



Agenda
Operational Steering Committee
December 6, 2023
7:30 am: Open Session
Marin County Office of Education
1111 Las Gallinas Ave, San Rafael, CA 94903

1.0 Call Public Session to Order

Becky Rosales, Chair, Superintendent, Miller Creek School District

Operational Steering Committee:

Area 1: Brett Geithman, Superintendent, Larkspur-Corte Madera School District

Area 1 includes Tamalpais UHSD, Larkspur - Corte Madera SD, Ross SD

Area 2: Marci Trahan, Superintendent, Ross Valley School District

Area 2 includes Shoreline USD, Lagunitas SD, Ross Valley SD, Nicasio SD

Area 3: Raquel Rose, Superintendent, Kentfield School District

Area 3 includes Mill Valley SD, Sausalito Marin City SD, Kentfield SD, Reed SD, Bolinas-Stinson SD

Area 4: Becky Rosales, Superintendent, Miller Creek Elementary School

Area 4 includes Miller Creek SD, San Rafael Elementary SD, San Rafael High SD

Area 5: Tracy Smith, Superintendent, Novato Unified School District

Area 5 is the Novato Unified School District

Area 6: John Carroll, Superintendent, Marin County Office of Education

Area 6 includes the Marin County Office of Education, Laguna Joint SD

Marin County SELPA Staff:

Rebecca Minnich, SELPA Director

2.0 Establishment of Quorum

3.0 Consent Agenda

(Members may remove items from the Consent Agenda)

3.1 Approval of Minutes from November 1, 2023 OSC Meeting

3.2 Approval of Agenda for December 6, 2023 OSC Meeting

4.0 Public Comment

Government Code § 54954.3 provides that the public will have an opportunity to address the board on any item described on a regular or special meeting agenda either before or during the consideration of the item. Per MCOE Board Policy 8566, each person shall limit comments to five (5) minutes.

5.0 Information Items

5.1 Fiscal Implications, Facility Obligations, and Materials and Equipment: Current and Prospective Program Transfers

Information will be shared regarding the anticipated fiscal implications, facility obligations, and materials and equipment transfer related to Program Transfers.

5.2 2023 California Department of Education (CDE) Compliance and Improvement Monitoring Plans

Information will be shared regarding the status of the 2023 CDE Compliance and Improvement Monitoring Plans for the identified member local educational agencies (LEAs).

5.3 Fall Census Reporting

Information will be shared regarding the upcoming Fall Census Reporting period to occur on December 15, 2023.

5.4 Marin County SELPA Special Education Advisory Committee

Information will be presented regarding the work of Marin County SELPA's Special Education Advisory Committee.

6.0 Discussion Items

6.1 Marin County SELPA Ad Hoc Committee and Workgroup Progress Update

Information will be shared regarding the work of the current SELPA Ad Hoc Committees and Workgroups.

7.0 Action Items

7.1 Program Transfer Assurances Plan Approval: Novato Unified School District

The Program Transfer Assurances Plan for the delivery of Deaf and Hard of Hearing special education services by the Novato Unified School District beginning in the 2024-2025 School year will be considered by the Operational Steering Committee (OSC).

7.2 Program Transfer Implementation Timeline Waiver Request: Novato Unified School District

A waiver for the timeline established for a Program Transfer to take effect for the Novato Unified School District will be considered by the OSC.

8.0 SELPA Director's Report

Information, communication, and reports will be presented by the SELPA Director.

9.0 Board Member Comments

Each member of the Governing Board/Operational Steering Committee may report about various matters related to the SELPA. There will be no Board discussion except to ask questions and refer matters to staff, and no action shall be taken unless listed on a subsequent agenda.

10.0 Future Planning

Next Meeting Date: February 7, 2024 - 7:30 a.m. – Marin County Office of Education, Board Room

11.0 Adjournment

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Annotation – Agenda Items 3.1 & 3.2
Operational Steering Committee
December 6, 2023

Agenda Item

- 3.1 Approval of Minutes from November 1, 2023 OSC Meeting
- 3.2 Approval of Agenda for December 6, 2023 OSC Meeting

Item Taken

Action

Summary of Key Issues

The minutes of the November 1, 2023 OSC meeting and the agenda for the December 6, 2023 OSC meeting are presented for adoption.

Summary of Previous OSC Action

None

Recommendation

The SELPA Director recommends that the Operational Steering Committee approve the Consent Agenda as presented.

