

# SUPERINTENDENTS GOVERNANCE COMMITTEE TULARE COUNTY MASTER PLAN FOR SPECIAL EDUCATION

## MINUTES

February 23, 2010

The Superintendent's Governance Committee met on Tuesday, February 23, 2010, in the Board Room of the Tulare County Office of Education.

**MEMBERS PRESENT:** **Howard Berger**, Superintendent, Tulare Joint Union High; **Stan Carrizosa**, Superintendent, Visalia Unified; **Luis Castellanoz**, Superintendent, Tulare City Elementary; **Dr. Joe Hernandez**, Superintendent, Dinuba Unified; **Janet Jones**, Superintendent, Farmersville Unified; **Janet Kliegl**, Superintendent, Lindsay Unified; **Terri Rufert**, Superintendent, Sundale Union Elementary; **Dr. Marcella Smith**, Superintendent, Earlimart Elementary; **Sue Sherwood**, Superintendent, Three Rivers Union Elementary; **Jim Vidak**, County Superintendent, Tulare County; and **Dr. Marilyn Rankin**, Assistant Superintendent/SELPA Administrator, Tulare County.

**MEMBERS ABSENT:** **Tim Hire**, Superintendent, Woodlake Union; **Dr. Carolyn Kehrli**, Superintendent, Cutler-Orosi Unified; **Dr. Gary Mekeel**, Superintendent, Burton Elementary; **Dr. John Snaveley**, Superintendent, Porterville Unified; and **Renée Whitson**, Superintendent, Exeter Union.

**OTHERS PRESENT:** **BURTON ELEMENTARY:** **Cheyenne Ruffa**, Principal, Summit Charter School and **Brian Ward**, District Psychologist; **PLEASANT VIEW ELEMENTARY:** **Collin Bromley**, Superintendent; **TULARE CITY ELEMENTARY:** **Joyce Nunes**, DOSE Representative to SGC; **TULARE COUNTY OFFICE OF EDUCATION:** **Patty Blaswich**, Director, Internal Business Services, **Maxine Epperson**, Program Manager, Bright Start Parent/Infant Program, **Norma Erwin**, Parent Liaison; and **Kaye van Gilluwe**, Administrator, Student Support Services.

**PUBLIC COMMENTS:** Janet Jones, Chairperson, opened the meeting to public comment. No public comment was made.

**INTRODUCTIONS:** Janet Jones, Chairperson, indicated there were two guest superintendents invited to the meeting. Thomas J. Giampietro, Superintendent, Monson-Sultana Joint Union Elementary School District was unable to attend. Janet introduced Collin Bromley, Superintendent, Pleasant View Elementary School District to the group and thanked him for attending.

**REVIEW OF SGC PACKET:** Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, reviewed the Superintendent's Governance Committee agenda packet with the superintendents. Items included were:

- CASEMIS Special Education Enrollment Data – February – Marilyn indicated the report is a quick view of trends and the philosophy utilized in each district. Later in the agenda, additional information will be provided on related services for students on the Autism spectrum.

- OAH Case No. 2009040443 – Exeter Union School District – Marilyn highlighted findings from this case and complimented both Renee Whitson and TCOE staff on being competent and credible witnesses.
- Fagen Friedman & Fulfroost, LLP – *CDE Issues Guidance on CAHSEE Exception*.
- Nomination Letters for CAC Recognition – Superintendents were asked to nominate anyone who has provided exemplary service to special education students.
- Marilyn also shared that Dinuba Unified staff will attend the State SELPA Administrator’s Meeting in March to present their successes with the Rtl model.

## **GUEST PRESENTERS:**

Kaye van Gilluwe, Administrator, Student Support Services and Assistant SELPA Director, introduced **Burton Elementary School District Staff, Cheyenne Ruffa, Principal, Summit Charter School and Brian Ward, District Psychologist. Cheyenne and Brian presented to the superintendents the implementation of the Rtl process at the Summit Charter School.** Cheyenne shared how Burton Elementary School District got started at one site, Summit Charter School, with the Rtl model. Once successful at this site, they plan to continue to implement Rtl district-wide. She indicated they offer screening, interventions and progress tracking both in English and Spanish. The Charter School utilizes a universal screening approach of all students using Aimsweb. Much of the success is due to the heavy parent involvement. Cheyenne indicated they provide parents with a monthly newsletter, parent guides, both in English and Spanish, and they also provide a great deal of information on the District website. She indicated the school has replaced the Student Study Teams (SSTs) with Problem Solving Teams. They provide data to back each student’s progress. Cheyenne indicated that buy-in by the general education staff is essential. They have staff development for all site teachers and provide a great deal of collaboration between general education and special education staff. The interventions include Voyager, Read Naturally, and Road to the Code. They use pull-out interventions for reading and some push-in support for Math. Brian presented further information to the superintendents on Rtl in the Dual Immersion Program. He also indicated they utilize both Palm Pilots and Web-Based Scoring to collect data. The District’s goal is to have full implementation district-wide in three years.

