

SUPERINTENDENTS GOVERNANCE COMMITTEE TULARE COUNTY MASTER PLAN FOR SPECIAL EDUCATION

MINUTES

March 23, 2010

The Superintendent's Governance Committee met on Tuesday, March 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; **Tim Hire**, Superintendent, Woodlake Union; **Janet Jones**, Superintendent, Farmersville Unified; **Dr. Carolyn Kehrli**, Superintendent, Cutler-Orosi Unified; **Janet Kliegl**, Superintendent, Lindsay Unified; **Terri Rufert**, Superintendent, Sundale Union Elementary; **Sue Sherwood**, Superintendent, Three Rivers Union Elementary; **Dr. Marcella Smith**, Superintendent, Earlimart Elementary; **Dr. John Snavelly**, Superintendent, Porterville Unified; **Renée Whitson**, Superintendent, Exeter Union and **Dr. Marilyn Rankin**, Assistant Superintendent/SELPA Administrator, Tulare County.

MEMBERS ABSENT: **Dr. Gary Mekeel**, Superintendent, Burton Elementary; and **Jim Vidak**, County Superintendent, Tulare County.

OTHERS PRESENT: **TIPTON ELEMENTARY:** **Chris Griesbach**, Superintendent; **TULARE CITY ELEMENTARY:** **Joyce Nunes**, DOSE Representative to SGC; **TULARE COUNTY OFFICE OF EDUCATION:** **Patty Blaswich**, Director, Internal Business Services, **Enid Brinkman**, Credentials and Retirement Supervisor; **Norma Erwin**, Parent Liaison; **Cara Peterson**, Program Manager, Preschool Program; 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. Rob Hudson, Superintendent, Alpaugh Unified School District was unable to attend. Janet introduced Chris Griesbach, Superintendent, Tipton Elementary School District to the group and thanked her for attending. Chris indicated they are a single school district of about 600 ADA K-8. They receive special education support through the county office and have one special education teacher, one aide, and speech and language services two half days a week. Chris shared the struggle her district has had with one student on the autism spectrum. Bright Future has been assisting, but the child seems to be regressing. Sue Sherwood, Superintendent, Three Rivers Union Elementary, shared a similar experience in her district. Chris also indicated her general education teachers are getting trained in Autism specific areas.

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 – March
- Related Services Email Correspondence – Marilyn shared an email received from Scott Aldrich, Program Manager, Speech and Language Services, regarding TCOE’s self-look at related services. Marilyn complimented the response indicating Scott is a good example of strong leadership which the districts may access. The main focus of the email was that we need to pay close attention to the current research indicating collaborative consultation is a better service delivery model for many autistic children needing speech and language intervention.
- Marilyn reviewed case law both in California and Maryland that supported embedded curriculum as a methodology beneficial to student.
- Included in the packet was an invite from Central California Diagnostic Center to attend an “Afternoon Tea” at Fresno Pacific where Sally Rogers, UC Davis M.I.N.D. Institute, and Autism expert will be speaking.

GUEST PRESENTERS:

Enid Brinkman, Credentials and Retirement Supervisor, TCOE Human Resources presented the superintendents with information on the six Added Authorizations for Special Education including the Authorization on Autism. Enid shared that the Commission on Teacher Credentialing (CTC) added these authorizations to allow flexibility for LEAs to assign teachers to serve students in more than one special education specialty area and for teachers to be appropriately assigned in a class with students needing services in more than one special education specialty area. The LEA is still responsible to determine how services will be provided as dictated on the IEP. Enid understands that the CTC will be fairly lenient in implementing these provisions. She also explained that under EC 44265.1, there is an assignment option where if a teacher has provided full-time instruction for at least one year prior to September 1, 2007, in a special education program that serves pupils with autism, he/she would only be required to take 3 semester units covering Autism education to obtain the authorization. The same is true if the teacher has provided full-time instruction for at least one year prior to 9/1/07, in a special education program that serves pupils who are three and four years of age with autism, the person would need 3 semester units in early childhood education to qualify. DOSE will be kept informed of any new information regarding these authorizations. Kaye van Gilluwe shared she has been negotiating the cost of different program options. These include the IMPACT Program as well as local universities. CTC may also come out with equivalencies in which staff that has attended TCOE staff development in-services may get credit. Kaye also shared that COS has added the Autism Paraprofessional Competency Certification to their fall catalog. This means anyone completing the TCOE program will also get 2 units of credit at COS. Renee Whitson noted that Exeter pays their aides an additional stipend for obtaining this certification as an incentive to obtain.