Attachments to this Agenda Item

Attachment: Minutes, Operational Steering Committee Meeting, November 1, 2023



Agenda
Operational Steering Committee
November 1, 2023
7:30 am: Open Session
Marin County Office of Education
1111 Las Gallinas Ave, San Rafael, CA 94903
MINUTES

1.0 Call Public Session to Order

Becky Rosales, Chair, Superintendent, Miller Creek School District

Becky Rosales called the meeting to order at 7:35am.

Operational Steering Committee:

Area 1: Brett Geithman, Superintendent, Larkspur-Corte Madera School District

Area 1 includes Tamalpais UHSD, Larkspur - Corte Madera SD, Ross SD

Area 2: Marci Trahan, Superintendent, Ross Valley School District

Area 2 includes Shoreline USD, Lagunitas SD, Ross Valley SD, Nicasio SD

Area 3: Raquel Rose, Superintendent, Kentfield School District

Area 3 includes Mill Valley SD, Sausalito Marin City SD, Kentfield SD, Reed SD, Bolinas-Stinson SD

Area 4: Becky Rosales, Superintendent, Miller Creek Elementary School

Area 4 includes Miller Creek SD, San Rafael Elementary SD, San Rafael High SD

Area 5: Tracy Smith, Superintendent, Novato Unified School District

Area 5 is the Novato Unified School District

Area 6: John Carroll, Superintendent, Marin County Office of Education

Area 6 includes the Marin County Office of Education, Laguna Joint SD

Marin County SELPA Staff:

Rebecca Minnich, SELPA Director

April Port, Interim Program Manager

The following committee members were in attendance: John Carroll, Dr. Tracy Smith, Becky Rosales, Raquel Rose, Marci Trahan, and Dr. Brett Geithman.

2.0 Establishment of Quorum

A quorum was established with (6) six members of the Operational Steering Committee.

3.0 Consent Agenda
(Members may remove items from the Consent Agenda)

3.1 Approval of Minutes from October 4, 2023 OSC Meeting

3.2 Approval of Agenda for November 1, 2023 OSC Meeting

The Consent Agenda was approved as presented.

Motion: Brett Geithman Second: Raquel Rose Carried: Unanimous

4.0 Public Comment

Government Code § 54954.3 provides that the public will have an opportunity to address the board on any item described on a regular or special meeting agenda either before or during the consideration of the item. Per MCOE Board Policy 8566, each person shall limit comments to five (5) minutes.

Alicia Ncho Oguie, parent in the Novato Unified School District shared information regarding the importance of ensuring all children in Marin County public schools have access to inclusive playgrounds. Ms. Ncho Oguie shared information about “Magical Bridge Playgrounds.” She requested that Marin County school districts consider “Magic Bridge Playgrounds” when there are considerations being made regarding redesigning and building new playgrounds.

Lina Godfrey, parent in the Reed Union School District shared her disappointment with the Reed Union School District related to the building of three (3) playgrounds that are not accessible to her daughter, nor inclusive. Mrs. Godfrey provided information about “Magical Bridges Playgrounds” and shared reading materials with the Committee. Ms. Godfrey requested assurances from Marin County Superintendents to develop inclusive playgrounds in Marin County public schools and offered to work with districts to develop inclusive playgrounds.

5.0 Action Items

5.1 Marin County SELPA Special Education Advisory Committee Nomination

The Marin County SELPA Special Education Advisory Committee has one (1) nomination that will be presented for OSC approval.

The SELPA Director presented one (1) nomination from the Miller Creek School District, Arwen Brown for consideration and approval. The nomination was approved as presented.

Motion: John Carroll Second: Dr. Tracy Smith Carried: Unanimous

6.0 Discussion Items

6.1 Program Transfer Update

Information will be shared regarding activities related to the Program Transfer notification received from the Novato Unified School District for the 2024 - 2025 school year.

The SELPA Director provided information regarding activities related to the Program Transfer notification received from the Novato Unified School District for the 2024 – 2025 school year. The SELPA Director reviewed the Program Transfer timeline and OSC responsibilities related to the approval/denial of a Program Transfer request. The SELPA Director presented information regarding the revenue transfer methodology, potential impact to Excess Cost, and the SELPA’s Low Incidence Fiscal Allocation Plan.

The Superintendent of Kentfield School District, Raquel Rose, requested information about the potential impact to Excess Cost with a reduction in students receiving Deaf/Hard of Hearing itinerant services, and the SELPA Director provided additional information.

6.2 California Legislation: Special Education Operations

Information will be shared regarding recently approved and chaptered legislation related to the provision of special education support and services.

The SELPA Director shared information regarding recently approved and chaptered legislation related to the provision of special education supports and services. The SELPA Director highlighted several bills and provided information related to anticipated changes effective January 2024. The SELPA Director noted that State Bill 88 becomes effective in 2025.

