



**San Juan Unified School District – Department of Special Education**  
*Community Advisory Committee for Special Education*  
San Juan Unified School District - Special Education Office  
4825 Kenneth Avenue, Carmichael, 95608

## **CAC Minutes – September 21, 2022**

### **CALLED TO ORDER (Agenda Item A)**

The September 21, 2022 regular meeting was called to order at 6:33pm by Daniel Hicks CAC Chairperson.

**MEMBERS PRESENT:** Daniel Hicks, Kimber Rice, Ryan Digman, Tina Cooper, Heather Taylor

**MEMBERS ABSENT:** Javier Duran

**STAFF LIAISONS PRESENT:** Vanessa Adolphson, Robert Morgan, Zima Creason

### **BOARD REMARKS (Agenda Item B)**

School board member and CAC liaison Zima Creason shared it is a busy time for the board with many changes. Creason provided clarification on the process to approve new CAC members through the school board.

### **VISITOR COMMENT (Agenda Item C)**

No comments.

### **DIRECTORS REPORT (Agenda Item D)**

Vanessa Adolphson, Director of Special Education shared about the new teacher training series supporting Special Education staff including: assessments, case management, Social Emotional Learning, Behavior and Inclusion.

First parent workshop was in September on Positive Behavior Intervention Supports (PBIS).  
Next month is “How to read your child’s Psychology report.”

Alternative Diploma tract is still a discussion among SELPA administrators. San Juan has a graduation workgroup also that Vanessa has become involved in, meeting with district Administrators.

The updated Local Plan has been received by CDE and posted on the Special Education website.  
[www.sanjuan.edu/specialed](http://www.sanjuan.edu/specialed)

The new CAC handbook has been printed and posted online for review by CAC and the public.

Next Steps: IA/Administrator and Team Trainings, how to support behaviors, curriculum, etc.

### **MEMBER COMMENTS (D)**

Kimber Rice shared that many families did not receive a phone call or email reminder for this CAC meeting and that communication continues to be a challenge for families about events and activities.

Tina Cooper shared about the importance of specialists and case managers sharing information at IEP meetings and through classrooms to families. Tina Cooper suggested we continue to explore creative ideas for communication through Case managers and school sites.

Ryan Digman requested a presentation from the director of Communication for the district and additional follow up from Special Education to support communication improvements. Ryan suggested communication through the main district channels, such as San Juan Scene, San Juan social media, etc. with a scheduled timeline. Ryan Digman would like to see a plan around the priority goal for communication improvement.

Heather Taylor appreciates the communication efforts and acknowledges the challenges that exist for families and staff. Heather requests that efforts be made for communication to increase through the case managers and school sites.

Daniel Hicks suggested an underlying technology issue seems to be at the heart of many of these concerns.

Vanessa shared that the district communication system logs the data to show communication is going out and Special Education will look for improvements with the school site. Vanessa also shared that she will work with the Communications Department and will continue with outreach efforts.

#### **PUBLIC COMMENTS (D)**

Paula Brown shared that they felt the new training underway for staff are great and asked about the bridge for Parent Training as well to support communication and navigating the IEP process. Paula also expressed concern about advertising for CAC and workshops.

Vanessa shared that an upcoming IEP training will be coming soon and workbooks have been ordered to support that workshop. Family and Community Engagement (FACE) Department will support advertising.

Lisa Sotello, whose daughters go to Mariemont, shared she attended the PBIS workshop and suggested Case Managers share information with families. Lisa also shared the need for parent support groups, and better advertising of CAC and Special Ed workshops. Lisa also requested where to find the Special Education priority list and what is being done to move on each priority, as well as resources shared with ECE families.

Raymond Hanson, previous CAC member from years ago, shared that attendance at CAC has always been an issue, and the personal touch needed to encourage involvement. Also that CAC is a state mandated committee and should be considered as important as all district level events and committee meetings.

#### **CAC Overview & Handbook (Agenda Item E)**

Maureen O'Leary Burness, retired SELPA Administrator served on the coalition for the Special Education task force and believes that Special Education students are students first, and that Special Education is a service, not a place.

The new Special Education handbook is available online and includes live links for additional resources and materials. Maureen reviewed the handbook and contents with the CAC membership and guests in attendance.

Citing California Ed Code in the handbook, Maureen shared the purpose of CAC is to support the development and revision of the Local Plan, serving in an advisory capacity.

#### **MEMBER COMMENTS (E)**

Tina Cooper asked about success factors and challenges Maureen has experienced. Maureen shared that challenges are similar across districts and programs.

Kimber Rice shared about RRC PTA's interest in a movie night, Special Ed and FACE efforts to provide responsive workshops for families and staff, as well as past events CAC has accomplished.

Kimber encouraged guests to stay for Committee Business to become involved in work with the CAC as discussed in the presentation by Maureen. Kimber also shared strategies for families to become engaged at the “grass-roots level” with their schools and the impact of being a part of CAC and talking with families in their community and encouraged families to reach out to their PTA/PTO, school liaisons or other school groups.

Ryan Digman shared the need for the district to listen and be responsive with families and how CAC can impact the larger picture. Ryan shared the frustration of not feeling included and supported in the system.

#### **PUBLIC COMMENTS (E)**

Raymond Hanson shared his experience around historical conditions and the growth of the district and the challenges that presents.

Paula Brown was encouraged by the discussion, and asked where one may raise individual concerns to bring to the larger discussion around an issue.

Lisa Sotello shared that her case manager is not sharing information about CAC and would like more information about how CAC may be meaningful to parents.

#### **COMMITTEE BUSINESS (Agenda Item F)**

The May 31, 2022 minutes were motioned for approval by Ryan Digman. Second by Heather Taylor. Motion carried with a majority vote for approval. Minutes approved.

The August 17, 2022 minutes were motioned for approval by Ryan Digman. Second by Kimber Rice. Motion carried with a majority vote for approval. Minutes approved.

#### **ByLaw Review**

Kimber Rice offered to chair a subcommittee for bylaw revision based on the new CAC handbook. Heather Taylor offered to join the subcommittee also.

#### **Create Subcommittees**

Ryan Digman offered to chair “You Light the Way” subcommittee, as well as membership and outreach efforts

#### **SPAC Representative**

Heather Taylor offered to be a SPAC representative for the CAC.

#### **MEMBER COMMENTS (F)**

Kimber Rice encouraged families to connect with CAC members, District resources and community organizations for additional support, training and resources.

Tina Cooper shared her new appointment as a member of the Facilities Committee.

#### **PUBLIC COMMENTS (F)**

None.

#### **FUTURE AGENDA ITEMS (Agenda Item G)**

October - Data Review

November - LCAP Update

December - SELPA Plan Review

May - CAC Officer Elections

TBD - Inclusion, ADR

**MEMBER COMMENTS (G)**

Heather Taylor suggested including transition topics in future meetings and presentations.  
Ryan Digman asked about assistance for CAC outreach through the District.

**PUBLIC COMMENTS (G)**

None.

**VISITOR COMMENTS (Agenda Item H)**

Raymond Hanson, board member of The Arc of California brought to the committee's attention the need for adult transition support and services for families to consider. Raymond also facilitates a Dad's support group "Dad-vocates" and encourages families to join.

Joann, parent and volunteer at Pasadena Elementary shared with the committee that many students are struggling to learn to read and finding resources to support literacy.

**ADJOURN (Agenda Item I)**

There being no further business, the meeting was adjourned at 8:45 pm.