San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065

Arroyo & Butano Rooms

MINUTES

1. **CALL TO ORDER**
   Board Member Rosas, Chair of the Board, called the meeting to order at 9:03 a.m.

2. **ROLL CALL**
   Board Members Ronan Collver, Nancy Magee, Michael Milliken, Joan Rosas, Amy Wooliever, and Kevin Skelly were present. Board Member Audra Pittman arrived at 9:09 a.m. and Board Member John Baker was absent.

3. **PERSONS WISHING TO ADDRESS THE BOARD**
   Board Member Rosas asked the audience if they wanted to address the Board on non-agenda items and read the statement for request to address the Board.

   Anjanette Pelletier, SELPA Associate Superintendent, stated that she received an email from a person who requested to speak before the Board, but the person who made the request was not able to arrive until after 9:20 a.m. The SELPA Associate Superintendent asked the Board if that person could speak as soon as he/she arrived; Board Member Rosas asked the Board and they all agreed that would be okay.

   At 9:27 a.m. Board Member Rosas announced that the person who requested to speak to the Board arrived. Ms. Rosas stated to the speaker he has three minutes to address the Board.

   Mr. Steven Davis, a father from a student from the San Mateo-Foster City School District, expressed concerns about the ADR (Alternative Dispute Resolution) program. He stated that as important as the program is, still a lot of people don’t know much about it in practice and it should be integrated in the IEP package by the district to make sure parents know about the program. If districts really believe in the power of ADR, then why can’t it be integrated in the IEP instead of going to due process or hiring expensive lawyers to resolve issues. Mr. Davis emphasized the importance and the benefit of the program and asked to make it accessible to parents for the benefit of their students.
4. CONSENT AGENDA

Information concerning the consent items listed below was sent to each Board Member prior to the meeting for their review. The items are approved as one action item. If there is a question or concern regarding a particular item from a Board Member or a member of the audience, that item may be withdrawn from the Consent Agenda.

4.1 Approval of Agenda for December 18, 2018

4.2 Approval of Minutes for October 30, 2018

Board Member Rosas called for a motion to approve the consent agenda and the board minutes as presented.

Board Member Magee made a motion to approve the agenda and the minutes as presented; Board Member Collver seconded. Board Members Collver, Magee, Milliken, Rosas, Wooliever and Skelly voted in favor; none opposed. Board Member Pittman was not present at the time of the voting and Board Member Baker was absent. Board Member Magee forgot that she was not present at the October meeting; therefore she abstained from voting on the minutes. Board Member Rosas pulled the two items apart.

Board Member Rosas called for a motion for item 4.1 to approve the agenda for December 18, 2018 as presented. Board Member Wooliever made a motion to approve the agenda as presented; Board Member Magee seconded. Board Members Collver, Magee, Milliken, Rosas, Wooliever and Skelly voted in favor; none opposed. Board Member Pittman was not present at the time of the voting and Board Member Baker was absent.

Board Member Rosas called for a motion for item 4.2 to approve the minutes for October 30, 2018 as presented. Board Member Kevin Skelly made a motion to approve the minutes as presented; Board Member Milliken seconded. Board Members Collver, Milliken, Rosas, Wooliever and Skelly voted in favor; none opposed. Board Member Magee abstained from voting. Board Member Pittman was not present at the time of the voting and Board Member Baker was absent.

5. PRESENTATIONS

5.1 Update on December 1 CASEMIS/CALPADS submission

The SELPA Associate Superintendent stated that the CASEMIS report was finalized yesterday and that is the first year that SELPA had zero warnings for IEPs, thanks to Karen Breslow’s and Manny Topacio’s monitoring of SEIS and working on fixing the errors on time. We had some challenges this year with CALPADS and the CASEMIS submission due to the transition of this report to CALPADS, but everything worked out fine.

Board Member Magee asked if the transition to CALPADS will be smooth for next year and years ahead; Karen Breslow, SELPA Coordinator, stated that it is a bit challenging right now but as with any new process, in the next and following years it will get better. SELPA is working with the CDE in ensuring that all the required data is available and processed on time.

