

# CAC

## Community Advisory Committee For Special Education

Advising The Board of Education  
San Diego Unified School District

### General Membership Meeting Minutes

**Date:** January 9, 2014  
**Time:** 7:00 – 9:00 pm  
**Location:** Ballard Center, 2375 Congress Street, San Diego, CA 92110

#### **WELCOME & INTRODUCTIONS:**

Meeting called to order at 7:05

Meeting called to order at 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, membership procedures and process for providing public comment.

Chair mentions change in agenda. Special Presentation by Sandy Robles will lead the meeting, followed by Public Input and then the School Safety presentation by Phil Stover.

#### **PRESENTATION:**

**Enrollment Options:** Sandy Robles-Manager Enrollment Options for Neighborhood Schools for SDUSD:

The office handles enrollment, residency, enrollment forms and any issues that relate to enrollment. Help families with neighborhood school enrollment and if parents have any issues regarding enrollment, they can contact her office. Parents can either call or e-mail. Forms are available assisting with the Choice application process. The enrollment office takes care of enrollment in neighborhood schools, school Choice, and Inter-district attendance permits. There are contracts with 42 school districts to exchange students. A big portion of what the office does is helping families enroll in their neighborhood school. We encourage attendance at neighborhood schools. The neighborhood school is extremely important to families in the community. Encourage visiting your neighborhood school before enrolling. Every child has a neighborhood school and this can be found on the website under “school finder”. Don’t base your decision just on what is “heard” about the school. To enroll in your neighborhood school, a Choice application is NOT needed. Enroll with just proof of address.

Choice Applications: In order to attend a school other than your neighborhood school, you need to apply. February 15 is the deadline for Choice options and you can apply on-line. Choice

applications are only for district run schools and not for Charter Schools. Charter schools run separately and they take their own applications. Contact the Charter schools each separately. Apply for 3 choices. The application period is from November 1<sup>st</sup> 2013- February 15, 2014. All applicants are treated the same. It is a lottery (for the most part). Indicate if your child needs Special Education services-this is to help with staff placement. Indicating that a child requires Special Education Services is NOT used to screen students out of the Choice process. April the lottery is drawn after all of the applications are verified. We are expecting about 13,000 applications. It is a computerized lottery. A school cannot be filled beyond capacity. We fill the first choice first and try to give as many families their first choice as possible. Schools will contact the Enrollment office if there are additional openings. Usually about 70% of the children get their first choice. About 30% of the students are not offered any schools. This may happen if 3 very popular schools are selected as Choice options. There is a table on the website that shows all the schools and the number of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice applicants that were accepted. This gives the applicants an idea of what schools they may have a better chance to be accepted at. For Charter schools the options are listed in the catalog.

Q: When you Choice into a school, does the student stay at the school until they “grade out”?

A: When you are accepted into a Choice school, you stay at the school up the highest grade level. And the student will matriculate with the students that live in the neighborhood. Another option is to return to your neighborhood school if preferred.

Q: In general, when will parents find out if their student is accepted to their Choice selection?

A: Usually, the first round of letters go out during Spring Break-usually 6,000-7,000 letters. That takes until about mid-May, then letters for 2<sup>nd</sup> Choice and 3<sup>rd</sup> Choice will go out. Completed usually by early June. As a note, we don't accept late applications-only new students to the district.

Q: Please explain the commitment to the school once accepted.

A: You need to stay at the school for the year. If you need to return to your resident (neighborhood) school, you can in the first 4 weeks with no questions asked. If it is past the four weeks, then an application needs to be completed and then approved by the resident school. This is based on class size.

Q: If the Choice application is awarded, will the student receive transportation?

A: There is limited transportation for some programs-Magnet schools, some middle & high school VEEP transportation, but there is none for elementary.

Q: If the neighborhood school can't satisfy IEP, should you Choice?

A: This is a non-public placement and that would be determined through the IEP team and not Choice Options.

