

# CAC

## Community Advisory Committee For Special Education

Advising the Board of Education  
San Diego Unified School District

### General Membership Meeting Minutes

**Date:** Thursday, September 26, 2013  
**Time:** 7:00 – 9:00 pm  
**Location:** Ballard Center Auditorium, 2375 Congress St. San Diego, CA 92110

#### **WELCOME AND INTRODUCTIONS:**

Meeting called to order at 7:02 p.m.

The Chairperson, Christy Scadden, welcomed attendees and introduced CAC members, district staff and administrators, and acknowledged parents. The Chair reviewed the agenda, meeting format and structure, and process for providing public comment.

CAC members approached podium and introduced themselves.

#### **ROLL CALL/MEMBER ATTENDANCE:**

##### **Present:**

Exectutive Board Members: Christy Scadden, Mina Kern, Kristin Gohlke, Susan Fanno, Caroline Kelner, & Teresa Michel.

Members: Moira Allbritton, Terrence Bobryk-Ozaki, William Cary, Julia Childs-Andrews, Maria Corral, Michelle Crisci, Raylene Dickinson, Nancy Kirkman, Leticia Ruiz-Mylenek,

**Absent:** Belquis Anders, Meghann Hughes, Cassidy Boelk, Joyce Clark, Ellen Herroon, Meghann Hughes, Maria Riedel, .

**Ex-Officio:** Dr. Joe Fulcher – Chief Student Services Officer. Sonia Picos – Executive Director of Special Education.

**Quorum established.**

#### **COMMITTEE BUSINESS:**

Michelle motioned to approve the June meeting minutes; Bill second. Aye: 10, Nay: 0, Abstain: 0. Motion carries.

Chair Report:

Christy reviewed CAC member attendance and rules:

**PLEASE BE ON TIME.** We will be starting promptly at 7pm and conducting CAC business at the beginning of the meetings. This will be the case for all our meetings this year with the exceptions of December (Superintendent) and May (Awards). We need a quorum to vote on action items.

ATTENDANCE. Per our bylaws, members can miss no more than 2 consecutive general meetings or 3 total meetings within a term year before going to Executive Board for possible membership forfeit. Please communicate with me regarding possible missed meetings this term year. Members can also request a Leave of Absence from Executive Committee.

COMMITTEES. Please be prepared to sign up to serve on a CAC standing committee for this year. Choices are: 1) Bylaws, 2) Membership and 3) Outreach (to include awards).

Committee agreed to continuing CAC Business at the beginning of the General meetings for the coming year (as appropriate). Discussed importance of members being on time to ensure quorum for vote.

***Draft 2013-14 Meeting Themes/Speakers: (subject to change, for planning only)***

<u>September</u>	Meet and Greet with District Staff (new org chart)
<u>October</u>	Math and Literacy (Common Core/A-G/Instruction relating to Sped)
<u>November</u>	Transportation (including updates from 2012-13 meetings/work)
<u>December</u>	Superintendent (with dessert reception starting at 6:30pm)
<u>January</u>	Parent Panel (SEEC-HS Transition Parents, teacher, principal, staff/ Choice (relating to Special Ed)
<u>February</u>	Due Process (process for parents, new laws? Procedures?)
<u>March</u>	Transition (age 16) and Beyond (Post High School Options for 18-22-align w/fair?)
<u>April</u>	Budget/Technology (examples/capabilities of tech at sites & training)
<u>May</u>	Awards
<u>June</u>	CAC Business

**Other items discussed for CAC follow up:**

Site Emergency Plans (specific to Students with Disabilities); Communication: Info on CAC; Evaluation Cards: How is info used?; Extended School Year (ESY) Collecting feedback?; CAC Awards – Committee to look at options/changes for Above & Beyond Awards and process.

**FROM THE DISTRICT: ORGANIZATION**

Special Ed: Organization Chart and Key contact list-provided for attendees tonight. There may still be changes to the chart.

District Trainings New Principals: Special Ed shared operational procedure and resources. Sped. Dept hosted “Welcome Meeting” for Sped. teachers on Thursday, 29<sup>th</sup> for updates.

**VARIOUS UPDATES**

Opportunity Study Committee is still reviewing. Recommendation to be presented to the Board of Education in the Fall, but currently there is no date. \*\*Chair asked if CAC could have prior notice of this date so we can prepare/speak at the BOE meeting on the matter.

TRACE : Survey went out beginning of this year.

BOE Presentation: CAC to present to BOE on Oct. 22. CAC presents 2/ year to the BOE.

June General Meeting: Changes to come (currently last day of school).

## **COMMITTEES**

Disproportionality Oversight Committee Meeting Special.Ed department is monitoring all disproportionality with schools by collecting data. DELAC interested in joining committee.

Parent Advisory Committees: ( CAC, DAC, DELAC, GATE DAC)

Met with new district liaison, Moises Aguirre. He will meet with us quarterly to talk about big district issues. All ACs reviewed who they are, make up, operation and recent areas of work.