Cara Peterson, Program Manager, Preschool Program, reviewed with the superintendents the preschool referral requirements including when a full assessment may not be necessary. Cara reviewed the enclosure which outlined the process for referrals to preschool. The referral may come from a parent, outside agency, physician, etc. The district then has 15 days to observe the child including interviews with adults working with the child and determine the outcome of the referral. If the determination is either General Education or the Rtl Program is appropriate then no formal assessment is needed and a Prior Written Notice is sent to the parents explaining the

decision. If the RtI Program is determined to be the best outcome, a meeting with the parent is held to agree to the interventions to be implemented. If the outcome is a referral for special education, the formal assessment process would then be implemented followed by the IEP development. This referral process is a good utilization of resources.

APPROVAL OF MINUTES: Minutes from the February 23, 2010 Superintendent's Governance Committee Meeting were presented for approval.

A motion was made by Renee Whitson and seconded by Janet Kliegl to approve the minutes as presented. The motion carried unanimously.

SCHOOL DISTRICT OF CHOICE: Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, discussed how SB 680 which allows a district to become a *District of Choice* may impact the SELPA. If a special education student from out of county elects to attend a Tulare County district that becomes a school of choice, the funding formula for special education is not prepared for such an eventuality. The SELPA will keep data on the impact of school of choice districts and the special education student increase.

PARENT LIAISON REPORT: Norma Erwin, Parent Liaison, shared with the superintendents a success story created through the efforts of the parent liaison staff. While most contact with the parent liaison staff is short-term coaching and support, the story Norma shared was related to one of the longer term relationships with a parent. This continual communication reduces calls to the district and helps smooth out any concerns early.

Norma also presented the superintendents with the updated School Site Staff Handbook. The parent liaisons will have a vendor booth at the TCOE County Support Staff Conference in May to present the handbook to any interested classified staff. Bundles are also available to districts and DOSE will be notified of their availability.

DOSE REPORT: Joyce Nunes, representative from the Directors of Special Education Committee to the Superintendent's Governance Committee, reported on the March DOSE meeting (*See March 1, 2010 minutes*). Joyce thanked Norma Erwin for the work of the parent liaison staff. Key items discussed outside the items covered at SGC were CASEMIS deadlines, Special Education Self Review finalization, the Suspension/Expulsion Flowchart, record retention, and how to handle assessment requests.

2008-2009 FUND BALANCE DISTRIBUTION: Patty Blaswich, Director, Internal Business, explained to the superintendents that the fund balances have remained virtually the same since presented in September. The audit is now complete and supported the figures that can be distributed to districts based on actual 08-09 P-2 ADA. This is a one-time allocation as carryover not added to the base. Balances available for distribution are \$217,967 from 65000 TCOE, \$218,593 from SELPA, and \$259,144 in appropriations for a grand total of \$695,704.

A motion was made by Dr. John Snavely and seconded by Janet Kliegl to approve the distribution of the 2008-2009 fund balance. The motion carried unanimously.

RECERTIFICATION OF AB 602 FOR 2008-2009: Patty Blaswich, Director, Internal Business, reviewed with the superintendents the recertification of AB 602 for 2008-2009. There was a net decrease from P-2 to Annual of \$15,098 which TCOE absorbed.

A motion was made by Tim Hire and seconded by Sue Sherwood to approve the recertification of AB 602 for 2008-2009 as presented. The motion carried unanimously.

P-1 CERTIFICATION OF AB 602 FOR 2009-2010: Patty Blaswich, Director, Internal Business, presented a spreadsheet with the P-1 certification of AB 602 funds for 2009-2010. The net difference is an increase of \$114,666. This exhibit is a snapshot of where we are for this fiscal year as of P-1 reporting in February.

A motion was made by Renee Whitson and seconded by Terri Rufert to approve the P-1 certification of AB 602 for 2009-2010 as presented. The motion carried unanimously.

