PROGRAM ADMINISTRATORS’ COMMITTEE (PAC)
CHIEF BUSINESS OFFICIALS (CBOS)

September 18, 2019
(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
BURLERONE, YOLO COUNTY OFFICE OF EDUCATION (YCOE)
ENGELKEN, YOLO COUNTY SELPA

ABSENT: None

STAFF: None

VISITORS: None

I. PAC MEETING CALL TO ORDER

Ms. Engelken officially called the meeting to order at 12:34 p.m.

II. CONSENT

Approval of September 18, 2019 Agenda
Approval of August 21, 2019 Minutes

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

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

DISCUSSION: None.

Motion carried unanimously.

III. RECOGNITION OF VISITORS/STAFF

No visitors or staff were present.

IV. FISCAL/BUSINESS ISSUES

4.1 Consider Low Incidence Requests

Members reviewed the low incidence requests.
A motion was made by Ms. Massey-Clover to approve the low incidence requests.

Mr. McGrew seconded the motion.

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

DISCUSSION: None.

Motion carried unanimously.

V. PROGRAM MONITORING & DEVELOPMENT

5.1 Discuss ADR Professional Development

Ms. Engelken discussed the ADR conference in March. Per earlier discussions, she asked directors for their recommendations for staff to attend. This year, the focus of the conference will be on mindfulness as well as alternative dispute resolution.

5.2 Review Projections for Yolo SELPA Programs

Ms. Burrone recently provided information to the directors on the YCOE programs. There were no questions.

2:15 p.m. Ms. Foster reported that the regional classes in Woodland JUSD are impacted. The district is currently splitting some of the classes to reduce the class sizes. She shared that Woodland is working on long term balancing of regional program sites and the resources to support them.

5.3 Discuss Horizon Program Name

Ms. Burrone opened a discussion about possibly changing the name of the YCOE Horizon program to something more school and community related, i.e. YCOE Whitehead Elementary Program or YCOE Woodland High School Program.

Directors were supportive however they stressed that a name change is only one part of the transition and a shift in the mindset of staff, parents, students, etc. will be paramount to bring about the positive change desired. The committee brainstormed ideas to impact student and staff perceptions. Jessica will be working with YCOE staff and will bring this back to PAC for future consideration.

Ms. Engelken shared, because of special education accountability indicators on the Dashboard, YCOE is proposing an additional CDS code for the YCOE programs. The current CDS code would be used for programs which serve students with functional and life skill oriented goals and objectives, while the new
5.4 WJUSD Regional Program Workgroup Update

Ms. Ayón, Mr. Macias, and Ms. Engelken will meet with Ms. Foster to look at the policy regarding staffing guidelines and to help Woodland address concerns around some of their regional programs.

Ms. Foster arrived at 12:52 p.m.

VI. SELPA POLICIES / PROCEDURES / COMPLIANCE

6.1 Discuss PIR Plan Refinements; SELPA Mid-Year Support

Ms. Engelken provided directors with individualized information for their PIR plans. CDE is looking closely at these and, if districts are selected by CDE for further review, Ms. Engelken offered to work with each district to help refine their plans.

6.2 Share Disproportionality Self Review Training Documents

October 31, 2019 is the deadline for the corrected disproportionality documents. Ms. Engelken discussed the requirements from CDE and the possibility of a self-review. Directors should receive an e-mail with a link and a pin to enter to begin the self-review process. The role of the SELPA is to help directors meet the timelines, interpret protocols, and support districts during the process.

6.3 Local Plan Rewrite

Ms. Engelken shared that AB 605 was signed into law requiring every SELPA to rewrite their Local Plan per a new template. Recommendations for the rewrite will ultimately be reviewed by CAC, PAC and Joint Advisory, and the Superintendents’ Council.

Ms. Engelken shared the needs in terms of composition for the committee to review the existing plan and support the rewrite process. She asked for volunteers from the committee along with district and CAC members.

6.4 Discuss Private School Assessment and Service Delivery

The current private school policy was included in the packet for review. According to the policy, SELPA is to disperse a proportionate share of funds for parentally placed students in a private setting. Ms. Engelken provided the specific amounts to each of the districts.

According to the current policy, LEAs should locate, identify and assess all the school-aged children with disabilities attending private schools who are in need of special education services in the service area of the districts where the private school is located.
However, for preschool-age children, the district of residence shall locate, identify and assess all private preschool-age children with disabilities who are in need of special education services.

Members discussed the types of services they provide to private school students, how that is working for parents and staff, and how to most effectively provide the services within the private school funding apportionment amounts.

6.5 SELPA Surrogate Parent Update

Ms. Engelken reported that our SELPA currently has two surrogate parents who are trained and willing to assist districts when the need for a surrogate occurs. She said the SELPA would like to have additional volunteers and asked the directors to contact anyone that might be interested.

6.6 Discuss District CAC Appointments

The current CAC membership list was provided. Members reviewed the list and will provide Board Minutes showing approvals of new or re-instated members.

