

Marin County SELPA
Special Education Advisory Committee (SEAC) Meeting
November 8, 2023
9:30 – 11:00 AM
1111 Las Gallinas Avenue, San Rafael, CA
AGENDA

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

1. Call to Order
2. Establishment of a Quorum
3. Public Comment
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.
4. Action Items
 - a. Approval of Minutes from August 23, 2023 SEAC meeting
The Minutes from the August 23, 2023 SEAC Meeting will be presented for adoption.
 - b. Approval of Agenda for November 8, 2023 SEAC Meeting
The Agenda for the November 8, 2023 SEAC Meeting will be presented for adoption.
5. Information Items
 - a. SEAC Chairperson Report
Information and communication will be presented by the SEAC Chairperson.
 - b. SEAC Advisory Steering Committee (ASC) Liaison Report
Information and communication will be presented by the SEAC ASC Liaison.
 - c. SELPA Director Report
Information, communication, and reports will be presented by the SELPA Director.
6. New Business
 - a. SEAC Member Nomination(s) – Standing Item
SEAC member nomination(s) will be presented by the SELPA Director for consideration.
 - b. Parent Workshops and Training Opportunities: Update

Marin County SELPA
Special Education Advisory Committee (SEAC) Meeting
August 23, 2023
9:30 – 11:00 AM
1111 Las Gallinas Avenue, San Rafael, CA 94903
MINUTES

1. Call to Order

Birgit Switenki called the meeting to order at 9:37 am.

2. Establishment of a Quorum

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

In attendance:

*Stephanie Ham, Magdalena Macias, Birgit Switenki, Kaity Galvez, and Arwen Brown.
Rebecca Minnich, SELPA Director, and April Port, Interim Program Manager*

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.

There was no public comment.

4. Action Items

4.1. Approval of Minutes from May 10, 2023 SEAC meeting

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

Motion: Kaity Galvez

Second: Arwen Brown

Carried: Unanimous

4.2. Approval of Agenda for August 23, 2023 SEAC Meeting

The Chairperson presented the August 23, 2023 SEAC Meeting Agenda for approval as presented.

Motion: Kaity Galvez

Second: Birgit Switenki

Carried: Unanimous

4.3. Election of Officers

The SELPA Director shared information with the committee regarding officer positions.

A motion was made to elect Birgit Switenki as Chairperson.

Motion: Stephanie Ham Second: Arwen Brown Carried: Unanimous

A motion was made to elect Kaity Galvez as Vice Chairperson.

Motion: Birgit Switenki Second: Arwen Brown Carried: Unanimous

A motion was made to elect Arwen Brown as the ASC Liaison.

Motion: Stephanie Ham Second: Birgit Switenki Carried: Unanimous

5. Information Items

5.1. SEAC Chairperson Report

Information and communication will be presented by the SEAC Chairperson.

The SEAC Chairperson had no information to report.

5.2. SEAC Advisory Steering Committee (ASC) Liaison Report

Information and communication will be presented by the SEAC Advisory Steering Committee Liaison.

The SEAC ASC Liaison reported that one (1) ASC meeting has been held this school year. No additional information was reported to the Committee.

5.3. SELPA Director Report

Information, communication, and reports will be presented by the SELPA Director.

The SELPA Director provided information regarding the following:

- *2023 – 2024 California Budget: Special Education*
- *2023 – 2024 California Legislation: Special Education*
- *Supporting Inclusive Preschool Practices (SIPP) Grant Award for the 2023 – 2024 school year.*

5.4. New Business

a) SEAC Member Nomination(s) Standing Item

SEAC member nomination(s) will be presented by the SELPA Director.

The were no SEAC Member nominations. The Committee discussed strategies to increase membership.

b) 2023 - 2024 SEAC Goals

The Committee will discuss SEAC goals for the 2023 – 2024 school year.

The Committee discussed goals for the 2023 – 2024 school year. The Committee determined that the following goal areas for the 2023 – 2024 school year:

- ***Accessible parent and community resources***
- ***Meaningful and relevant parent educational opportunities***
- ***Awareness of the Marin County SELPA Special Education Advisory Committee’s role in Marin County***

c) 2023 2024 Parent Education & Training: Finalize Topics and Dates

The committee will discuss and finalize the parent education and training topics and dates for the 2023 – 2024 school year.

The Committee discussed and finalized the parent education and training offerings for the 2023 – 2024 school year. The following offerings will occur in the 2023 – 2024 school year:

- ***Understanding Procedural Safeguards and Parent Rights***
- ***Understanding the Special Education Continuum: Services and Placements***
- ***Individual Transition Planning***
- ***Navigating the Pages of the IEP***
- ***Special Education Parent Resource Fair***

The Committee decided to hold the Special Education Parent Resource Fair in the Spring 2024. The date would be finalized and discussed at the next meeting.

6. SEAC Recommendations to SELPA Governing Board

The SEAC had no recommendations to the SELPA Governing Board.

7. Future Planning

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

8. Adjournment

The meeting was adjourned at 10:46 am.

A discussion will occur regarding past and upcoming parent workshops and training opportunities.

c. Special Education Resource Fair

A discussion will occur regarding the development of the Special Education Advisory Council Resource Fair.