7.0 Information Items

7.1 Marin County SELPA Autism Demonstration Site

Information will be shared regarding the implementation of the Marin County SELPA Autism Demonstration site at Hamilton Meadow Park Elementary School.

The SELPA Director presented information regarding the implementation of the Marin County SELPA Autism Demonstration Site at Hamilton Meadow Park Elementary School that is operated by the Marin County Office of Education. Information was shared regarding activities of the Regional Implementation Lead and CAPTAIN Cadre in supporting the site’s instructional staff with learning and implementing evidence based practices with fidelity to support students with autism. The SELPA Director presented information about the implementation timeline and desired outcomes.

The Superintendent of the Miller Creek School District, Becky Rosales, asked for information about the assessment tool used to determine the needs of the

Demonstration Site. The SELPA Director provided further information about the assessment tool.

7.2 Marin County SELPA Special Education Advisory Committee

Information will be presented regarding the work of Marin County SELPA's Special Education Advisory Committee.

The SELPA Director provided information regarding the current work of the Marin County SELPA's Special Education Advisory Committee (SEAC). The SELPA Director shared the date of the November SEAC meeting, interest of the SEAC is to increase district representation, and continued focus on developing and providing meaningful workshops for parents.

8.0 SELPA Director's Report

Information, communication, and reports will be presented by the SELPA Director.

The SELPA Director provided information regarding the following:

- *On November 14, 2023, the SELPA will be working with the Marin County Office of Education and Dedication to Special Education to support efforts in labeling and distributing postcards about the upcoming Dedication to Special Education car raffle to families of students with IEPs.*
- *The SELPA Director has completed the Ad Hoc Committee recommended activity specific to the onboarding of new Marin County Superintendents.*
- *The SELPA is coordinating an information session in January 2024 for District Business Officials and Directors of Maintenance and Operations related to the development of accessible and inclusive playgrounds.*
- *The SELPA had an opportunity to present to the Novato Unified School District Special Education Parent Group on October 26, 2023 regarding special education programming and operations within the Marin County SELPA.*

9.0 Board Member Comments

Each member of the Governing Board/Operational Steering Committee may report about various matters related to the SELPA. There will be no Board discussion except to ask questions and refer matters to staff, and no action shall be taken unless listed on a subsequent agenda.

The County Superintendent of Schools, John Carroll, shared information about his visits to various Marin County regionalized special day classrooms in Marin County public schools. He shared that he intends to visit all Marin County Office of Education operated classrooms before the current school year ends.

The Superintendent of Ross Valley School District, Marci Trahan, commented on the recently opened Marin County Office of Education special day class at Manor Elementary School. She shared examples of the inclusive practices happening at that school site.

10.0 Future Planning

Next Meeting Date: December 6, 2023 - 7:30 a.m. – Marin County Office of Education, Board Room

11.0 Adjournment

The meeting was adjourned at 8:10 am.

Motion: Jon Carroll

Second: Dr Tracy Smith

Carried: Unanimous

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Annotation – Agenda Item 5.1
Operational Steering Committee
December 6, 2023

Agenda Item

- 5.1 Fiscal Implications, Facility Obligations, and Materials and Equipment:
Current and Prospective Program Transfers

Item Type

Information

Summary of Key Issues

The Marin County Marin County SELPA’s Program Transfer Policy and Procedures require the SELPA’s member LEAs to be informed of any fiscal implication of a resulting Program Transfer on or before January 1st and a formal process for the transfer of materials and equipment related to the Program Transfer. Additionally, prior to the OSC approval of a Program Transfer, the OSC shall review a draft of a Facilities Plan which shall include pupil data that reflects the potential loss of pupils in Marin County Office of Education (MCOE) operated regionalized special education classrooms due to the Program Transfer.

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

- Attachment 1: 2024-2025 Program Transfer: Marin County SELPA Member LEA
Fiscal Implications
Attachment 2: Facilities Plan Impact: 2024-2025 Program Transfer
Attachment 3: Materials and Equipment: Program Transfer Procedures

MARIN COUNTY OFFICE OF EDUCATION

ESTIMATED SPECIAL EDUCATION PROGRAM EXCESS COSTS (ONE HALF BY SETTING; ONE HALF BY PUPIL)

Estimated Fiscal Impact of NUSD Transfer in 2024-25 using Fiscal Year 2023-24 Excess Cost

(Based on December 16, 2022 Pupil Count)

ESTIMATED % AND AMOUNT OF EXCESS COST BY SETTING:

Setting	Excess		% Amt. / Setting	Excess
SDC	\$ 9,819,611	x	78.15%	\$7,674,026
RSP	\$9,819,611	x	2.79%	\$273,967
DIS	\$9,819,611	x	19.06%	\$1,871,618
	\$9,819,611		100.00%	\$9,819,611

PREPARED ON: 12-1-23

Budget Adoption

No additional classes implemented

NUSD DHH Program Transfer Impact

Adoption	10,000,185
Fiscal Impact	(180,574)
Revised Cost	\$ 9,819,611

EXCESS PER PUPIL COST BY SETTING:

Setting	Excess/Setting	Pupils	Per Pupil Cost	Divided in half
SDC	\$7,674,026	262	\$29,290.18	\$14,645.09
RSP	\$273,967	27	\$10,146.93	\$5,073.47
DIS	\$1,871,618	453	\$4,131.61	\$2,065.80
TOTAL	\$9,819,611	742		

PER PUPIL COST :

One-half Excess	Divided by Total # Pupils	Per Pupil Cost
\$4,909,806	742.0	\$6,616.99

Proposed 2023-24 EXCESS COSTS

DISTRICT	NUMBER OF PUPILS *				ONE-HALF COST BY SETTING			TOTAL COST		TOTAL COST 1/2 PER PUPIL + 1/2 PER SETTING	Adoption 2023-24	Variance
	SDC	RSP	DIS	TOTAL	SDC	RSP	DIS	1/2 Per Setting	1/2 Per Pupil			
BOLINAS-STINSON	2		0	2	\$29,290	\$0	\$0	\$29,290	\$13,234	\$42,524	\$42,850	(\$326)
KENTFIELD	11	1	19	31	161,096	5,073	39,250	205,419	205,127	410,546	\$408,854	1,692
LAGUNA	0	4	2	6	0	20,294	4,132	24,426	39,702	64,128	\$63,709	419
LAGUNITAS	1		4	5	14,645	0	8,263	22,908	33,085	55,993	\$55,425	568
LARKSPUR CORTE-MADERA	7		16	23	102,516	0	33,053	135,569	152,191	287,760	\$285,977	1,783
MILL VALLEY	8		14	22	117,161	0	28,921	146,082	145,574	291,656	\$290,401	1,255
MILLER CREEK	38	4	38	80	556,513	20,294	78,501	655,308	529,359	1,184,667	\$1,183,862	805
NICASIO	0	7	4	11	0	35,514	8,263	43,777	72,787	116,564	\$115,741	823
NOVATO	68	3	108	179	995,866	15,220	223,107	1,234,193	1,184,441	2,418,634	\$2,630,945	(212,311)
REED	7		12	19	102,516	0	24,790	127,306	125,723	253,029	\$251,976	1,053
ROSS	1		0	1	14,645	0	0	14,645	6,617	21,262	\$21,425	(163)
ROSS VALLEY	20		32	52	292,902	0	66,106	359,008	344,083	703,091	\$700,503	2,588
SAN RAFAEL ELEM.	28		75	103	410,062	0	154,935	564,997	681,550	1,246,547	\$1,237,408	9,139
SAN RAFAEL HIGH	21	6	23	50	307,547	30,441	47,513	385,501	330,849	716,350	\$715,491	859
SAUSALITO-MARIN CITY	12		20	32	175,741	0	41,316	217,057	211,744	428,801	\$427,102	1,699
SHORELINE	4		18	22	58,580	0	37,184	95,764	145,574	241,338	\$238,703	2,635
TAMALPAIS	34	2	68	104	497,933	10,147	140,475	648,555	688,167	1,336,722	\$1,329,813	6,909
TOTALS	262	27	453	742	\$3,837,013	\$136,983	\$935,809	\$4,909,805	\$4,909,807	\$9,819,612	10,000,185	(\$180,573)

* Based on December 16, 2022 pupil count

	479
Less Program transfer	-26
Revised pupil count	453

Facilities Plan Impact: 2024-2025 Program Transfer

Prior to the Operational Steering Committee (OSC) approval of a Program Transfer, the OSC shall review a draft of the Facilities Plan, which shall include pupil data that reflects the potential loss of pupils in MCOE operated regionalized special education classrooms due to the Program Transfer.