VII. PROFESSIONAL DEVELOPMENT

7.1 Discuss Disproportionality/Equity/Discipline PD

Ms. Engelken asked members to suggest types of trainings they would like the SELPA to provide in the areas of disproportionality, equity, or discipline.

7.2 Share Recent Due Process Case Factors

Ms. Engelken discussed recent due process cases in California that focused on the issues of LRE and offers of FAPE. A Power Point presentation was included in the packet which reviewed key standards at the federal and state level to consider when addressing LRE, along with two recent, local decisions from OAH.

7.3 State SELPA Program Report

The focus from State SELPA was supporting English Learners who have learning disabilities. SELPA will be offering a workshop on Oct. 9th, “Educating English Learners with Disabilities.”

There will also be a free Accountability System of Support session, through School Services, at YCOE on December 12th. All administrative, special education and general education staff are encouraged to attend.

VIII. ROUND TABLE DISCUSSION

8.1 Hot Topics
Ms. Burrone said her office has created an IEP checklist, one for administrators and one for teachers, which follows the IEP and makes sure all boxes are checked. She offered to share this resource with the PAC members. Her office has also developed an IEP master list and has scheduled the IEPs for the school year. Directors and their staffs will be notified when one of their students has an IEP scheduled this year.

IX. ADJOURNMENT

Meeting was adjourned at 2:07 p.m.

RECONVENE REGULAR SESSION

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

Meeting was called to order at 2:38 p.m.

Present: Patrick McGrew, Javier Macias, Sue Massy-Clover, Kilee Lane, Sandra Ayón, Rebecca Foster, Lewis Wiley, Jessica Burrone, Crissy Huey and Elizabeth Engelken.

Absent: Davis CBO, Esparto CBO and Winters CBO.

XI. CONSENT

Approval of September 18, 2019, 2019 Agenda
Approval of August 21, 2019 Minutes

There was no quorum present, no vote was taken on these items.

XII. RECOGNITION OF VISITORS/STAFF

Veronica Moreno, Director External Business Services, YCOE

XIII. PROGRAM MONITORING & DEVELOPMENT

13.1 Discuss 2018-2019 Residential Cost Pool Excess

Ms. Engelken reviewed the current distribution of mental health funds and the residential cost pool funds. In the current policy for mental health funds, the pool can be used to reimburse for first time residential costs since these are not expenses that an LRE could have previously planned for or budgeted. This year there were no requests for reimbursement for first time residential placement.

The current mental health policy was newly updated last year and does not clearly address how any unused funds will be disbursed or if they will be held as carryover. Staff will revise the policy and bring suggested language back to the group.

Members discussed possible options for the remaining $300,000 in the mental health pool:
 Allocate it out to the districts and require districts to provide documentation of expenses beyond the original estimates.

- Hold the $300,000.00 in the pool, thus not requiring districts to fill the pool for the current school year.

Jessica Burrone left the meeting at 2:47 p.m.

Members indicated they would prefer to keep the remainder of $300,000 in the pool and therefore receive a higher estimated amount for the 19-20 mental health funding.

Ms. Engelken shared that she will plan to discuss first time Residential Cost pool expenditures each May, as districts will then be aware of their need to access the pool at the time of reconciliation.

**13.2 Discuss Budgeting Mental Health Expenditures**

Ms. Moreno said if districts are only budgeting up to final allocations they can continue to do that. But, she also suggested that everyone keep track of all possible mental health expenditures which are documented on an IEP.

**XIV. SELPA POLICIES/PROCEDURES/COMPLIANCE**

**14.1 Discuss CALPADS Reporting**

Ms. Engelken said the SELPA hosted a webinar on the CALPADs reporting. CALPADS staff from each district were represented at that meeting. This year October 2nd is the data upload date (used to be December 1). She said this first year will be a challenging transition and it will require frequent support and communication.

**14.2 YCOE Special Education CDS Code**

Ms. Engelken shared that YCOE will be requesting an additional CDS code, one for their academic programs and one for their functional and life skill based programs. This request is prompted by the district of accountability designation and the CDE Dashboard reports. This item will come forward for action at next month’s Joint Advisory.

Members asked, as this is moved forward, to be provided a list of which programs will fall under which CDS code.

**14.3 State SELPA Fiscal and Legislative Report**

Ms. Engelken distributed information regarding new Assembly Bills and discussed each of them briefly.

The equalization of base funding will go to the districts of residence as unrestricted dollars. For the preschool grant funding, the allocation will be based
on preschool students with disabilities (Dec. 1, 2018). Ms. Engelken suggested
this money be viewed as one-time funding and districts may wish to backfill the
general fund contribution as further clarification regarding the performance and
compliance requirements for ongoing funding is forthcoming.

XV. INPUT ON FUTURE AGENDA ITEMS

11.1 Group Input

None received.

XVI. ADJOURNMENT

The meeting was adjourned at 3:16 p.m.

DATE, TIME, AND PLACE OF NEXT MEETING(S):
   Wednesday, October 16, 2019
   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 Vinceena Irgens, SELPA Administrative Assistant