April 22, 2020
(APPROVED MINUTES)

PRESENT: MCGREW, DAVIS JOINT UNIFIED SCHOOL DISTRICT
MACIAS, ESPARTO UNIFIED SCHOOL DISTRICT
MASSEY-CLOVER, WASHINGTON UNIFIED SCHOOL DISTRICT
AYÓN, WINTERS JOINT UNIFIED SCHOOL DISTRICT
FOSTER, WOODLAND JOINT UNIFIED SCHOOL DISTRICT
BURRONE, YOLO COUNTY OFFICE OF EDUCATION
ENGELKEN, YOLO COUNTY SELPA

ABSENT: None

STAFF: Lisa Young, Program Specialist, Yolo County SELPA

VISITORS: Ms. Andrea Hurst, Winters Joint Unified School District
Dr. Andre Phillips, Washington Unified School District

I. PAC MEETING CALL TO ORDER

Ms. Engelken officially called the meeting to order at 12:32 p.m.

II. CONSENT

Approval of April 22, 2020 Agenda
Approval of February 19, 2020 Minutes

A motion was made by Mr. Macias to approve the consent items.
Ms. Massey-Clover seconded the motion.

DISCUSSION: None.

AYES: McGrew, Macias, Massey-Clover, Ayón, and Foster.
NOES: None.
ABSENT: Burrone.

Motion carried unanimously.

III. RECOGNITION OF VISITORS/STAFF

Lisa Young, Program Specialist, Yolo County SELPA and Andrea Hurst, Winters Joint Unified School District were recognized. Sue Massey-Clover introduced Dr. Andre Phillips to the group sharing that he had recently been appointed as the Director for Special Education and Student and Family Support Services for Washington Unified School District as of July 1, 2020. The group congratulated Dr. Phillips and welcomed him to the PAC.
IV. **FISCAL/BUSINESS ISSUES**

4.1 **Discuss Low Incidence Requests**

Ms. Engelken shared the current process for approval of Low Incidence expenditures given the temporary COVID-19 school closure and need to ensure student access and use of appropriate technology or devices for the purpose of Distance Learning. She reminded the committee that the Low Incidence committee members approve items less than $500.00 in value, and are processing orders as they are aware in an effort to assist students learning from home. During the period of school closure, district directors will be contacted by the SELPA to ensure approval for any items above $500.00. Ms. Foster requested a backup text message for such approvals.

Ms. Burrone arrived to the Zoom meeting at 12:41 p.m.

V. **PROGRAM MONITORING & DEVELOPMENT**

5.1 **Discuss Distance Learning during the COVID-19 School Closure**

Ms. Engelken shared an update on the activities of the SELPA and program directors since the middle of March as schools were closed for in class sessions due to the COVID-19 pandemic. She shared a brief timeline of guidance received from the California Department of Education, the request for timeline waivers of the federal government and the IDEA, and the ongoing collaboration of the directors and support staff twice weekly. Guidance has included documentation of all contacts with families and students knowing there will be a need to determine loss of learning and potential requests for compensatory services once the school closures have been lifted. Ms. Burrone spoke to a need to begin to plan for those students who may resist returning to school, as well as the need to support families in the transition.

5.2 **Discuss Extended School Year during the COVID-19 School Closure**

Ms. Engelken facilitated a discussion with committee members regarding planning for Extended School Year given the potential need to extend Distance Learning for students requiring additional services in June to July. Directors gave input and expressed their plans for the upcoming ESY session.

5.3 **Discuss NPS Services during the COVID-19 School Closure**

Ms. Young shared information relating to NPS contracted services for those students enrolled in an NPS setting. A SELPA, members agreed that we would continue to pay for services with the NPS providers with the expectation that virtual learning continue for each of the students enrolled in an NPS setting. Directors reported out on progress in this area, expressing positive comments relating to the services and contacts initiated by the NPS staff. Most LEAs have staff that regularly check in with the NPS staff.
VI. SELPA POLICIES / PROCEDURES / COMPLIANCE

6.1 Discuss Targeted Monitoring Process and Timeline Extension

Ms. Engelken provided information on the extension of the timeline for three of Yolo SELPA LEAs engaged in the development of a Special Education Plan (SEP) for the second tier of monitoring. The timelines have been extended "at least 60 days" past the original date of September 16, 2020, giving districts an opportunity to focus on the necessary tasks related to the school closure and Distance Learning shifts in practice. Ms. Engelken reminded the group of the activity PAC completed earlier in the year to identify those performance areas which are at risk of future monitoring for each LEA.

