

**SPECIAL EDUCATION COORDINATING AGENCY**  
**SEPTEMBER 20, 2018**  
**SANTA CRUZ COUNTY OFFICE OF EDUCATION – BOARD ROOM**  
**10:00AM-12:00PM**  
**APPROVED MINUTES**

**SECA Norms:**

- Keep Students First
- Share Common Purpose
- Assume Positive Intent
- Be On Time
- Soft on People, Hard on Ideas
- Listen to Understand
- Avoid Repetition

<b>1.</b>	<b>Call to Order</b>		
	Meeting called to order at 10:00am		
	<b>Roll Call</b>		
	Bonny Doon Elementary School District	Mike Heffner A	
	Delta Charter School	Angela Meeker X	
	Live Oak Elementary School District	Lorie Chamberland X	
	Happy Valley Elementary School District	Michelle McKinny X	
	Mountain Elementary School District	Diane Morgenstern X	
	Pacific Elementary School District	Eric Gross X	
	Pacific Collegiate	Simon Fletcher A	
	San Lorenzo Valley Unified School District	Laurie Bruton A	
	Santa Cruz City School Districts	Kris Munro X	
	Santa Cruz County Office of Education	Michael Watkins	Faris Sabbah X
	Scotts Valley Unified School District	Tanya Krause X	
	Soquel Union Elementary School District	Scott Turnbull X	
<b>2.</b>	<b>Approval of Agenda</b>		
	M/S/McKinny/Turnbull /All Ayes		
<b>3.</b>	<b>Public Comment for Open Session</b>		
	<p><i>All persons are encouraged to attend and, when appropriate, to participate in meetings of the NSCC SELPA Special Education Coordinating Agency. If you wish to speak to an item on the agenda, please be present at the beginning of the meeting as any item, upon motion, may be moved to the beginning of the agenda. Persons wishing to address the Board are asked to state their name for the record. The president of the SECA Board will establish a time limit of three (3) minutes, unless otherwise stated by the chairperson, for comments from the public. Consideration of all matters is conducted in open session except those relating to litigation, personnel and employee negotiations, which, by law, may be considered in closed session. Expulsion appeal hearings are heard in closed session unless a request for hearing in open session is made by the appellant.</i></p>		
			<b>PAGE NUMBERS</b>
<b>4.</b>	<b>Approval of May 24, 2018 Minutes</b>		3
	M/S/C:Morgenstern/Munro /All Ayes		
<b>5.</b>	<b>Reports</b>		
	5A. SECA Norms	Eric Gross	10

5B. NSCC SELPA/CAC/SEC

**Summer vacation:**

-Participated on the COE Team for the Watsonville Prep Charter Petition Team: School Board upheld PVUSD denial by a 4 to 3 vote. Navigator will appeal the decision to the State Board of Education

-Attended 2 days of training at the Orange County Office of Ed with Jivan Dhaliwal for Improvement Science for Differentiated Assistance

-We were chosen as an “exemplar” for Supporting Inclusive Practices (SIP)

-We are one of eight across the state (Arcadia Unified, CHIME Institute, Covina Valley Unified, Orange Unified, Eureka City Schools, Pleasanton Unified, Sanger Unified, Santa Cruz County)

-Live Oak, San Lorenzo Valley and Soquel are getting a \$20,000 grant to be exemplars and provide assistance to 4 other CA districts in inclusive practices PreK-3

-We will engage in quarterly meetings, travel to workshops, and give tours of our sites with along with technical assistance in their areas of need

**CAC: Community Advisory Committee:**

● Collaborating with PPP to conduct parent workshops prior to each of our CAC meetings:

○ September 25th, Language and Communication at the COE

○ November 27th, Self-Care Skills at SLV Middle School

○ January 22nd, Social Skills at Soquel District Office

○ March 26th, Early Learning Skills at Live Oak District Office

● April 23, 2019: Resource Fair/ Art Competition at Museum of Discovery in Capitola

