

**Marin County SELPA**  
**Special Education Advisory Committee (SEAC)**  
**Meeting August 23, 2023**

**9:30 11:00 AM**

**AGENDA**

**Marin County Office of Education**  
**1111 Las Gallinas Avenue, San Rafael**

Interpreter available upon request  
(48-hour notice is required)

1. Call to Order
2. Establishment of a Quorum
3. Public Comment  
*Per Government Code § 54954.3, every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body. The individual and total amount of time provided for public testimony is at the discretion of the SEAC Chairperson.*
4. Action Items
  - 4.1. Approval of Minutes from May 10, 2023 SEAC meeting  
*The minutes from the May 10, 2023 SEAC meeting will be presented for adoption.*
  - 4.2. Approval of Agenda for August 23, 2023 SEAC Meeting  
*The agenda for the August 23, 2023 SEAC meeting will be presented for adoption.*
  - 4.3. Election of Officers  
*SEAC Officers will be presented for consideration and appointment.*
5. Information Items
  - 5.1. SEAC Chairperson Report  
*Information and communication will be presented by the SEAC Chairperson.*
  - 5.2. SEAC Advisory Steering Committee (ASC) Liaison Report  
*Information and communication will be presented by the SEAC Advisory Steering Committee Liaison.*
  - 5.3. SELPA Director Report  
*Information, communication, and reports will be presented by the SELPA Director.*
6. New Business
  - 6.1 SEAC Member Nomination(s) – Standing Item  
*SEAC member nomination(s) will be presented by the SELPA Director for consideration.*

6.2 2023-2024 SEAC Goals

*A discussion will occur regarding SEAC goals for the 2023–2024 school year.*

6.3 2023 – 2024 Parent Education & Training: Finalize Topics and Dates

*A discussion will occur to finalize the SEAC parent education and training topics and dates for the 2023 –2024 school year.*

7. SEAC Recommendations to SELPA Governing Board

*Recommendations will be identified to move forward to the SELPA Governing Board for consideration.*

8. Future Planning

*Topics and/or areas for future SEAC discussion(s) will be identified and/or reviewed, as needed.*

9. Next Meeting Date: November 8, 2023 at 9:30 am at Marin County Office of Education

10. Adjournment

**Marin County SELPA**  
**Special Education Advisory Committee (SEAC) Meeting**  
**May 10, 2023**  
**9:30 – 11:00 AM**  
**Marin County Office of Education**  
**1111 Las Gallinas Ave, San Rafael 94903**  
Interpreter available upon request  
(48-hour notice is required)

1. Call to Order

*Birgit Switenki called the meeting to order at 9:32 am.*

2. Establishment of a Quorum

*A quorum was established with five (5) members in attendance.*

*In attendance:*

*Birgit Switenki, Stephanie Ham, Kaity Galvez, Arwen Brown, and Magdalena Macias.  
Rebecca Minnich, SELPA Director*

3. Public Comment

Government Code § 54954.3 provides that the public will have an opportunity to address the committee on any item described on a regular or special meeting agenda either before or during the consideration of the item. Per MCOE Board Policy 8566, each person shall limit comments to five (5) minutes.

*No public comment.*

4. Action Items

- a. Approval of Minutes from March 8, 2023 SEAC meeting

*The Chairperson presented the March 8, 2023 SEAC Meeting Minutes for approval as presented.*

*Motion: Arwen Brown*

*Second: Kaity Galvez*

*Carried: Unanimous*

- b. Approval of Agenda for May 10, 2023 SEAC Meeting

*The Chairperson presented the May 10, 2023 SEAC Meeting Agenda for approval as presented.*

*Motion: Kaity Galvez*

*Second: Arwen Brown*

*Carried: Unanimous*

- c. Election of Officers – Vice Chairperson

***The SELPA Director reviewed the role and responsibility of the SEAC Vice Chairperson. No motion was made to elect a Vice Chairperson.***

5. Member's Report
  - a. SEAC Chair Report

***The SEAC Chairperson provided information to the committee regarding the SEAC Engaging in Challenging Conversations workshop, and the Individual Transition Planning workshop that was scheduled for the end of May.***

- b. SEAC ASC Liaison Report

***The Advisory Steering Committee Liaison reported on the topics discussed at the April 2023 Advisory Steering Committee (ASC) meeting.***

6. Director's Report
  - a. 2023 - 2024 Marin County SELPA Annual Budget Plan

***The Director provided information to the committee regarding the 2023 – 2024 Marin County SELPA Annual Budget Plan.***

- b. 2023 - 2024 Marin County SELPA Annual Service Plan

***The Director provided information to the committee regarding the 2023 – 2024 Marin County SELPA Annual Service Plan.***

- c. 2023 – 2024 Master Committee Meeting Calendar

***The Director provided the 2023 – 2024 Master Meeting Calendar to the committee which includes meeting dates for the Operational Steering Committee, Advisory Steering Committee, Business Advisory Steering Committee, and Special Education Advisory Committee.***

- d. SELPA Updates

***The Director provided information regarding the following:***

- ***2023 – 2024 Marin County SELPA professional development opportunities;***
- ***Marin County SELPA Special Education Ad Hoc Committee recommendations;***
- ***Marin County SELPA Demonstration site; and***
- ***Proposed legislation related to special education.***

7. New Business
  - a. SEAC Member Nomination(s) – Standing Item
    - i. District Representatives – Current SEAC Membership

***The Director provided the committee with the current SEAC membership roster. There were no new nominations.***

b. 2023 – 2024 Parent Workshops

*The Committee identified topics for parent workshops in the 2023 – 2024 school year and discussed strategies to advertise these events county-wide. The Committee expressed an interest in hosting a Resource Fair for parents in the fall and developed a plan to gather more information to bring to the committee for discussion at the August 2023 SEAC meeting.*

8. SEAC Recommendations to SELPA Governing Board

*There were no recommendations for the SELPA Governing Board.*

9. Future Planning

- a. Next Meeting Date: August 23, 2023 at 9:30 am at Marin County Office of Education

10. Adjournment

*The meeting was adjourned at 10:58 am*

*Motion: Birgit Switenki*

*Second: Stephanie Ham*

*Carried: Unanimous*