2024-2025 Program Transfer Pupil Data

Number of Pupils Identified in the Program Transfer: **26**

Number of Identified Program Transfer Pupils Placed in a District Operated Classroom per the IEP	Number of Identified Program Transfer Pupils Placed in a MCOE Operated Regionalized Classroom per the IEP
25	1

Calculation of Impact

The Marin County SELPA's Facilities Plan groups member LEAs by Areas. When the established pupil threshold is met, each Area within the SELPA is responsible for providing the MCOE with a facility for pupils who reside within their Area and require a regionalized special education classroom placement operated by the MCOE. The Novato Unified School District is the sole member of Area 5.

Per the Marin County SELPA Facilities Plan, each LEA within each Area is required to provide a facility to operate a regionalized special education classroom based upon a Facilities Determination Formula. The formula applicable to the Program Transfer conditions indicated above is as follows:

Number of Pupils Within the LEA/LEAs Requiring a Regionalized Special Education Classroom	Number of Regionalized Special Education Facilities Required by the LEA/LEAs
0-4	0

Outcome

Given this calculation, there is no anticipated impact to facility obligations for the transferring LEA or any of the SELPA's member LEAs due to only one (1) student being removed from a MCOE operated regionalized program as a result of the intended Program Transfer. The current Facilities Plan does not require recalculation and remains valid for its intended purposes.¹

¹ The Marin County SELPA Facilities plan identifies that the Facilities Plan shall also be recalculated in the first year of a Program Transfer using enrollment data obtained on the last Friday before the Winter Break of that school year to account for all the pupils that have actually transitioned out of a MCOE operated special education classroom following an OSC approved Program Transfer – where the first recalculation is only based on anticipated pupil transfers.

Materials and Equipment: Program Transfer Procedures

All materials and equipment utilized by the sending LEA in the program to be transferred shall be offered to the receiving LEA.

The receiving LEA may decline or accept the materials and/or equipment in whole or in part.

Any material or equipment purchased with Low Incidence funds is the property of the California Department of Education (CDE) and shall remain with the student.

Specialized equipment purchased by the sending LEA for a particular student shall remain with the student following the Program Transfer. The specialized equipment shall become the property of the receiving LEA following enrollment of the student into the receiving LEA's program/classroom.

Annotation – Agenda Item 5.2
Operational Steering Committee
December 6, 2023

Agenda Item

5.2 2023 California Department of Education (CDE) Compliance and Improvement Monitoring Plans

Item Type

Information

Summary of Key Issues

The CDE Special Education monitoring framework utilizes a tiered system that differentiates the level of monitoring and technical assistance supports for local educational agencies (LEAs) based on data analyses. The data drives the LEA's need for support and intervention. The monitoring framework is driven by the Compliance and Improvement Monitoring (CIM) process.

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment 1: CDE Compliance and Improvement Monitoring Tiers

Attachment 2: CDE Compliance and Improvement Monitoring Status:
Marin County SELPA Member LEAs

2023 California Department of Education Compliance and Improvement Monitoring Tiers

Monitoring Levels

- Significantly Disproportionate

An LEA has overidentified a specific race and/or ethnicity in one or more of the following special education categories:

- *Disciplinary Action (Suspension and Expulsion)*
- *Placement: More Restrictive Environments*
- *Indicator 9: Special Education in General*
- *Indicator 10: Special Education within a Specific Disability Category*

- Intensive Level 1

An LEA that is in the bottom 8–10 percent of LEAs for outcomes in achievement, placement, and school climate (suspension and attendance) for students with disabilities.

- Intensive Level 2

An LEA that is in the bottom 4–7.99 percent of LEAs in outcomes for achievement, placement, and school climate (suspension and attendance) for students with disabilities.

- Intensive Level 3

An LEA that is in the bottom 0–3.99 percent of LEAs in outcomes for achievement, placement, and school climate (suspension and attendance) for students with disabilities.

- Targeted Level 1 or 2

An LEA that has not met the target for one or two elements as Targeted Level 1, and an LEA who has not met the target for three or more elements as Targeted Level 2.

- Targeted Level 3

An LEA that has:

- Been identified as disproportionate for two or more years;*
- Ranked in the bottom 11–20% of either the Intensive Evaluation or Preschool Intensive Evaluation; and/or*
- Ranked in the bottom 10% for any of the Least Restrictive Environment (LRE) Indicators.*

- Cyclical Monitoring for Small LEAs

For monitoring purposes, small LEAs are defined as school districts and charter schools serving 100 or fewer students with disabilities on census day. Small LEAs are not selected for monitoring based on State Performance Plan Indicators. These LEAs are monitored on a cyclical basis every three years. Selected small LEAs must complete the following three (3) monitoring activities independently with support from the CDE:

- *Policies and Procedures Review;*
- *Educational Benefit Review; and*
- *Student Record Review*

