

# CAC

## Community Advisory Committee For Special Education

Advising The Board of Education  
San Diego Unified School District

### General Membership Meeting Minutes

**Date:** February 13, 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.

#### **PRESENTATION:**

Jody BonDurant-Stong-Program Manager-Special Education Division

Jody presented on the following topics:

- \*What happens when my child's IEP team doesn't agree?
- \*How to prepare for an IEP meeting
- \*Special Education Ombudsperson Office

Jody presented a packet of 3 sets of documents.

Lora Keller is the representative from the Ombudsperson office and she couldn't be here. From Laura Keller: Handout. What is an ombudsperson? The first page describes what an Ombudsperson is. The second page highlights all the schools and who the ombudsperson is. There are 2 for the entire district. Ombudsman office is there to help with procedure and compliance. Richard Miller/Lora Keller. In the back of the packet are standards of practice that the Office of the Ombudsman abides by. The office is there to help parents when they have questions about procedure and compliance. If a concern is related to personnel issues: contact your parent support liaison. They report directly to area superintendent. Then go to Special Education department. Parent Support Liaison is not a Special Education support person.

Handout: What to do when a conflict occurs or questions arise- sources of information and support.

Refer to the organizational chart in handout:

1. Contact your child's Special Education teacher
2. Contact the Principal/Vice Principal of the school –District will ask if you have talked to either of them.
3. Contact the Project Resource Teacher (PRT) that supports the school.

4. Special Education Program Manager: Cathy Whitley, Jim Wood, Kristina Alicea, Janice Van Arx or Jody BonDurant Strong
5. Finally, Sonia Picos Executive Director of Special Education.

Please reach out instead of being frustrated or angry. We need to know what your concerns are.

If you have a conflict, there is a resource in the district: Support & Conflict Team (Green Flier). SIC team. They help both sides of the issue. Safe environment for the parents and a mediator can be present. Parent must feel comfortable with this service. Free, easy. The agreement signed at the table is not binding. If resolutions are found, then the solutions are incorporated in an IEP meeting.

EFRC- this is another resource to consider. This is a clearing house of other organizations in San Diego. They will help connect you with agencies in San Diego that can be helpful. There are many organizations in San Diego that can help parents with all of our disabilities.

Due Process is another course of action available. Doing other things doesn't take away your right to due process. This is a right.

Compliance Complaint: This is a request for the California Department of Education (CDE) to investigate whether or not your child's IEP was being followed or the California Ed Code wasn't being implemented or violated. If you file with the Office of Civil Rights, you are making allegations of discrimination because the child (children) have a disability. With the CDE, there is an investigation, a finding and the case is closed. Issue isn't closed until the corrective actions are complete. The Office of Civil Rights uses the same pattern investigations, findings, case closed or corrective action.

Due Process: legal proceedings against the district. It is a legal proceeding because you believe that your son/daughter hasn't been offered FAPE or implemented FAPE. If this doesn't get resolved, I want my day in court front of a judge and at the end for a judge to make a decision.

Last page is a summary of Parents Rights & Procedural Safeguards. The complete version is located on district website also and in other languages. Case manager should provide you with the safeguards.

Q: What happens when I don't agree to the school's assessment? What are my options?

A: You can request an Independent Education Assessment: IEA. Request in writing. School has the right to assess in that area of concern first before it is granted. You will receive the approval in writing and the amount of reimbursement. There is a maximum amount.

Q: Do all areas of disability need to be assessed in the Tri-Annual vs. records review?

A: No-you need to talk to your IEP team. They don't know. We can follow up with your team.

Q: Can I record the IEP?

A: Yes, but you need to let the district know 24 hours in advance.

Q: A parent can have anyone at their meeting that they invite. Does that include district employees?

A: Yes. You have the right to invite people with knowledge about your child or just there to support you.

Q: Policy of inviting a para professional?

A: Parent may invite the para professional. District doesn't invite in general. Any info needs to be communicated to the certificated teacher. The teacher is the person who holds the responsibility-not the para professional. It is often true that the para professionals are insulated from the IEP. All of the teachers and specialists that serve your child should be at the IEP. If they are not, then you need to sign off on that. If you agree on changes, this needs to be in writing. Speak up if you don't agree and ask that the meeting be rescheduled.

### **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.**

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

**Present:** Moira Albritton, Terrence Bobryk-Ozaki, William Cary, Julia Childs -Andrews, Michelle Crisci, Raylene Dickinson, Susan Fanno, Connie Gearhart, Kristin Gohlke, Ellen Herroon, Caroline Kelner, Mina Kern, Nancy Kirkman, Teresa Michel, Christy Scadden

**Absent:** Cassidy Boelk, Joyce Clark (notified), Maria Corral, Leticia Ruiz-Mylenek (notified), Maria Riedel.

### **Ex-Officio:**

Sonia Picos – Executive Director of Special Education.

**Guests:** Jody BonDurant-Stong-Program Manager-Special Education Division

**Quorum established**

### **COMMITTEE BUSINESS:**

**Approval of January minutes:** Moira Albritton motions to approve, Michelle Crisci seconds the motion. No discussion. 13 Approve, 0 oppose, 0 abstain. Motion carries.

### **Chair report:**

Upcoming CAC mtgs on February 27:

-Executive Board Meeting: 6:30pm the Local Control Funding Formula & Special Education-Moises Aguirre is featured speaker. Due Process trends from Jennifer Parks-Orozco.