**Maxine Epperson, Program Manager, Bright Start Parent/Infant Program, gave a presentation on embedding speech and language services into the curriculum versus direct pull-out service. Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator added to this presentation by reviewing a summary of related services provided countywide.** Maxine gave an example of taking a language goal from the IEP objectives and building it into the daily lesson plan. This not only benefits one student, but the entire class. She indicated communication with parents is the key to relieving their anxiety over direct service versus embedded curriculum. By distributing learning opportunities over the entire day, students actually receive more service than provided by just 20 minutes a day direct services. Marilyn reviewed a summary of related services provided in each district by disability. Concentration was on speech and language services provided to students on the Autism spectrum. Stan Carrizosa noted that this discussion should serve as an intersection for redirection on the type of interventions we are providing.

**APPROVAL OF MINUTES:** Minutes from the November 17, 2009 Superintendent's Governance Committee Meeting were presented for approval.

***A motion was made by Janet Kliegl and seconded by Stan Carrizosa to approve the minutes as presented. The motion carried unanimously.***

**TULARE COUNTY/DISTRICT SELPA ANNUAL BUDGET PLAN FOR 2009-2010:**

Patty Blaswich, Director, Internal Business, presented the SELPA's Annual Budget Plan for 2009-2010 on the template required by CDE. The annual budget plan will be presented at a public hearing before the County Board at their March meeting for adoption and will then be submitted to CDE by the March 31<sup>st</sup> deadline.

***A motion was made by Stan Carrizosa and seconded by Sue Sherwood to approve the SELPA Annual Budget Plan for 2009-2010 as presented. The motion carried unanimously.***

**TULARE COUNTY/DISTRICT SELPA ANNUAL SERVICE PLAN FOR 2009-2010:**

Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, presented the SELPA's Annual Service Plan for 2009-2010 on the template required by CDE. All service descriptors have been adopted by the Tulare County/District SELPA. The annual service plan will be presented at a public hearing before the County Board at their March meeting for adoption and will then be submitted to CDE by the March 31<sup>st</sup> deadline.

***A motion was made by Sue Sherwood and seconded by Stan Carrizosa to approve the SELPA Annual Service Plan for 2009-2010 as presented. The motion carried unanimously.***

**CASEMIS REPORT:** Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, reviewed the following items related to enrollment and staffing.

- Three-year history for number of severely handicapped students served by the County office – The enrollment has declined 37 students from prior year. Marilyn indicated she will be reviewing the severely handicapped entrance/exit criteria as well to ensure consistency.
- Teacher to student ratio in severely handicapped classrooms – The current ratio is 1:11.4.
- Ratio of FTE Instructional Assistants to students in severely handicapped classrooms is 1: 5.3.
- Ratio of total staff to students in severely handicapped classrooms is 1:3.6 The goal is to operate the SH programs with an average staff ratio to students of 1:4.

**PARENT LIAISON REPORT:** Norma Erwin, Parent Liaison, shared with the superintendents a success story created through the efforts of the parent liaison staff. Her staff has been very successful in helping parents understand special education and ensure the success of their child.

**STATE OF THE SELPA REPORT:** Dr. Marilyn Rankin highlighted the following characteristics of the SELPA:

- Success with Rtl and districts are to be commended. The proof of the effectiveness is the low identification of students identified as handicapped SELPA wide.
- Success with the utilization of the Communication Severity Scale for determination of speech and language eligibility.
- Success in using psychologists as a part of the Rtl process by assisting with interpretation of the on going progress monitoring data that guides the instructional program in the Rtl model.

- Success in using psychologists to assist with behavior programs and design of behavior support and intervention plans
- Success in offering a school based option for in home ABA services through the Bright Future Program.
- Success in having few Due Process hearings and few State complaints filed
- Success in having a majority of districts financially “whole” with their special education allocation while providing appropriate special education services to eligible students
- Success in improving the transition of 3 year old students exiting Bright Start to the district Pre Schools
- Success in developing service models that increase effectiveness of related services (speech and language, occupational therapy, physical therapy, adaptive physical education) to students by imbedding the service in the classroom curriculum.

Information regarding a collaborative effort headed by the Fresno County Office of Education and CalTAC to provide in depth training for staff on positive behavioral interventions and support (PBIS) was reviewed. The training is targeted at addressing the social/emotional needs of students in a school-wide climate. Districts can be a part of this training by forming school teams and participating in a three-year training program. Stan Carrizosa indicated this program is a good opportunity to train staff on positive behavior supports.

**FUNDING UPDATE:** Patty Blaswich, Director, Internal Business Services, reviewed with the superintendents a spreadsheet showing the amount each district has spent from the Federal Preschool Grant and the Preschool Local Entitlement including the percentage expended to date. These funds must be exhausted by September 30, 2010. She also presented an updated MOE Threshold that included the increase in the PL 94-142 funding of roughly \$5.00 per ADA. Patty asked that the Directors of Special Education review their expenditures related to services provided to parentally-placed private school students and ensure these expenditures are applied against the proportionate share of federal funds allocated for this purpose.