CDE Compliance and Improvement Monitoring Status: Marin County SELPA Member LEAs

Date	Activity
March 2023	<p>LEAs received the Annual Determination Letter and Performance Report.</p> <p>LEAs reviewed performance based on prior data year.</p>
April 2023 – June 2023	<p>LEAs developed a CIM Team to engage in activities to support the development to the CIM Plan.</p> <p>CIM Teams conducted a “Data Drill Down” to examine specific data points to identify any patterns that may impact areas of needed improvement. LEAs disaggregated data by the following areas:</p> <ul style="list-style-type: none"> - Race/ethnicity - Disability - Placement - Age - School Site <p>Additional areas were examined by an LEA for Targeted Level 3.</p> <p>CIM Teams conducted a policy, procedures, and practices review to examine current policies and practices that may impact areas of needed improvement.</p> <p>CIM Teams conducted a student record file review to examine current practices that may impact areas of needed improvement, including identification of disproportionality.</p>
June 2023 – August 2023	<p>CIM Teams had the option to meet to continue to examine data and engage in activities to support the CIM Plan development process.</p>
August 2023 - September 2023	<p>CIM Teams continued to meet.</p> <p>CIM Teams reflected on the findings from Spring 2023 to identify any problems of practice within the LEA and prioritize identified problems.</p> <p>CIM Teams further examined both qualitative and quantitative data to identify at least one (1) root cause associated with the area(s) that need improvement.</p> <p>CIM Teams explored high leverage practices to target the identified area(s) of need.</p> <p>Targeted Level 3 LEA obtained parent input to gather additional information to support the development of their CIM Plan.</p> <p>Representatives of CIM Teams began engaging in activities identified as necessary to address areas of improvement.</p>
October 2023	<p>CIM Teams began drafting their CIM Plan for the SELPA to review.</p> <p>Representatives of CIM Teams continued to engage in activities identified as necessary to address areas of improvement</p>
November 2023	<p>Representatives of CIM Teams continued to engage in activities identified as necessary to address areas of improvement.</p> <p>All Targeted Level 1 and 2 LEAS completed and submitted their CIM Plan to the SELPA by the November 30, 2023 deadline.</p> <p>Targeted Level 3 LEA is working with the CDE Technical Assistant with the completion of the CIM Plan.</p>

Annotation – Agenda Item 5.3
Operational Steering Committee
December 6, 2023

Agenda Item

5.3 Fall Census Reporting

Item Type

Information

Summary of Key Issues

The next CALPADS snapshot collection window will occur on December 15, 2023. The SELPA is actively working to support its member LEAs with this process.

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment: Fall 2023 Census Reporting: Marin County SELPA Support Activities

Fall 2023 CALPADS Census Reporting: Marin County SELPA Support Activities

The Marin County SELPA provides its member LEAs with a variety of resources to support the CALPADS reporting and certification process. Historically, special education data was certified and submitted to the CDE by the SELPA on behalf of each of its member LEAs. In the 2019-2020 school year, the certification process changed, and each LEA became responsible for submitting and approving its CALPADS special education data prior to SELPA certification. The current resources and support are in place for LEAs to successfully meet the CDE established certification deadline for Fall 1.

Digital Resources: The Marin County SELPA created a website in the 2022 – 2023 school year that is available to educators, administrators, and administrative support staff with access to SEIS. The website was updated in September 2023 to include information relative to the CALPADS redesign. The SELPA website maintains CALPADS certification training materials, videos, presentation slide decks, and outlines for task completion, as well as links to the SEIS YouTube Channel, CALPADS, and Marin County SELPA Educator Resources.

Advisory Steering Committee (ASC) Meetings: CALPADS reporting has continued to be a standing item on the ASC agenda to provide members of the ASC with information and digital resources that may be downloaded to support the process of reviewing data, correcting errors, generating reports, and submission for SELPA CALPADS certification.

Virtual Workshops: The Marin County SELPA delivered two (2) virtual workshops in the fall to support both SEIS and CALPADS administrators with understanding the process of generating reports, reviewing data, correcting errors, and successful submission of CALPADS data for SELPA certification.

Phone Consultation: The Marin County SELPA has continued to provide phone consultation to its member LEAs to address matters related to the reporting and submission of CALPADS data.

Email Communication & Consultation: The Marin County SELPA compiled resources related to the process of reviewing data, correcting errors, generating reports, and submission of CALPADS data for SELPA certification. The information has been sent to the special education directors at least bi-weekly since the beginning of September 2023. The SELPA has provided LEAs with personalized emails with relevant student information to support valid data submissions.

