



**Tuesday, November 19, 2019  
Special Education District Advisory Council (SEDAC)**

**9:15 AM - General Meeting  
11:30 AM - Executive Board Meeting**

**Location: University Multipurpose Room (MPR) - 2801 Atlas Ave., Thousand Oaks, CA**

**SEDAC EXECUTIVE BOARD**

**Cindy Liu, Chairperson  
Erin Bell, Vice-Chairperson  
Carole Shelton, Secretary  
Rachel Brusseau, Parliamentarian**

**ADMINISTRATION**

**Dr. Lisa A. Miller, Assistant Superintendent, Student Services  
Erika F. Johnson, Director, Special Education  
Kate Potter, Senior Administrative Assistant  
Kathy Stevens, Administrative Assistant**

**If you are on the agenda to present a report and need the use of a computer and audio equipment, please contact the Assistant Superintendent of Student Services' Office 24 hours prior to the meeting (805-497-9511 x2301).**

**If you wish to address the Special Education District Advisory Council (SEDAC), then it is necessary to complete a speaker form (salmon) and hand it to the secretary. If you would like to make comments about items not on the agenda, a speaker form should be completed and turned in prior to the Public Comments section of the agenda. If you wish to address an agenda item, please submit your form prior to the Action portion of the agenda.**

**Pursuant to the Greene Act, members of the public have an opportunity to speak during Public Comments only. The Special Education District Advisory Council cannot enter into formal discussion nor can a decision be made in regard to public comments. However, the Special Education District Advisory Council may briefly respond to comments or questions from the public, and ask clarification questions or make announcements. The Special Education District Advisory Council may provide a reference to District staff or other resources of information; request District staff to report out at a subsequent meeting or may request the Special Education District Advisory Council Executive Board to place an item on a future agenda.**

**PLEASE NOTE: Public Comments will be limited to three minutes. On those occasions where there are 5 or more speaker cards, the Chairperson of the Special Education District Advisory Council may make the decision to decrease the time.**

**Please present your comments in a factual, respectful, and dignified manner that models how we expect our members to participate in the democratic process.**

**If you wish to register your opinion on a topic but not speak, then please fill out a public written statement form (yellow) and hand it to the secretary. Special Education District Advisory Council Executive Board members will review these forms following the General Meeting.**

**Your input is greatly appreciated!**

## **1. GENERAL SESSION**

- A. Meeting Called to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda - All Approved

## **2. REPORTS**

- A. Executive Team-Board of Education Meeting updates
  - Exec and board updates
  - Post-Secondary Presentation
  - All Board Meetings are recorded and can be watched
- B. SEDAC Standing Committees and District Committees Reports
  - A committee is working on the graduation celebration party for students with disabilities. They are working on obtaining donations from Angel Donors and School Sites for items such as food and a photo booth. If anyone wants to sign up or help, contact Carol Shelton.
- C. Community Reports-Special Education Local Plan Area Community Advisory Committee-
  - Met in November, to establish priorities for the school and Inclusive schools week.
  - A list of local organizations and books that are appropriate for all education and levels is being developed.
  - The next CAC Meeting is February 3, 2020.
  - A Parent training workshop is coming up December 10, 2019. Check the Website for future trainings. <https://www.vcselpa.org/For-Families/Community-Advisory-Committee>
- D. Community Reports-United Association of Conejo Teachers (UACT)
  - No Report
- E. Community Reports-Thousand Oaks Library
  - No Report
- F. Community Reports-Independent Living Resource Center
  - Independent Living Resource Center has done a lot of work with regards to power outages and helping families advocate for their needs.
- G. Community Reports-Boys & Girls Club
  - A Thanksgiving Parade will be held for the kids during the fall break. There is a sign up for co-ed basketball leagues on Sundays for ages 3-12.
- H. Community Reports-Conejo Recreation & Park District, Therapeutic Recreation Unit
  - CRPD's Therapeutic Recreation Unit will be having a winter camp.
- I. Budget committee-There will be a Budget Committee meeting tomorrow, November 20, 2019.

## **3. INFORMATION/DISCUSSION SESSION**

- A. Review of Roles and Responsibilities in Student Support Services/Special Education:

Dr. Miller gave an overview on the Special Education Leadership re-organization and of their analysis for the best way to support students, parents and school sites. Historically a Special Education Coordinator was assigned to several sites, which ultimately limited their leadership time spent at each school site. After soliciting feedback from Leadership, it was felt that they needed to restructure by supporting and providing more training to Principals in the areas of Special Education. With this extra training, staff can go to their onsite Leadership for questions and support. Central Office is still available

to help and guide where needed. In addition to Erika Johnson, Director of Special Education, we continue to have two Coordinators, Shane Craven and Marcy Lawrence. They each help with IEP's and various programs. Due to the high volume of special education students, students with 504 plans and incoming 9<sup>th</sup> graders, Assistant Principals of Student Services has been added at Newbury Park High School (NPHS), Thousand Oaks High School (TOHS) and Westlake High School (WHS). The Assistant Principals of Student Services are Christine Caprino (NPHS), Dawn Thomas (TOHS) and Michael Jekogian (WHS). Michael Jekogian is also supporting Colina Middle School. Kristen Walker and Dawn Jacobson support six of our elementary sites that have Special Day Classes.