Q: Do the acceptance and rejections rates of Choice requests differ by age?

A: Yes, most apply at Kindergarten level and are accepted at Kindergarten level. There are fewer openings as the grade level increases. At the 6<sup>th</sup> and 9<sup>th</sup> grade levels we see “bumps” where students are moving around.

Q: How does Choice apply at the preschool level when your neighborhood school cannot satisfy a student's IEP?

A: This is not a Choice issue. Sonia Picos answers: As a parent, you have the option to utilize Choice. But if the services of an IEP cannot be provided, the IEP team would need to figure out what to do. We can follow up with you directly.

Q: Is there any way to enroll midyear? We are moving mid semester.

A: Because you are moving, you are eligible for Choice options.

Q: On page 2 of the brochure referring to Special Education application process, it states that there are not special education preferences provided and that services vary from school to school. If there aren't any special allowances made for Special Education students in the Choice process, why is this question asked?

A: The question is asked to help the Special Education department to allocate resources by the beginning of the school year. This question doesn't impact the selection process.

Q: If a Special Education student that already receives transportation Choices into another school, what happens to this service?

A: They will most likely lose the transportation provided by Special Education.

### **PUBLIC INPUT:**

The CAC invites the public to address the Committee and District about topics of interest or concern regarding students with IEPs in SDUSD. We provide a form to document comments and facilitate CAC follow-up with the district on matters that impact students. Due to confidentiality, personal concerns will be addressed privately with designated district staff. District will make an effort to respond to general questions as appropriate and time allows.

**Copies of public forum comments and questions for the meeting can be obtained from the secretary or Chair.**

**PRESENTATION:** School Safety-Phil Stover, Deputy Superintendent of Business Support Services

The district last spring made the decision to make a concerted effort to deal with the safety of SDUSD students. Chief Littlejohn for the school police department is here to also. Assessment is going to be made of every school and Charter school on district property related to 1. Safety and 2. Security. The distinction between the two-security is an external threat of someone coming onto a campus to hurt one of the students and safety includes bullying, trip hazards, transportation related issues, parent drop off, playground equipment, ADA components. All of these issues translate into a large security and safety program. The district has hired professionals including former FBI to work with SDUSD to visit each school to assess the safety at each sight. Have already done a pilot at 18 schools in the district based on crime data, incidents at the school, age of the school, size, models. From these 18, we are learning from each. By the end of January, a recommendation will be taken to the board to sign a contract to assess the rest of the schools in the district.

Refer to the handout provided by Phil:

6 elements of safety and security are assessed at each school;

- Training
- Policies & Procedures-district wide and site specific
- Communications- #1 concern
- Cameras and Lighting-currently installing in schools. Need to upgrade lighting.
- Site Access & Egress
- Doors & Locks

Each school will be assessed in the above areas and a master plan will be created to solve the problems. We will not wait until all the schools have been assessed to begin fixing issues-the board has directed us to fix as we go. We are already fixing issues. Funding has come from Prop Z funds. This year we have \$5-8 million and an additional \$8-10 million for technology which includes Public Address systems.

It is important that each school site communicates their concerns to the visiting team. Hoping to complete all visits by the end of the 2013-2014 school year and develop a master planning guide to fix all of the problems. The next step is to take the plan in September to the school board for their approval and allocation of funds.

Officers Littlejohn and Marquez to present and answer questions:

We have to come together as a community to make some changes to make things safer for our children. We will be going to all the clusters to find out what is important to everyone and bring it back to the schools and make the changes that are necessary. Suggested that everyone take a look at [Crimemapping.com](http://Crimemapping.com) and this a way to find out about crime activity by address. This will include the type of crime in real time. It is a great resource. Open up the presentation to questions:

Q: How will the students be kept safe in their classes with their teachers and their aides? Is this something that you are looking at?

A: Training is the key to this. What kind of training is the teacher and other staff receiving? As a district, are we screening people properly? Fingerprints aren't enough.