**Annotation – Agenda Item 5.4
Operational Steering Committee
December 6, 2023**

Agenda Item

5.4 Marin County SELPA Special Education Advisory Committee

Item Type

Information

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

None

Annotation – Agenda Item 6.1
Operational Steering Committee
December 6, 2023

Agenda Item

6.1 Marin County SELPA Ad Hoc Committee and Workgroup Progress Update

Item Type

Discussion

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment: Marin County SELPA Ad Hoc Committee and Workgroup Progress Update

Marin County SELPA Ad Hoc Committee and Workgroup Progress Update

Marin County SELPA Ad Hoc Committee

Meeting Date	Activity	Outcomes
October 16, 2023	<ul style="list-style-type: none">• Reviewed Marin County SELPA Guiding Principles• Reviewed SELPA Extended School Year (ESY) Set Aside• Discussed rationale for ESY Set-Aside• Reviewed ESY operational and fiscal data	<ul style="list-style-type: none">• Determined need for additional data regarding operational costs and staffing for ESY programs
November 17, 2023	<ul style="list-style-type: none">• Discussed a review cycle• Reviewed data requested from LEAs that operate ESY non-severe special day classes, including operational costs, standard level of service , and staffing• Examined current reimbursement methodology and discussed alternative methodologies• Reviewed current Marin County SELPA Policy and Procedures for IEP Team Referral to a District-Operated Special Day Class Placement	<ul style="list-style-type: none">• Determined need for additional data• Developed two (2) draft recommendations• Agreement to continue discussion regarding ESY Set Aside at December meeting

Future Ad Hoc Committee meetings are scheduled for the following dates:

- December 11, 2023
- January 16, 2024
- February 12, 2024
- March 12, 2024
- April 15, 2024
- May 6, 2024

Marin County SELPA Ad Hoc Committee and Workgroup Progress Update

Marin County SELPA Local Plan Workgroup

Meeting Date	Activity	Outcomes
October 2, 2023	<ul style="list-style-type: none">Reviewed the Marin County SELPA Local PlanReviewed the CDE Local Plan Template Section BDiscussed Section B and gathered input from workgroup regarding requirements of the new Section B	<ul style="list-style-type: none">Identified areas of Section B requiring revisionThe workgroup will review Local Plan Section A when made available by the CDE
October 16, 2023	<ul style="list-style-type: none">Reviewed Marin County Local Plan B additions and revisionsDetermined need for revisions of Section BDiscussed current Marin County SELPA policies	<ul style="list-style-type: none">Determined the revisions satisfy requirements of the new Local Plan Section BThe workgroup will review Local Plan Section A when made available by the CDE
October 30, 2023	<ul style="list-style-type: none">Reviewed Marin County SELPA policies	<ul style="list-style-type: none">Identified need for renumbering of all Marin County SELPA policies and agreed to a numbering systemThe workgroup will review Local Plan Section A when made available by the CDE
November 13, 2023	<ul style="list-style-type: none">Reviewed the complete draft of Local Plan Section BReviewed complete draft of renumbered Marin County SELPA policies	<ul style="list-style-type: none">Determined what needs to be available for review at the final meeting

The final Local Plan Workgroup meeting is scheduled for December 11, 2023.

Marin County SELPA Ad Hoc Committee and Workgroup Progress Update

Marin County SELPA Supporting Inclusive Preschool Practices (SIPP) Workgroup

Meeting Date	Activity	Outcomes
September 27, 2023	<ul style="list-style-type: none"> • Reviewed SIPP support model and expected outcomes for grantees • Discussed barriers to inclusion • Reviewed the Culture of • Accountability framework • Began vision setting related to inclusive practices 	<ul style="list-style-type: none"> • Each LEA began a draft of a vision statement • Determined need to analyze current data related to programming for preschool-age students with disabilities
October 25, 2023	<ul style="list-style-type: none"> • Continued vision setting • Reviewed educational setting data for preschool students with IEPs • Discussed available resources to support inclusive practices for preschool age students. 	<ul style="list-style-type: none"> • Determined need for additional information about current preschools (public/private) in Marin County. • Determined need to analyze historical data related to the referral of preschool-age students for special education evaluations. • Identified experiences for students, staff, and families/community related to inclusive practices.
November 29, 2023	<ul style="list-style-type: none"> • Reviewed vision statements and identified common themes regarding inclusive practices. • Reviewed list of early childhood centers in Marin, including public and private preschools. • Reviewed historical data related to the referral of preschool-age students for special education evaluations. • Discussed correlation of action plans and compliance and improvement monitoring plans that address least restrictive environment for preschool age students with IEPs. 	<ul style="list-style-type: none"> • Scheduled a meeting in December for representatives of a district supported by SIP to speak to the workgroup regarding the implementation process for developing inclusive preschool programs. • Identified next steps for the development of an action plan.