PROGRAM SPECIALIST FUNDS FOR 2010-2011: Patty Blaswich, Director, Internal Business, presented the estimated program specialist funds for 2010-2011. This allocation applies to districts employing their own program specialists. All other districts receive program specialist services through the SELPA. She indicated there is a negative COLA applied to next year; there is no deficit since this is State 8602 money and not revenue limit. The individual district allocations will however be adjusted based on actual 2009-2010 P-2 ADA. The total estimated allocation is \$500,821 which equates to \$9.72 per ADA.

A motion was made by Dr. John Snavely and seconded by Sue Sherwood to approve the program specialist funds for 2010-2011. The motion carried unanimously.

PRESCHOOL ALLOCATIONS FOR 2010-2011: Patty Blaswich, Director, Internal Business, reviewed the 2010-2011 estimated preschool grants and allocations with the superintendents. There is no COLA or growth applied as we will not know the final amount of these grants until fall 2010. The estimated amount per ADA for districts operating preschool programs for special education students is \$45.16. Again, these amounts will be updated based on actual 2009-2010 P-2 ADA as well as actual grant award amounts. Patty also presented the total preschool ARRA stimulus funds for 2010-2011. The district amounts shown on the exhibit must be reduced by the actual amount expended through June 30, 2010 to calculate the amount to budget for 2010-2011. ARRA dollars must be expended by June 30, 2011.

A motion was made by Luis Castellanoz and seconded by Janet Kliegl to approve the preschool allocations for 2010-2011 including the federal preschool stimulus funds. The motion carried unanimously.

SPECIAL EDUCATION ALLOCATIONS FOR 2010-2011: Patty Blaswich, Director, Internal Business, presented to the superintendents the estimate of special education funding for 2010-2011. A negative COLA has been applied; however, there was some growth. The estimated amount per ADA is \$470. The per ADA figure is down slightly from last year as the deficit applies to transportation and there has also been an increase in total ADA. This figure will be adjusted based on actual 2009-2010 P-2 ADA when those figures are available in July. Again, the Federal Stimulus Package will provide additional funding. Patty provided an exhibit with the total special education stimulus amounts which will need to be reduced by actual expenditures through June 30, 2010, to determine the amount available for 2010-2011. There was also discussion on the proportionate share allocated for services to parentally-placed private school students. Districts with this allocation need to make sure expenditures related to services are being charged to this separate resource code or funds will have to be sent back as unexpended. This will be brought up to DOSE.

A motion was made by Terri Rufert and seconded by Dr. Carolyn Kehrli to approve the special education allocations for 2010-2011 including the ARRA stimulus funds. The motion carried unanimously.

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

Dr. Marilyn Rankin, Assistant Superintendent, Special Services, and SELPA Administrator, presented to the superintendents for a second 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 and are approached conservatively. There was discussion on approved interventions being limited to CPI only. The procedures will be amended to read “approved emergency interventions include *“but are not limited to:”* to allow flexibility. Upon approval the policy will move to the County Board for adoption.

A motion was made by Janet Kliegl and seconded by Dr. Marcella Smith to approve the SELPA Policy #7073 – Behavioral Interventions for Special Education Students and the accompanying procedures as amended with the “but not limited to” language. 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 April SGC meeting.

NEXT MEETING: The next meeting will be held on Tuesday, April 27, 2010, at 12 noon in the Board Room of the Tulare County Office of Education.

HANDOUTS: AGENDA ITEM HANDOUTS: Preschool Referral Process Outline; Sample Prior Written Notice (PWN) Letter in response to request for assessment; Draft minutes of the February 23, 2010 Superintendent’s Governance Committee meeting; Special Education Revenue and Expenditure Summary 2008-2009 with fund balances; Special Education One-time Allocation of 2008-2009 Balance by District; Special Education 2008-2009 Recertification Spreadsheet; Special Education 2009-2010 P-1 Certification Exhibit; Program Specialist Allocation for 2010-11 Estimated; 2010-2011 Estimated Preschool Allocations; Special Education ARRA Preschool Funding Total; Special Education 2010-2011 Estimated Allocation; Special Education ARRA Local Assistance Total; SELPA Policy #7073 – Behavioral Interventions for Special Education Students including accompanying Procedures (Second Reading).

MISCELLANEOUS HANDOUTS: CASEMIS Special Education Enrollment Data – March; Related Services Email Correspondence; Invite from Central Valley Diagnostic Center for Afternoon Tea with Sally Rogers from M.I.N.D. Institute.