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: January 24, 2024 at 9:30 am at Marin County Office of Education

10. Adjournment



MARIN COUNTY SELPA 2023 – 2024 ANNUAL GOALS

PROCESSES

Domain: Processes

Goal: Develop a secure, web-based Individual Service Agreement (ISA) Request Form to improve member LEA user experience and increase efficient and timely processing for the memorialization of agreements with agencies as required under California Education code.

Task/Activity: Identify a secure, web-based program to develop the ISA Request Form.

Timeline: July 2023 – September 2023

Responsibility: SELPA Office/Director

Task/Activity: Develop a secure, web-based ISA Request Form to beta test in the field.

Timeline: August 2023 – October 2023

Responsibility: SELPA Office/Director

Task/Activity: Create, share, and implement web-based ISA Request Form including training materials with member LEAs and SELPA staff.

Timeline: January 2024 – April 2024

Responsibility: SELPA Office/Director

Task/Activity: Ensure all member LEAs are utilizing the secure, web-based ISA Request form.

Timeline: May 2024

Evidence of Completion: Web-Based ISA Request Form

Responsibility: SELPA Office/Director

CONTENT AND RESOURCE SHARING

Domain: Content & Resource Sharing

Goal: Develop easy to read and relevant electronic resources and communication procedures to ensure member LEAs have access to current and timely special education resources and information.

Task/Activity: Identify core content area framework to provide special education resources through the SELPA website and SEIS.

Timeline: September 2023 – October 2023

Responsibility: SELPA Office/Director

Task/Activity: Create content and share with member LEAs via various digital means (i.e., Padlet) for current professional learning opportunity opportunities.

Timeline: November 2023 – May 2024

Responsibility: SELPA Office/Director

Task/Activity: Develop bi-weekly SELPA communication specifically designed for Special Education Administrators within the Marin County SELPA.

Timeline: October 2023 – May 2024

Responsibility: SELPA Office/Director

Task/Activity: Monitor and adjust website content and shared electronic resources to ensure they meet the needs of the SELPA's member LEAs and community.

Timeline: October 2003 - May 2024

Evidence of Completion: Updated SELPA Website and SEIS Dashboard/Professional Learning Padlet/SELPA Communication

Responsibility: SELPA Office/Director

SPECIAL EDUCATION PROGRAMS

Domain: Program/Inclusive Practices

Goal: Support member LEAs, through partnership with the California Department of Education Supporting Inclusive Practices, with the development of an action plan designed to support inclusive practices for preschool students.

Task/Activity: Develop a cohort of member LEA representatives charged with enhancing and developing procedures and systems related to inclusive practices for preschool students.

Timeline: July 2023 – September 2023

Responsibility: SELPA Office/Director

Task/Activity: In collaboration with the Director of the Supporting Inclusive Practices, develop a master calendar and identify opportunities to support LEAs with establishing a vision and mission related to inclusive practices for preschool students.

Timeline: September 2023 – November 2023

Responsibility: SELPA Office/Director

Task/Activity: Create opportunities for participating member LEAs to collectively review data, policies, and procedures to make informed decisions that support inclusive practices for preschool students.

Timeline: November 2023 – May 2024

Responsibility: SELPA Office/Director

Task/Activity: Support member LEAs with the development of an action plan and goals that support inclusive practices for preschool students.

Timeline: November 2022- June 2024

Evidence of Completion: Meeting Agendas and Action Plan(s)

Responsibility: SELPA Office/Director

Domain: Program/Demonstration Site

Goal: Support the implementation of a SELPA Demonstration Site designed to provide high quality instruction to students with autism using evidence-based practices that are delivered with fidelity.

Task/Activity: Identify a Regional Implementation Lead and two (2) CAPTAIN Cadre to support the implementation of the Demonstration site.

Timeline: July 2023 – August 2023

Responsibility: SELPA Office/Director

Task/Activity: Create a County Autism Implementation Team and SELPA Autism Implementation Team that will meet regularly to support all aspects of implementation.

Timeline: July 2023 – September 2023

Responsibility: SELPA Office/Director

Task/Activity: Provide training and coaching schedule to support instructional staff with the use of three (3) evidence-based practices in the classroom.

Timeline: September 2023 – May 2024

Responsibility: Regional Implementation Lead/CAPTAIN Cadre

Task/Activity: Monitor/Support Demonstration Site implementation.

Timeline: October 2023 – May 2024

Responsibility: Regional Implementation Lead/Director

Task/Activity: Current levels of desired educational programming and implementation progress through the administration of the Autism Program Environment Rating Scale (APERS).

Timeline: May 2024 - June 2024

Evidence of Completion: APERS results indicate growth in all domains.

Responsibility: SELPA Office/Director

FISCAL MANAGEMENT

Domain: Fiscal Management

Goal: Ensure efficient and sensible use of the SELPA's AB 602 entitlement through a spending and outcome analysis of the Out of Home Care Set Aside, Nonpublic School/Local Children's Institution Set Aside, and Extended School Year Set Aside.

Task/Activity: Establish working committee to vet Ad Hoc Committee recommendations and develop meeting calendar.

Timeline: October 2023

Responsibility: SELPA Office/Director

Task/Activity: Vet Ad Hoc Committee recommendations.

Timeline: November 2023 – March 2024

Responsibility: SELPA Office/Director

Task/Activity: Present working committee recommendations to the OSC for review and consideration.

Timeline: May 2024

Evidence of Completion: Recommendation to the OSC

Responsibility: SELPA Office/Director