Q: We know that the schools have a zero tolerance for bullying, what is the typical progression for response by the teacher, site, administration and after that, when does it go beyond the site and to the district?

A: Bullying is a national problem. Again, it falls back to training. Policies and procedures need to be followed and sometimes it isn't. Go to the area superintendent if you don't get any response from your principal. Take an aggressive stance.

Mr. Stover added that they are working with Cindy Marten's task force on bullying. Dr. Fulcher commented on current cases of bullying.

**Q:** We have all these emergencies and policies that are in place to make sure everyone is safe. What kind of procedures are in place to make sure that kids with special needs are kept safe? How are the teachers going to help these students?

**A:** Answer deferred to Michelle Crisci. Michelle commented on the current plan in place to evacuate all of our special education students, including those with mobility issues. The new school site safety plan will include procedures to include all of students who require special assistance.

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

**Present:** Moira Albritton, Terrence Bobryk-Ozaki, William Cary, Julia Childs Andrews, Maria Corral, Michelle Crisci, Joyce Clark, Raylene Dickinson, Susan Fanno, Kristin Gohlke, Ellen Herroon, Caroline Kelner, Nancy Kirkman, Teresa Michel, Maria Reidel, Christy Scadden  
**Absent:** Cassidy Boelk, Connie Gearhart (notified), Mina Kern (notified), Leticia Ruiz-Mylenek

#### **Ex-Officio:**

Sonia Picos – Executive Director of Special Education.

Dr. Joe Fulcher-Chief Student Services Officer

**Guests:** Sandra Robles- Manager Enrollment Options for Neighborhood Schools for SDUSD

Phil Stover- Deputy Superintendent of Business Support Services

Officer Littlejohn

Office Marquez

**Quorum established**

### **COMMITTEE BUSINESS:**

#### **Approval of minutes:**

**November minutes:** Moira motions to approve, Julia seconds the motion. No discussion. 14 approve, 0 oppose, 0 abstain. Motion carries.

**December minutes:** Moira motions to approve, Raylene seconds the motion. Discussion: Joyce Clark was in attendance in December and was corrected. 14 Approve, 0 oppose, 0 abstain. Motion carries.

**Chair report:** January 23<sup>rd</sup> will be the next Executive Board Meeting and the Transition Adhoc Committee will meet prior to at 5:30. Open to public.

#### **Committee reports:**

##### **Outreach committee recommendation:**

CAC Brochure: updates were made to simplify brochure. Copy is available to review.

Motion to approve: Moira, Michelle seconds. No discussion. 14 approve, 0 oppose, 0 abstain.  
Motion carries

**Awards:** Ceremony in May, keep the name Above and Beyond. The committee will update the criteria, tighten procedures, solidify the timeline, refine the statement of intent and purpose of the awards, enhance the ceremony and process, clarify the nomination form and the acknowledged person(s). Moira motions to approve. Second. No additional discussion. 14 approve, 0 oppose, 0 abstain. Motion carries.

### **SPECIAL EDUCATION PROGRAMS REPORT:**

Sonia Picos- Executive Director of Special Education  
Sonia reported:

- The district is looking into a new IEP system and welcomes CAC input. We should be able to report back something soon.
- Participation of Special Education in professional learning communities to include Common Core.
- Calendar to include parent trainings will be soon.
- Due process monthly report: As of July 1<sup>st</sup>: 41 total cases, 9 in December and 1 in January.
- Extended School Year (ESY)-approaching soon. Discussing if there will be “Summer School” at the same time as ESY. ESY will be provided for students with an IEP. Dates are currently set for High School June 23<sup>rd</sup>–August 1<sup>st</sup>., Middle School following a traditional calendar June 30<sup>th</sup> – July 25, Year round-July 28<sup>th</sup> –August 22<sup>nd</sup>.

No announcements. Motion to adjourn, second motion.  
Request for outreach committee to meet after meeting.

Adjourn 8:50