Shared concerns identified by chairs were:

- 1) Improve Communication: Develop district supported venue for getting information to families
- 2) Sites/Clusters/Areas will advocate for the needs of ALL students: Site Single Plan for Student Achievement (SPSA) should reflect smart goals for SWD. Area Superintendents to hold principals accountable. .\*CAC does not have representation on SSCs.
- 3) Parent Training: Partnering with SDUSD to provide parent trainings (example: "IEP 101" class with CAC)

Cluster Summit: This meeting is a group of cluster leaders. The CAC attended one meeting last year. Unfortunately, their meetings overlap with Exec Committee mtg. and limit participation.

Superintendent Focus Group: Caroline Kelner and Bill Carey representing CAC. The current issue is about bullying. Police and CCS discussed policy-news coverage. Issues presented were: Inter-agency alignment of CA penal code, SDPD for intake of Child Abuse allegations, clarification of "cyber bullying", Inter-agency alignment and definition of "child abuse" and "adult bullying", Creation of child abuse flow chart. Bill summarized the meeting and outcome. The CAC will continue to report on the topic and any further progress.

Chair concludes presentation. Reminded all about the next CAC meeting on 10/10/13 at Kearny High School. Topic: Math & Literacy

## **PUBLIC INPUT:** (Please complete a form)

Q: Pull out services seem to end early at the end of the school year and haven't started yet this year. What is normal?

A: No this is not normal. Have you talked to the principal of the school? Suggested following up with the principal of the school?

Q: Literacy support/teachers: Learning Center closed and the info was transferred to resource teacher and now the resource teacher is gone. Now we have to start over and some of the recommendations are not in my child's IEP.

A: Response not recorded

Q: Issue is regarding the loss of special ed techs and was told that the techs were awarded based on head count basis. This may sound reasonable, but there are some students that have a large amount of IEP hours and the support should be awarded based on the IEP hours. Why resources aren't awarded based on IEP hours.

A: The formula is based on head count. Then IEP hours are considered and calculated into formula.

Q: How do we go about getting more help? We have a large amount of mod/severe. Who do we contact to ask for more help for our school?

A: Looking at org chart that is available tonight. First go to the Principal, then program manager in the area-this is the standard procedure. The level of support absolutely doesn't depend solely on "head count".

Q: Who supervises the Special Ed department at Cherokee?

A: Sonia responded in Spanish. Contact Principal and then refer to the org chart for the next contact.

Q: From SEEC in December. How do I transition my daughter into SEEC? What are my options?

A: Sonia stated that during her presentation and introduction of the different administrators she will address her concerns.

## **SPECIAL EDUCATION PROGRAMS REPORT:**

**Dr. Joe Fulcher** presented the district report. He reviewed a new org chart. Cindy Marten is the Superintendent. With the "heart" of the organization reporting to her. There are 2 "arms" to the chart-left arm is Business Operations and the right arm is Student Services. This Tuesday the org chart presented to BOE. Nelly Meyer will be leaving the district and she will be missed.

There is a new student info system called Powerschool. There have been a lot of challenges. The problems include attendance and enrollment. IT is working on. New system replaced Zangle. Will keep us posted the progress.

There are four areas of major focus in the district: Quality teaching, quality leadership, broad & challenging curriculum and closing the achievement gap.

Staffing: there is a new, quicker process in place. There are some challenges, but in general the process is much quicker. It is taking about one week to process a request. Quiet two weeks since school has started. There is some media attention on a few items, but nothing unusual.

### **Sonia Picos-Executive Director of Special Education**

Welcome. We want to address your concerns and promote open dialog.

Shared department's mission and goal. (see PowerPoint hand out for mission statement)

Presented Organizational Chart and referred to the Key contact list for each department. 6 districts listed-resource teachers/program managers. Stressed to parents that your first contact is case manager then site principal. If no results, then go to district contacts.

Staffing: Starting off better this year than last year. In over 200 schools we have 11 vacancies in mod-severe. SLP fully staffed, OT -1 vacancy. SEEC fully staffed. DHH e vacancy, 1 vacancy in School psych.

Due Process: July 1 there were 11 cases, 11 oha cases.

IEP cards: Survey of IEP for parents to fill out. Very important info. Entered into a database.

Info is sent back to school site. Cards are important.

ESY-parent feedback. esy @ sandi.net-can send feedback. Parents can also offer feedback tonight. Parents can also state feedback in the open forum at CAC meetings.

Communication: Special Ed had 3 opportunities to present to principals recently. Principals are hungry for information. Want to be up to date on info. Communication is key. Welcome back meeting for staff: 400 attended.

Highlighted organizational chart-program chart (refer to handout). There are a couple of vacancies that should be filled soon.

Parent Opportunities Professional Development (see handout): dates and locations to be determined. Feedback is welcome.

Sonia and the department took questions from attendees.

Announcements:

-Christy reviewed process of her monthly meeting with Sonia regarding committees and how she reports back to CAC.

-CAC brochures are available tonight to hand out at your school by CAC members.

-Guest was introduced: Bill Blankartz with SMSC Transition Program-A new program at St. Madeline's Sophie's Center for students ages 17-22. [www.stmsc.org](http://www.stmsc.org) 619-442-2033

-IEP survey cards are available on website. The survey cards should be provided at each IEP. Ask for it!

Michelle motions to adjourn; Bill seconds. Adjourn to talk to district personnel-meet and greet.

**MEETING ADJOURNED AT 8:15PM.**

Respectfully submitted by,

Kristin Gohlke  
CAC Secretary