



**Agenda**  
**Operational Steering Committee**  
**February 1, 2023**  
**7:30 am: Open Session**

**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: Jan La-Torre Derby, 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

Christine Shields, Assistant Program Manager

**2.0 Establishment of Quorum**

**3.0 Consent Agenda**

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

**3.1 Approval of Minutes from December 7, 2022 OSC Meeting**

**3.2 Approval of Agenda for February 1, 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.*

**Rebecca Minnich, SELPA Director**

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## 5.0 Discussion Items

### 5.1 Dedication to Special Education: 2023 2024 Activities and Planning

*Information will be presented regarding the activities and work of Dedication to Special Education.*

## 6.0 Information Items

### 6.1 2022 2023 Marin County SELPA Special Education Ad Hoc Committee

*Information will be presented regarding the current work of the Marin County SELPA Special Education Ad Hoc Committee concerning SELPA operations and special education programming.*

### 6.2 2023 California Department of Education (CDE) Special Education Compliance and Improvement Monitoring

*Information will be presented regarding the areas of CDE monitoring and support in 2023.*

### 6.3 Marin County SELPA Special Education Advisory Committee Report

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

## 7.0 RD O Ch db Report

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

## 8.0 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.

## 9.0 Future Planning

### 9.1 Next Meeting Date: March 1, 2023 - 7:30 a.m. San Rafael City Schools.

## 10.0 Adjournment

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**Annotation – Agenda Items 3.1 & 3.2**  
**Operational Steering Committee**  
**February 1, 2023**

**Agenda Item**

- 3.1 Approval of Minutes from December 7, 2022 OSC Meeting
- 3.2 Approval of Agenda for February 1, 2023 OSC Meeting

**Item Taken**

Action

**Summary of Key Issues**

The minutes of the December 7, 2022 OSC meeting and the agenda for the February 1, 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 1: Minutes, Operational Steering Committee Meeting, December 7, 2022



**Agenda  
Operational Steering Committee  
December 7, 2022  
7:30 a.m. Open Session**

**1.0 Call Public Session to Order**

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

**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: John Carroll, Superintendent, Lagunitas 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: Jan La-Torre Derby, Superintendent, Novato Unified School District

*Area 5 is the Novato Unified School District*

Area 6: Mary Jane Burke, 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

Christine Shields, Assistant Program Manager

*In attendance: John Carroll, Kimberly Berman (alternate for Raquel Rose), Becky Rosales, Jan La-Torre Derby, and Mary Jane Burke.*

**2.0 Establishment of Quorum**

*A quorum was established with five (5) members of the Operational Steering Committee.*

**3.0 Consent Agenda**

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

**3.1 Approval of Minutes from November 2, 2022 OSC Meeting**

**3.2 Approval of Agenda for December 7, 2022 OSC Meeting**

*The Consent Agenda was approved as presented.*

*Motion: Mary Jane Burke Second: John Carroll*

*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.*

*The following member of the public addressed the Operational Steering Committee: Alicia Ncho Oguie, Dedication to Special Education Co-Chair regarding the inclusion of students with disabilities enrolled in Marin County Office of Education programs in general education activities and classrooms.*

#### **5.0 Action Items**

##### **5.1 Marin County SELPA Special Education Advisory Committee Nominations**

*The Marin County SELPA Special Education Advisory Committee has three (3) nominations that will be presented for OSC approval.*

*The SELPA Director presented three (3) Marin County SELPA Special Education Advisory Committee nominees from Larkspur Corte Madera School District, Novato Unified School District, and Matrix Parent Network for consideration and approval. The nominees were approved as presented.*

*Motion: Jan La-Torre Derby Second: Kimberly Berman Carried: Unanimous*

#### **6.0 Information Items**

##### **6.1 Special Education Ad Hoc Committee: Special Education Planning**

*Information will be shared regarding the membership of the SELPA Ad Hoc committee, intended purpose, and anticipated meeting schedule.*

*The SELPA Director provided information regarding outcomes of the Special Education Programming and Organization meeting held on November 2, 2022. A SELPA Ad Hoc committee has been formed to develop recommendations for the Operational Steering Committee to consider related to SELPA organization and special education programming in Marin County. The committee will consist of twelve (12) representatives, including one (1) member of the Operational Steering Committee, two (2) District Superintendents, three (3) Business Officials, four (4) Special Education Directors, and two (2) SELPA administrators. The committee will meet monthly between January and May 2023.*

##### **6.2 Desired Results Developmental Profile (DRDP): Transitional Kindergarten Requirements**

*Information will be shared regarding the requirements for the administration of the Desired Results Developmental Profile for students with IEPs in transitional kindergarten.*

*The SELPA Director provided information regarding the requirements for the administration of the Desired Results Developmental Profile (DRDP) for students with IEPs in transitional kindergarten (TK). The DRDP will be administered to students in TK in Fall 2023.*

### **6.3 Marin County SELPA Special Education Advisory Committee Report**

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

*The SELPA Director presented information regarding the work of the Marin County SELPA's Special Education Advisory Committee. Information was shared regarding the goals of the committee for the 2022 – 2023 school year.*

