

## **Community Advisory Committee for Special Education**

**West Contra Costa Unified School District**

Pupil Services Center, Special Education

2465 Dolan Way

San Pablo, CA 94806

### **MINUTES December 4, 2017**

**CAC members present:** Patricia Albeno, Jeanine Bishop, Estela DePaz, Lisa Steiner, Corina Samaniego, Victor Costa, Elizabeth Bundschu-Mooney, Fayza Ayyad, Danielle Storer, Nancie Rouse

**Staff members present:** Steve Collins, Nick Berger, Shirley Priestley

**Guests present:** Mariela Cuellar, Lisa Scheffer, Jeannette Lambert, Mike Alvarez, Bertha Magana

**Call to order:** The meeting was called to order at 7:05 p.m.

**Introductions were made.**

**Review of Minutes:**

The minutes from November 6, 2017 were approved with correction of the date changed under "review of minutes."

**Public Comment:**

Patricia Albeno announced that CARE Parent Network events can be accessed on their Facebook page.

The Sped Parent Conference will be held January 20<sup>th</sup> at Pupil Services on Dolan Way. Registration flyers will be posted online and will go home with students as soon as we return from break.

**Old Business:**

Committee updates:

Local Control Accountability Plan (LCAP) Committee: At the last meeting, newly drafted bylaws were discussed but not passed. Some parents expressed that they felt they were not represented.

The Medi-Cal budget is currently frozen.

Emergency readiness – No update.

Transportation – Mike Alvarez reported they are working on the data base for summer school busing.

You Make A Difference: Nominating committee needs to meet before the break. Those who are interested will be contacted with a date. The YMAD "jobs list" will be circulated in January.

**New Business:**

Nick Berger presented Sanford Harmony / Building Healthy Relationships, social – emotional program kits that are being given to all elementary SDCs and Learning

centers. Middle schools can access them as well. Each kit contains books, games, activity cards, quick connection cards, collaboration cards, conversation starter cards, etc. The goal of the program is to foster relationship building. There is also an online component.

Resource teachers will attend a training on Dec 13. SDC teachers will be trained in January. Wilson and Sheldon will do their own onsite training.

### **SELPA Directors Report:**

Mr. Collins presented information from the Comprehensive Review.

The CDE reviewed information from CASEMIS, and identified several areas for review that support the IEP process. Additionally the CDE found areas of noncompliance. The district was given 45 days to make corrections to IEPs and 90 days to complete district level corrections. Also needing corrections were; the Policy and Procedure manual and the agreement between the SELPA and Regional Center of the East Bay.

In all 73 files were reviewed and interviews with administrators, general education and special education teachers were conducted at 13 school sites.

What is the frequency of future reviews? It can be annually or every two years.

Frequency will be based on the number of performance indicators not met.

A suggestion was made to translate the Policies and Procedures manual into Spanish.

A suggestion was also made to train school secretaries on how to handle oral requests for assessments.

A new Classroom Support Aide handbook has been developed by Jodi Couick due to the large number of people requesting aides. The policy has been updated to add a fading plan to reduce aide dependency.

### **For the Good of the Order:**

The Special Olympics basketball event at El Cerrito High School went very well. The students and the volunteers really enjoyed it.

Meeting adjourned at 8:14 p.m.

Respectfully submitted,  
Jeanine Bishop