6.2 Discuss DINC Error Corrections

Ms. Young reminded the committee of the modified DINC error correction process and the fact that we are no longer required to submit a DINC review to the CDE. She shared that the SELPA will pull data once again in May and work with individual districts to support the correction process. She reminded staff to using the delay reasons for meetings that are not held on time during the COVID-19 school closure. She shared that the SELPA office could help in monitoring the unaffirmed list. Directors expressed an appreciation for this type of support. Ms. Young is also scheduling a meeting in May with the special education data support staff, to review lessons learned from the CALPADS transition and DINC process.

6.3 Review SCIA Pilot and Policy

Ms. Young reviewed the documents included in the packet which describe the process piloted over the past year when IEP teams or team members request consideration of a special circumstance instructional aide. Directors gave input and expressed interest in moving this policy revision forward for action. Directors from Washington and Winters shared that the pilot process has been working well within their districts. Ms. Engelken addressed questions pertaining to the use of the policy, noting that it is intended to support and guide individual district practices, and not replace local and individual determinations. Mr. McGrew and Ms. Foster expressed interest in the alignment of practices which the proposed policy would provide. The policy revision will come before the committee in May for consideration and approval to take to the Superintendents' Council. Ms. Young shared that the initial workgroup expressed interest in training on the documents and process once the new policy was approved.

6.4 Discuss and Schedule Annual Private School Meeting

Ms. Engelken sought input from the directors regarding timing for the annual meeting with private school administrators. The group expressed interest in meeting late in the school year, or early summer. Ms. Engelken expressed support for this timeframe noting that the new proportionate share calculations will be available at that time. The SELPA office will schedule a meeting during the month of June.
VII. PROFESSIONAL DEVELOPMENT

7.1 Discuss SELPA PD Sessions Supporting Distance Learning

Ms. Engelken shared the shift in PD sessions during the school closures as well as the content areas requested by the districts. Ms. Young has provided support and training for districts on the amendment and annual review process when holding virtual meetings and she and Ms. Engelken have worked with districts to deliver a training for para professional staff. Ms. Ayon reported that the recent para professional training was well received by staff. Additional input was requested as to the needs of the districts. Districts are recognizing the need for refreshers on mandated reporting for staff as they engage with students virtually. Additional training for para professionals in navigating technology is needed and will move forward within the individual districts.

VIII. ROUND TABLE DISCUSSION

8.1 Hot Topics

No items were brought forward by directors although members expressed appreciation for the twice weekly PAC check in meetings noting the benefit of sharing out distance learning updates during this time. Elizabeth brought attention to a recent class action filing in the state of Hawaii on behalf of students with disabilities during the pandemic school closure.

IX. ADJOURNMENT

Meeting was adjourned at 1:34 p.m.

RECONVENE REGULAR SESSION

X. PAC/CBO JOINT ADVISORY COMMITTEE MEETING CALL TO ORDER

Meeting was called to order at 2:32 p.m.

Present: Patrick McGrew, Bruce Colby, Javier Macias, Rebecca Spiva, Sue Massey-Clover, Chris Mount-Benites, Kilee Lane, Sandra Ayón, Kathy Colagrossi, Rebecca Foster, Lewis Wiley, Jessica Bohatch, Crissy Huey, Veronica Moreno, Andre Phillips, Lisa Young and Elizabeth Engelken.

Absent: None.

XI. CONSENT

Approval of April 22, 2020 Agenda
Approval of February 19, 2020 Minutes

Mr. Colby made a motion to approve the consent items.
Mr. McGrew seconded the motion.
DISCUSSION: None.

AYES: Colby, Spiva, Lane, Colagrossi, Wiley, Huey, McGrew, Macias, Foster, Massey-Clover, Burrone, Ayon.

NOES: None.

ABSENT: None.

Motion carried unanimously.

XII. RECOGNITION OF VISITORS/STAFF

Mr. Mount-Benites introduced Dr. Andre Phillips to the Joint Advisory committee members sharing that he would be serving as Washington Unified’s Director of Special Education and Student Services, beginning July 1, 2020. Dr. Phillips was welcomed to the group.