The SELPA Associate Superintendent added that SELPA has a plan with several districts that do
nightly MIS integration with an IEP system and we’re going to do a study this year of the number of errors from those LEAs to see if the integration is worth it and if we should invest on it SELPA wide; if the second option is feasible, then we can get a reduced cost and submission of reports with accuracy and in a timely manner will be the result of this investment. We’ll provide more information about this in March or April so that we can recommend adding this item to the SELPA budget allocation plan.

5.2 **Presentation on Alternative Dispute Resolution Activities**

Karen Breslow, SELPA Coordinator, gave a presentation on the Alternative Dispute Resolution Program. She provided data from the past three years in implementation and utilization of the program as well as shared information about communications and ongoing training provided for and by staff related to ADR activities.

Board Member Skelly asked if these trainings go out of Special Education; the SELPA Associated Superintendent stated that she and Karen have facilitated meetings in the general education area and also in the SPED area; we have gone out to other SELPAs to provide training on Facilitated IEP and other related ADR topics.

6. **ACTION ITEMS**

6.1 **Approve updated Housing Plan Policy related to programs operated by SMCOE K-12 Services**

SELPA Associate Superintendent Anjanette Pelletier submitted an updated Housing Policy to the Administrators Council meeting to reflect the need of space for students placed in SMCOE operated programs housed on LEA sites to receive equitable treatment, access and resources while they receive services from SMCOE. The main adjustments were: 1) language adjustment regarding minimum number of students enrolled. It was previously four, now the minimum will be one student; 2) language adjustment was to extend the period of the facilities agreement between SMCOE and LEAs from one year to three years, unless otherwise agreed to by the parties; and 3) language adjustment made to the dispute resolution process to ensure that any communication or other challenges are worked out at the lowest level possible prior to coming to the SELPA Board.

The policy language was reviewed and approved by the Administrators Council on October 19, 2018 and again on November 16, 2018.

Board Member Rosas called for a motion to approve the Housing Plan Policy as presented. Board Member Skelly made a motion to approve the policy as presented; Board Member Collver seconded. Board Members Collver, Magee, Milliken, Rosas, Wooliever, Skelly and Pittman voted in favor; none opposed. Board Member Bake was absent.
7. **UPDATES**

7.1 **Senior SELPA Administrator’s Update**

The SELPA Associate Superintendent provided an update of the several projects she is currently working on. She also added that County Counsel Kathryn Meola moved to Sacramento and introduced Deputy County Counsel Jan E. Ellard who is replacing her.

7.2 **Board Member Comments**

Board Member Ronan Collver thanked Karen Breslow, SELPA Coordinator, for providing assistance to him and to his new Special Education staff at Brisbane School District.

7.3 **County Superintendent’s Report**

Board Member Magee, County Superintendent of Schools, provided an update of SMCOE programs/events. She also stated that there is a new Special Education Administrator who is overseeing the K-12 Program and the Early Learning Program; he comes from Alisal School District with lots of experience as Special Education Director.

8. **SPOTLIGHT PRESENTATION**

8.1 **Spotlight Presentation from the San Carlos School District**

Suzanne Webster-Morris and Calli Stamates from the San Carlos School District gave a presentation about their program on providing best practices to students with disabilities. This program is designed for preschool students with moderate to severe disabilities which uses augmentative communication tools so that all students can participate in the classroom.

9. **ADJOURN TO CLOSED SESSION**

Board Member Rosas was going to adjourn the meeting, but the SELPA Associate Superintendent stated that Mr. Steven Davis had another card that he didn’t turn in due to time constraints, but wanted to address Board briefly before the meeting is adjourned. Board Member Rosas agreed to give Mr. Davis a chance to address the Board bringing this item back to Persons Wishing to Address the Board.

At 9:57 a.m. Board Member Rosas announced that Mr. Steven Davis requested to address the Board. Mr. Davis asked the Board to help students by making the right decisions and by changing the system that will affect their lives positively; he as many other parents, worries about his child’s future and wonders what will happen to his student when he’s no longer there for him. He asked Board Members to think about this and make an impact in the kids’ lives and future.

Board Member Rosas called for a motion to adjourn the meeting at 10:00 a.m. Board Member Skelly made a motion to adjourn the meeting and Board Member Magee seconded. Board Members Collver, Magee, Milliken, Rosas, Skelly, Wooliever and Pittman voted in favor; none opposed.

**Next SELPA Governing Board Meeting – March 19, 2019**