Future SIPP Workgroup meetings are scheduled for the following dates:

December 13, 2023; January 24, 2024; February 28, 2024; March 27, 2024; April 24, 2024; and May 29, 2024

Annotation – Agenda Item 7.1
Operational Steering Committee
December 6, 2023

Agenda Item

7.1 Program Transfer Assurances Plan Approval: Novato Unified School District

Item Type

Action

Summary of Key Issues

Per the Marin County SELPA’s Program Transfer Policy and Procedures, the Operational Steering Committee (OSC) shall approve all Program Transfer Assurances on or before February 1 of the school year prior to the Program Transfer taking effect.

Summary of Previous OSC Action

None

Recommendation

The SELPA Director recommends that the Operational Steering Committee approve the Program Transfer Assurances Plan as presented.

Attachments to this Agenda Item

Attachment 1: Identified Elements for an Approved Program Transfer

Attachment 2: Program Transfer Assurances Plan: Novato Unified School District

Identified Elements for an Approved Program Transfer

Pursuant to section 56207(a) of the California Education Code, in order for a proposed program transfer to be approved by the Operational Steering Committee, all of the following elements must be identified by the LEA proposing the program transfer¹:

- Is the Program Transfer consistent with pupil needs?
- Will the Program Transfer ensure the availability of a full continuum of services to affected pupils?
- Will the Program Transfer impact the functional continuation of the current Individualized Education Programs (IEPs) of all affected pupils?
- Will the Program Transfer allow the provision of services in the least restrictive environment from which affected pupils can benefit?
- The degree to which the Program Transfer affects the maintenance of all appropriate services?
- The assurance that there will be compliance with all federal and state laws and regulations and Special Education Local Plan Area (SELPA) policies.
- The means through which parents and staff were represented in the planning process.

¹ The Marin County SELPA Program Transfer Assurances Plan is designed to record an LEA's reported compliance with all applicable requirements under federal and state law and SELPA policy related to a potential Program Transfer.

Annotation – Agenda Item 7.2
Operational Steering Committee
December 6, 2023

Agenda Item

7.2 Program Transfer Implementation Timeline Waiver Request:
Novato Unified School District

Item Type

Action

Summary of Key Issues

The Novato Unified School District has requested a waiver to the established timeline for Program Transfer Implementation (i.e., the first day of the second fiscal year beginning after the date on which the sending or receiving local educational agency has informed the local educational agency operating the program and the OSC). Per the Marin County SELPA's Program Transfer Policy and Procedures, the OSC has the authority to waive the minimum year and a day timeline for the implementation of a Program Transfer when the request is submitted no later than February 1st.

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment: Novato Unified School District Communication: Request for an Expedited Program Transfer to begin in the 2024-2025 School Year



Dr. Tracy Smith
Superintendent

Angela Williams
Director of Special Education

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Novato, CA 94945

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September 14, 2023

Rebecca Minnich
Marin SELPA Director
Marin County SELPA
1111 Las Gallinas Avenue
San Rafael, Ca 94903

Subject: Novato Unified School District Intent to Request an Expedited Program Transfer from the Marin SELPA and Marin County Office of Education in the 2024-2025 Fiscal Year

Dear Ms. Minnich,

Due to a change in the service delivery model of programs that became known after June 30, 2023, the Novato Unified School District is requesting an expedited waiver of the program transfer timeline for the 2024-2025 school year.

Pursuant to Marin SELPA Policy MCS-04-2020.18 and Section(56207(b) of the California Education Code, the Novato Unified School District is formally noticing the Marin SELPA and the Marin County Office of Education that it is considering a program transfer for students that have historically been served in Marin County SELPA regionalized programs provided by the Marin County Office of Education, in the 2024-2025 fiscal year.

Sincerely,

A handwritten signature in blue ink that reads "AWilliams".

Angela Williams
angelawilliams@nusd.org
(415) 493-4265

cc: Tracy Smith, Superintendent, Novato Unified School District
cc: Julie Synyard, Executive Director of Education Services, Novato Unified School District
cc: Josh Braff, Chief Financial Officer, Novato Unified School District
cc: John Carroll, Marin County Superintendent of Schools
cc: Janelle Campbell, Assistant Superintendent of Marin County Office of Education
cc: Stacey Tachiki, Director of Special Education, Marin County Office of Education

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