XIII. PROGRAM MONITORING & DEVELOPMENT

13.1 Review 2019-2020 YCOE Regional Off the Top and Fee for Service Program Costs and AB 602 Allocations

Ms. Moreno thanked Ms. Young for navigating the documents on the Zoom platform and referenced the regional cost estimates in the packet. Estimates are aligned with the second interim timeline and the October 2 pupil count which was certified in January. She directed attention to the fee for service costs and then explained the equalization adjustment, noting that Esparto is receiving a small equalization factor. The summary page includes the $7.8 million net amount to be allocated to the districts. The SELPA is estimated to receive $6.1 million in property taxes. As the off the top programs cost $6.3 million, there are no property taxes to be allocated out.

CBOs and staff asked clarifying questions regarding the calculations and summaries which were addressed by Ms. Moreno. Mr. Colby noted the change in estimates of AB 602 allocations relating to the expenditures in fee for service. Mr. Colby and Ms. Moreno discussed the timing of districts receipt of these estimates. Ms. Moreno shared that she will develop a comparison document noting the changes in each column. She will bring back a proposal to provide earlier estimates following discussions with business staff. Mr. Mount-Benites requested assistance in reconciling the shifts noting time set aside to work with the SELPA and YCOE business staff.

Ms. Moreno reviewed the SELPA funding calculation which is accessed on the CDE website, including the program apportionment summary. The total SELPA apportionment is $17.1 million.
13.2 Discuss AB 602 Funding

Ms. Huey discussed the conservative guidance necessary in projecting estimates for the 2020-2021 budget. She stated that it may be August or September before changes due to the COVID-10 pandemic are realized within budget projections.

Ms. Moreno reminded CBOs that they are not recommending using the estimates provided from the Governor’s January budget proposal, but instead use the 2019-2020 estimates provided in today's packet. After the May Revise, an update will be provided which may still be premature given the current state of the pandemic.

XIV. SELPA POLICIES/PROCEDURES/COMPLIANCE

14.1 Discuss Annual Service and Annual Budget Plans

Ms. Engelken reviewed the work of the Local Plan workgroup in revising the Governance section of the Local Plan, as well as the annual requirement for an Annual Service and Budget Plan. Ms. Moreno first reviewed the Annual Budget Plan and the new template to report annual revenue and expenditures. The expenditures well exceed revenue, noting a local contribution of 66%.

Ms. Engelken reviewed the Annual Service Plan which lists and defines each of the services available for students with disabilities, per IEP, across Yolo County SELPA. She described the example of a Speech and Language service to depict the format of the new template. She described the review and approval process for the Governance, Service and Budget plans and sought a motion to move the plans to the Superintendents’ Council for approval.

**Mr. Colby made a motion to move the Annual Service and Budget plans to the superintendents for approval.**

**Mr. McGrew seconded the motion.**

**DISCUSSION: None.**

**AYES:** Colby, Colagrossi, Spiva, Wiley, Mount-Benites, Huey, McGrew, Macias, Foster, Massey-Clover, Burrone, Ayon.

**NOES:** None.

**ABSENT:** None.

**Motion carried unanimously.**

14.2 Review IEE Rates and Guidance

Ms. Engelken reviewed the policy in the packet and the rate page which will now become an attachment for use across the SELPA. No changes in the policy have
been recommended at this time. The rate page will be updated every other year to ensure current information and support in keeping IEE costs down.

14.3 Review State Master Contract for 2020-2021

The Master Contract for the 2020-2021 school year was presented for district use. Mr. Colby asked if there was a means to ensure contracted services across the summer months. Ms. Young shared that this has been a frustration for other districts. The SELPA will review options to assist with this issue.

XV. SELPA REPORT / INPUT ON FUTURE AGENDA ITEMS

15.1 State SELPA Report

Ms. Engelken referenced the Power Point summary of State SELPA and CDE updates, including fiscal and legislative areas of interest. Ms. Lane asked about the preschool dollars received in the current year. Ms. Engelken shared information that it is unlikely that we will receive these dollars, as they were initially set as one time dollars, with the January budget set to roll them into the enhanced ADA amount. As the January budget proposal is now severely impacted by the COVID-19 pandemic, all one time dollars appear to be off the table for funding.

15.2 Group Input

No input was received.

XVI. ADJOURNMENT

The meeting was adjourned at 3:39 p.m.

DATE, TIME, AND PLACE OF NEXT MEETING(S):
Wednesday, May 20, 2020
12:30 PM – 2:15 PM Program Administrators Committee (PAC) Meeting
2:30 PM – 3:30 PM PAC/CBO Jt. Advisory Committee Meeting
YCOE Conference Center, Suite 120, 1280 Santa Anita Ct., Woodland, CA

Respectfully submitted by Elizabeth Engelken, Yolo County SELPA