● May 18, 2018: Recognition and Award Ceremony

● CAC will create a Parent Handbook and Resource Binders for parents

**SEC: Special Education Committee Directors:**

● A group of Directors will be going to Nashville for ADR paid for through the ADR Grant through the SELPA (approx. \$13,000)

● Continued work examining continuum

● Examining Patterns of Strengths and Weaknesses for SLD eligibility

● Preparing for CASEMIS to CALPADS transition

**Professional Development (also see PD calendar below):**

● All Special educators who administer the DRDP are completing on-line certification

**Compliance/ Timely Reporting:**

● *Disproportionality* : Policy/procedure and student-level file reviews will take place over the next few months

● *Data Identified Non-Compliance* (DINC) will be released in the next month (by September)

● *Differentiated Assistance* - Districts will be identified when Dashboard is released

**State News:**

Overall revenues for the 2017-2018 fiscal year ended by outpacing the Governor’s May Revision estimate by \$1.53 billion and the 2017-2018 Budget Act estimate by \$6.82 billion Information on Budget approved Teacher Residency Capacity Grants and Teacher Residency

Grants have been released. These grants funds will be distributed by the CTC through 2023

**Federal News:**

There has been no action on the Federal Budget bills involving education. It remains to be seen what they will get completed by the end of the Federal Budget year on September 30, 2018. There are rumors that the Feds will seek big cuts once the midterm elections have been concluded.

**Special Education Fiscal Reporting:**

The following reports are due to CDE on or before November 15, 2018.

\*All reports should be submitted by the SELPA and can be submitted by hard copy (attention Chris Essman) or electronically to SPEDFISCALPROGRPTS@cde.ca.gov.

*Maintenance of Effort*

\*Four tests

§ State and Local

§ State and Local per Capita

§ Local Only

§ Local Only per Capita

(Must do all four tests for both SEMA/SEMB, but only need to pass one test in each area)

+ SEMA – Compares 2017-2018 Actuals to the Actuals of each of the four tests in the Actual comparison year where the test was last passed. The comparison year may not be the same for each test.

+ SEMB – Compares 2017-2018 Actuals to the Budget figures of each of the four tests in the Budget comparison year where the test was last passed.

\*If needed, be sure to list allowed exemptions on the exemption worksheet.

\*LEA charters must submit MOE information.

Please remember the following factors:

- Revenue limit transfer was removed when LCFF was implemented
- Special Ed has received little funding (1% COLA in 2015-2016, no COLA in 2016-2017 and only 1.56% in 2017-2018). These COLAs are not even covering the deficits in AB 602.
- AB 602 is not fully funded. We are receiving a little over 97 cents on each dollar.
- STRS and PERS increases
- Staff compensation increases
- Benefits increases

*Subsequent Year Tracking Sheet (SYT)*

- This sheet is designed to prove that the LEA has passed at least one test in both SEMA and SEMB by comparing expenditures to prior years. Staff need to fill out all sections on the tab labeled SELPA Summary by Fiscal Year and relevant district information in order for figures to automatically populate the actual SYT sheet.

- Please be sure that your LEAs are using SYT version 3. There were some small revisions done in July that mostly impacted the SEMB portion of the SYT.

- If you have a LEA that spent exactly the same amount from one year to the next (very rare) please contact Mary for a special SYT version.

*Excess Cost Calculation Worksheet*

The Excess Cost Calculation Worksheet is a federal requirement aimed at documenting that the LEA has spent the average per pupil expenditure on all students, before using special education funds. This worksheet must be completed separately for both elementary and secondary.

\*Please be sure to use the latest version (Copy of excess cost calc 2017-2018)

\*The Excess Cost Calculation Worksheet does not include infant or preschool, but does include TK and Post Secondary. *Table 8* It should be fairly simple (since there have been no federal increases)

**Special Education Finance**

We should receive the first apportionment of the Special Education Mental Health Funds (#6512) very soon. It appears that the 6512 funds will receive the 2.71% COLA. The first apportionment is 50%. The second apportionment will be in the spring of 2019. The first and second apportionment are based on 2017-2018 P-2 ADA. The final 25% should be paid in the summer of 2019 and will be based upon 2018-2019 P-2 ADA. It will be calculated so that the total distribution is based upon 2018-2019 P-2 ADA.