**DOSE REPORT:** Joyce Nunes, representative from the Directors of Special Education Committee to the Superintendent’s Governance Committee, reported on the December and February DOSE meetings (*See December 7, 2009 and February 1, 2010 minutes*). Key items discussed outside the items covered at SGC were the Child Find update presented by Norma Erwin, Parent Liaison, which included questions and answers that can be utilized when receiving phone calls related to the Child Find. Ron Pekarek, Director, Bright Future Program, gave a presentation on SELPA-approved behavior interventions. There was also a presentation on how occupational and physical therapy services can be embedded into the curriculum. The Directors were provided with information on the new Autism authorization through CTC. The outcome is still uncertain as the State SELPA administrators will be addressing concerns with CDE at their upcoming meeting. The County office is also looking at providing some classes in lieu of teachers needing to enroll in a university course. The superintendents requested sample letters which could be submitted to CDE to request that local SELPA training be acceptable and also a possible waiver to the added authorization to allow staff time to acquire the needed credits.

## **PROPOSED 2010-2011 SUPERINTENDENTS GOVERNANCE COMMITTEE**

**MEETING DATES:** Janet Jones, Chairperson, reviewed the proposed dates for the 2010-2011 Superintendents Governance Committee meetings.

***A motion was made by Janet Kliegl and seconded by Dr. Joe Hernandez to approve the 2010-2011 Superintendents Governance Committee Meeting Dates as presented. The motion carried unanimously.***

## **SELPA POLICY #7073 – BEHAVIORAL INTERVENTIONS FOR SPECIAL EDUCATION STUDENTS (FIRST READING):**

Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, presented to the superintendents for a first reading, SELPA Policy #7073 – Behavioral Interventions for Special Education Students along with the more detailed accompanying procedures. This is a new policy as the use of behavior interventions is a high focus area in the State. Use of prone containment or any restraint that restricts or impedes breathing is prohibited. The new procedures are aligned with pending Federal legislation. The policy will be brought to the superintendents at their March meeting for a second reading and approval before being submitted to the County Board for adoption.

## **SELPA POLICY #2520 – SPECIAL EDUCATION LITIGATION AND DUE PROCESS**

**HEARING COSTS (SECOND READING):** Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, presented to the superintendents SELPA Policy #2520 – Special Education Litigation and Due Process Hearing Costs for a second reading and approval. This policy was revised to eliminate the deductible per year requirement for those due process cases that cross fiscal years.

***A motion was made by Sue Sherwood and seconded by Terri Rufert to approve the revision to SELPA Policy #2520 to only include the district deductible requirement on a per filing basis. The motion carried unanimously.***

**CAC LUNCHEON – SAVE THE DATE!:** Janet Jones, Chairperson, reminded the superintendents that the Joint Luncheon of the Community Advisory Committee, Superintendents Governance Committee, and Directors of Special Education will be held on **Wednesday**, May 12, 2010, at 12:00 Noon at the Holiday Inn.

**ADVANCED PLANNING:** Janet Jones, Chairperson, requested from the superintendents agenda items for the March SGC meeting. Further information on the newly added Autism Authorization was requested.

**NEXT MEETING:** The next meeting will be held on Tuesday, March 23, 2010, at 12 noon in the Board Room of the Tulare County Office of Education.

**HANDOUTS:** AGENDA ITEM HANDOUTS: RtI Plan for Summit Charter School; How Many Tiers are needed for Response to Intervention to achieve acceptable prevention outcomes Flowchart; Related Services Summary by Service, District, and Disability Category; Draft minutes of the November 17, 2009 Superintendent’s Governance Committee meeting; Tulare County/District SELPA Annual Budget Plan; Tulare County/District SELPA Annual Service Plan Service Descriptors; Three-Year Comparison Graph of Special Education Severely Handicapped Enrollment; Student to Teacher Ratio in SH Classrooms; Ratio of Instructional Assistants and Staff to Students in SH Classrooms (Student to Total Staff Ratio); Local PBIS Trainer/Evaluator Agreement Form; Positive Behavior Interventions and Supports/California Technical Assistance Center (CaITAC) Training Date Summary; Positive Behavior Interventions and Supports School Team Application Form; Positive Behavior Interventions and Supports School Team/Coach Training Agreement Form; Save the Date School Teams PBIS Kick-Off Training – Robert Horner, Ph.D.; Preschool Allocations 2009-2010 with Carryover–Amended 2/1/2010; Special Education Allocations including Updated PL 94-142 MOE Threshold–Updated 2/28/2010; Proposed Superintendents Governance Committee Meetings 2010-2011; SELPA Policy #7073 – Behavioral Interventions for Special Education Students including accompanying Procedures (First Reading); and SELPA Policy #2520 – Special Education Litigation and Due Process Hearing Costs (Second Reading).

MISCELLANEOUS HANDOUTS: CASEMIS Special Education Enrollment Data – February; OAH Case No. 2009040443 – Exeter Union School District Decision Summary; Fagen Friedman & FulFrost, LLP – *CDE Issues Guidance on CAHSEE Exemption*; and Nomination Letters for CAC Recognition at Joint Luncheon.

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Janet Jones, Chairperson  
Superintendents Governance Committee

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Marilyn Rankin, Chief Administrative Officer  
Superintendents Governance Committee