-Adhoc Committee Meeting for Transition & TRACE: 5:30-6:25 p.m.

-Individual Transition Plans (Jody Bondurant-Strong). We will follow up on data collection to measure Indicator 13 compliance (including how it is being collected and be reported). CAC is concerned that we still don't have numbers following the Naranjo report showing that the district is out of compliance on Transition Plans. We don't have any new data to look at. Jody said she would look into collecting data in the next couple of months.

-TRACE (Amy Perez) to update us on changes and plans for the program.

-Opportunity Success (Danielle Clark). Update on rollout at 7 high schools. Clarification on parallel general education classes offered, highly qualified teachers, accessibility limits with APEX, and program flexibility for students.

### Other:

-New online IEP system. Executive Board discussed CAC will be involved similar to previous processes: with vendor presentations/product review of 2-3 finalists.

-Parent Advisory Leaders meeting: All the advisory committees that advise the Board of Education met at SDHS Culinary for lunch. Discussed parent Involvement vs. Engagement. Will explore further. Leaders requested ONE Parent Training Calendar for all district wide opportunities. (CAC has already requested this with Sonia Picos, Moises Aguirre and Superintendent—no progress has been reported). Parent Trainings are advertised at various meetings, word of mouth, or email. Leaders requested our advisory meetings NOT overlap (with each other) and we all have the use of Ballard Center for general meetings.

-CAC 2014-15 General meetings. All are confirmed for Ballard Center, 2nd Thursday of the month. .

-Tracking: Chair met briefly with Dr. Fulcher on January 23. He was still working on pulling appropriate data. Executive Board discussed concerns that data being gathered needed to be more specific. A refined Public Records Request was developed and submitted to ensure data is relevant. Executive Board decided to start inquiry with all High School math and English classes. Students with IEPs, Students Learning English, and students with BB & FBB scores will be compared with course enrollment. *Are subpopulations grouped because of their designation, disproportionately grouped with other subpopulations, are some classes not an option for students because of their designation?*

-SubDistrict Meetings for Vision 2020: Chair asked Sonia if the Board Advisory Committees have the opportunity to give input equal to these meetings (Specific to Special Education). There are no plans for this, so members are encouraged to attend one around the district!

-Disproportionality Committee meets coming Tuesday. Schools were chosen. Sonia will share more in her report.

-Professional Development – Special Education. Leads received professional development training from Doug Fisher on Common Core this week. CAC asked how this training will reach the classrooms. Sonia to explore and report.

### **STANDING COMMITTEE UPDATES:**

Membership and Bylaws: will plan upcoming meetings--recommendations go to general members for approval.

Membership: reviewed 2 new applications. Neither met criteria. Cassidy Boelk's membership was retired due to lack of attendance this year. We are seeking new membership.

Outreach: Working on Above & Beyond- awards flier and nomination form is available in the back of the room. Awards ceremony will be on May 8<sup>th</sup> at Lindbergh Schweitzer. Nominations are due by 3/21<sup>st</sup>. The week of the 24<sup>th</sup> the grading of the nominees will occur.

-Brochure completed and printed-please take some to your school site. All information is updated, current, and correct. Spanish translation is on back side.

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

Sonia Picos- Executive Director of Special Education

Sonia reported:

-Instructional Cabinet: meets regularly-every Friday afternoon. Focus has been on Common Core. How are we going to make sure that every teacher can teach Common Core? Including Special Education? Superintendent has made sure that there is a very clear structure of how this will happen. Monthly all the principals and central office managers meet-have met 5-6 times. Expectation from principal institute, the expectation is that the site principal takes back to school

site. State awarded some Common Core funds in order to roll out what is expected of Common Core. Principals meet frequently to learn Common Core. Helping each other and pushing each other in their thinking. Sonia is participating in walk throughs with superintendent. How are you including Special Education? How are the units being developed? Superintendent is committed to closing the achievement gap in addition to closing the achievement gap.

-Doug Fisher-presented yesterday. Will meet again in March. It was a great experience.

-Transition: Jody BonDurant-Stong will be going to each High School campuses to gather information on each transition plans. Has already gone to 2 sites. There are 16 High Schools. Hopefully complete report by May.

-Due process monthly report: As of July 1<sup>st</sup> 50 total cases filed, 8 in January, 2 so far in February.

-Tracking-Sonia had a chance to look at the file of data-over 400 pages.

-Summer School dates are currently set for 9<sup>th</sup>-12 grades: High School June 23<sup>rd</sup>-August 1<sup>st</sup>, Middle School & Elementary July 24<sup>th</sup>-August 20<sup>th</sup>. Summer school has been approved also for students and is available provided for infants -21 years of age. They run at the same time.

-Vacancies- 3 Project Resource Teachers: 2 hired now, one is in final stages of interview process. This was Sonia's previous position.

-Stars program moving? CPMA is staying at CPMA. Holmes?? Not sure where we are with Holmes.

#### **Announcements:**

-Caroline Kellner: CSUN Technology Conference in San Diego, March 17-22. Manchester Grand. Free to exhibit hall

-Michelle Crisci: Transition Fair at Kearny High School on 4/25/14.

Moira Albritton motion to adjourn, Caroline Kellner second motion.

Adjourn 8:50