Expenditure Reports \*\*Important

It is important that any remaining Federal expenditure reports for the 2016-2017 year must be submitted to CDE by September 30, 2018, in order to receive their final payments this

	<p>year. Double check that you have received all funds from that year. Federal Expenditures reports (Resources in the 3000's) for the 2017-2018 are also due by September 30, 2018. There are many SELPAs/LEAs with outstanding reports due to the Private School Proportionate Share set aside forms and/or the CEIS expenditures. If the total amount of the grants was not spent in the 2017-2018 fiscal year you will also need to submit a budget plan for the remaining amount of funds.</p> <p>Regionalized Services/Program Specialists (RS/PS) These funds were once on a separate line item on the SELPA Funding Exhibits. The year that LCFF was implemented the RS/PS funds were rolled into AB 602. In 2018-2019 (this year) the RS/PS funds will again be a separate line item on the Funding Exhibits. These are not new funds. These will just be pulled from the AB 602 base. The exact amount you will receive for the year will be noted on your Funding Exhibits reflecting P-1 (end of February) and P-2 (end of June). An estimate based upon last year's numbers was distributed by Jack Lucas at the Coalition meeting.</p> <p>Grant Awards The 2018-2019 Part C, Early Education Programs (Resource #3385) has been received. Remember: you must submit an Application and Budget Summary for these funds to CDE by October 31, 2018.</p>		
5C.	<p>Operations Council Jessica Little reviewed slideshow.</p>	Jessica Little	18
5D.	<p>SCCOE Regional Program SH and Autism Deven presented on behalf of SEC. She shared that some Special Ed Directors will be attending ADR workshop in Nashville paid by a grant. SELPA found non-compliant in the use of PWNs. SEC adopted a new form and will be using immediately. She also presented updates regarding COE Autism and SH programs. COE is looking for two new locations for their middle school programs.</p>	Deven Wood	<b>HANDOUT</b>
5E.	<p>SCCSS 2 Middle School Classrooms @ Branciforte 2 Elementary Classrooms @ Bay View 3 High School Classrooms @ Harbor Added a full time behaviorist/psychologist Added one full time mental health specialist at each site Increased administration support One month into the school year and have 5 referrals so far for elementary and middle school. Added new curriculum which helps with progress monitoring. SCCSS reached out to County Supervisor to talk about other ways to collaborate on dealing with rising mental health issues in our community.</p>	Stacy LaCagnin	<b>HANDOUT</b>

<b>6. Items scheduled for Discussion</b>				
	6A.	November SECA Date November 7 <sup>th</sup> set.	Eric Gross	25
<b>7. Items scheduled for Action/Approval</b>				
	7A.	<b>Approval of the 2017-18 NSCC SELPA Unaudited Actuals</b> <i>Approval of the 2017-2018 expenditures and updated 2018-2019 budget for the SELPA office.</i> <i>Presenter: Jean Gardner</i> Ms. Morgenstern will like Operations council to look at SELPA budget deficit spending. Jean Gardner will pull detailed information from the 4000 and 5000's. M/S/C:McKinny/Sabbah/ All Ayes		27
<b>8. Consent Agenda</b>				
	8A.	Approve Appointment of Alternates to serve as SECA representatives for the 2018-2019		93
	8B.	Approval of 2017-18 Warrants: May 2018 – June 30, 2018		95
	8C.	Approval of 2018-19 Warrants: July 1, 2018 – September 2018 M/S/C:Sabbah/Turnbull /All Ayes		99
<b>9. Information</b>				
	9A.	<b>COE response to SELPA 2018-2019 Adopted Budget</b>	Jean Gardner	101

<b>10. Future Agenda Items</b>			
Response from Ops. Meeting adjourned at 11:00am M/S/C:McKinny/Munro /All Ayes			
<b>11. Adjournment</b>			

**Backup Documentation:** Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the County Office of Education, located 400 Encinal Street, Santa Cruz, CA 95060, during normal business hours.