Q&A:

What types of Coaching is there for Staff and Principals?

- Student Services Leadership meets with the Principals weekly and leads a Professional Development every third meeting. In addition, there are a lot of meetings and emails with Principals, Staff and Central Office.
- Leadership is compiling FAQ's to assist as a references guide.
- Holding Special Education and 504 trainings with all Secondary Administrators.
- Coaching and advising daily with emails and phones calls daily.
- For sites without specialized programs, the Central Office is supporting and providing coaching with the whole team.

Where can teachers get support with strategies, if they can no longer go to a Coordinator?

- Their Principals. Principals are at sites providing direct coaching and meeting with teachers. Inclusion Specialists and Behaviorists etc. provide coaching and modeling. When Principals request help, someone is sent out.

How are case managers trained at the secondary level?

- The Case Manager is usually the Special Education teacher. When there is a Department Chair, they are the first level of support and then Assistant Principal of Student Services (secondary level).

How does Student Services support long-term subs at the District level?

- Special Education teacher hiring is the same process as General Education teacher hiring. Human Resources works with the Principals to secure substitutes and checks their credentials. Once the substitute is in their role, Central Office will provide training and support.

Other feedback or questions?

- A Parent shared that they think the new procedures are great; because now the Principal understands more about their child and it is felt that there is now better communication. They feel that having site leadership is the best way to change the culture.
- Parent shared her personal experience: she stated that at first she was nervous not having a Coordinator; however, her last three IEPs are the best she has ever had. She felt that teachers, and staff were more knowledgeable and involved.

## B. SPSA Review Activity

Break out into groups to review SPSA plans. Purpose of review is to help understand and share ideas. These SPSA Plans are all drafts; the final is due on November 30<sup>th</sup>.

LCAP Goal 1- Implement targeted actions and services that support positive student outcomes. (Student Focused)

- Middle school:
  - Increase points from 6-12 on test scores for both math and English
  - CASP scores attach anonymous academic grades for past two years
  - Academic grades for year after year for Math and English
  - Move 7% of students off D-F list
- Elementary:
  - Anonymous data on student test scores
  - Proficiency scores for all students 100%
  - Shoot high and move students towards proficiency
  - Group felt they didn't have base understanding or knowledge, rely on Principals to provide knowledge of data and how it relates to our kids
- High school
  - Each high school did theirs differently.
  - A lot of action item goals. Some mentioned percentages and some did not.
  - All goals are being addressed at each school, just differently. Academic had goal within schools regarding tutoring, peer tutoring. All had goals on integration and activities between students. All had goals regarding UC a-g requirements plus college and career.

LCAP Goal 2: Ensure highly qualified and effective staff are provided with targeted professional development, and have an understanding that all job responsibilities are structured to support positive student outcomes. (Internal Focused)

LCAP Goal 3: Provide communication and targeted outreach that informs the community of programs & opportunities that support positive student outcomes. (Community Focused)

Goal 4: Enhance the social, emotional and physical well-being for all students through targeted actions that support positive student outcomes. (School/Community focused)

Discussion will be finished at another time, due to lack of time.

#### C. Proposed Amendments: SEDAC By-Laws and Standing Rules

- Table for next time or have discussion today and move to consent for next meeting.
- Will move to consent agenda for next meeting.

## **4. COMMENTS**

### A. Comments-Public

- Thrive event December 7, 2019 from 1:30 p.m. to 3:00 p.m. Crafts, scavenger hunt. Lee Ann Holland will send something out

B. Comment-SEDAC Chair

- None

C. Comments-SEDAC Members-Site Concerns and Successes (Blue Card)

- Not a concern; but a success: Carol thanked Lee Ann Holland for working to bring more inclusion to the school
- NPHS Unified sports is doing kick ball. Basketball and soccer soon will be coming soon. Leap is hosting a tea on Dec. 6<sup>th</sup>. Ms. Alvarez completed a grant request for inclusive school for 19/20 school year.
- Site concern- Refrigeration of medicine during outages. How does each site save meds? Asking for feedback on the plan.
- Three different sites reported doing events for Unity Day.

D. Comments-Assistant Superintendent, Student Services-

- Parent information night at Sequoia is January 7, 2020. The event's focus in the new LEAP program at Sequoia Middle School.
- School Tours - Parents may schedule to take a tour of the campus they are considering for their child. The tour can include the Special Education rooms; however, you will need to let the Principal know in advance. The teachers will not be able to interrupt their class during the tour discuss your student.
- Triggs Program is currently run by the County. Students in the program used to attend a County school, however, due to declining enrollment the County requested for our District to bring CVUSD students back into a District, so the five students in the program are located at one of our campuses. Please refer parents to the District Office Special Education Department if they have questions about the Triggs Program.
- Least Restrictive Environment (LRE) - LRE is the time a student spends in a general education class with non-disabled peers.

**5. ACTION ITEMS-GENERAL**

A. None

**6. ACTION ITEMS-CONCENT**

A. Approval of Minutes – All in Favor

**7. ADJOURNMENT**

- Meeting adjourned at 11:48 a.m.