### **7.0 SELPA Director's Report**

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

*The SELPA Director provided information regarding the following:*

- *Two (2) Short Term Residential Therapeutic Programs will be opening in the Miller Creek School District and San Rafael High School District to serve students between the age of 6 years and 18 years. The SELPA will support its member LEAs with enrollment activities, including case management for any students requiring a nonpublic school placement. Both facilities are considered a Licensed Children's Institution (LCI).*
- *The Marin County Office of Education and the SELPA's member LEAs are exploring communication systems to ensure students with IEPs that may be served outside of their home school or district have necessary information to access and participate in graduation ceremonies and related activities.*
- *Recognition of Mary Jane Burke as a member of the Operational Steering Committee for twenty-eight (28) years.*

### **8.0 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.*

*No Board Member comments.*

### **9.0 Future Planning**

*Next Meeting Date: January 4, 2023, at 7:30 am at the Marin County Office of Education.*

*Members of the committee discussed the timing of the next meeting in relation to the Winter Break. The committee agreed to not meet in January 2023 and meet next in February on the date identified on the SELPA's Master Committee Meeting Calendar.*

### **10.0 Adjournment**

*The meeting adjourned at 8:26 am.*

*Motion: Kimberly Berman      Second: Jan La-Torre Derby      Carried: Unanimous*

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**Annotation – Agenda Item 5.1**  
**Operational Steering Committee**  
**February 1, 2023**

**Agenda Item**

5.1 Dedication to Special Education: 2023 – 2024 Activities and Planning

**Item Type**

Discussion

**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**  
**February 1, 2023**

**Agenda Item**

6.1 2022 – 2023 Marin County SELPA Special Education Ad Hoc Committee

**Item Type**

Information

**Summary of Key Issues**

The OSC Committee has identified the need for the SELPA to form an ad hoc committee with representation from the Superintendents, Business Advisory Committee, Advisory Steering Committee, Marin County Office of Education, and SELPA to examine special education programming and operations in Marin County and bring forth recommendations to the OSC.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: Special Education Ad Hoc Meeting Structure and Timeline



**2022 - 2023 Marin County SELPA Ad Hoc Committee Meeting Timeline**

<b>Date</b>	<b>January 19th 11:00-1:00</b>	<b>February 7th 10:30 - 12:00</b>	<b>February 16th 11:00 - 1:00</b>	<b>February 27th 12:30 - 2:00</b>	<b>March 9th 11:00 - 1:00</b>	<b>March 20th 12:30 -2:00</b>	<b>March 23rd 11:00 -1:00</b>	<b>April 17th 11:00 - 1:00</b>	<b>April 27th 11:00 - 1:00</b>	<b>May 11th 11:00 - 1:00</b>
<b>Topic</b>	SELPA Operations	SELPA Operations	SELPA Priorities (Set Asides)		Regionalized Services and Excess Costs		Allocation Model, including Facilities Plan	Memorializing Agreements		Final Review
<b>Discussion Items</b>	Breakdown of services provided to member LEAs	Special Education Student Information	Breakdown of each set-aside		MCOE Base and Associated Costs		Rationale	Policies & Procedures - Development/Adoption		Review Total Collective Agreements
	Staffing/FTE	Indirect Costs			Pupil Count Process		Allocation Formual(s)	Infrastructure to Support Collective Agreements		
	Value /Need		Value/Need		Value/Need		Value/Need	MOU Development		
	What could be eliminated?		What could be eliminated?		What could be done differently?		What could be eliminated?			
	What is missing or could be added?		What is missing or could be added?		What is missing or could be added?		What is missing or could be added?			
<b>Activity</b>	Review Data - Program + Fiscal	Review Data - Program + Fiscal	Review Data - Program + Fiscal		Review Data - Program + Fiscal		Review Data - Program + Fiscal	Review Policies & Procedures		Finalize recommendations
	Review Infrastructure		Review Infrastructure		Review Infrastructure		Review Infrastructure			
<b>Result</b>	Collective Agreements		Collective Agreements		Collective Agreements		Collective Agreements	Collective Agreements		Draft Recommendations

**Annotation – Agenda Item 6.2**  
**Operational Steering Committee**  
**February 1, 2023**

**Agenda Item**

6.2 2023 California Department of Education (CDE) Special Education Compliance and Improvement Monitoring

**Item Type**

Information

**Summary of Key Issues**

Determinations for LEA progress and monitoring are made by the CDE on an annual basis.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: California Department of Education 2023 Special Education Compliance Monitoring and Improvement Activities with Local Educational Agencies

**California Department of Education (CDE)**  
**2023 Special Education Compliance and Improvement Monitoring**  
**Activities with Local Educational Agencies**

**Special Education Monitoring**

2022 - 2023 School Year Compliance and Improvement Monitoring and Support Focus Areas:

1. Compliance
2. Performance in FAPE in the Least Restrictive Environment
3. Disproportionality

2022 – 2023 Monitoring Structure for non-small LEAs will consist of three (3) Tiers:

1. Universal
  - LEA meets requirements in the areas of compliance, performance, and is not disproportionate.
2. Targeted
  - Compliance Only: LEA found noncompliant with IEP timelines, engaged in corrective actions for disproportionality, and not meeting one (1) performance indicator;
  - Targeted Level 1: LEA found to not meet 1-2 compliance requirements, not making progress on corrective actions, and has not created a Compliance and Improvement Monitoring (CIM) Plan in 5 years;
  - Targeted Level 2: LEA found to be in the first year of disproportionality and not meeting three (3) or more targets; and
  - Targeted Level 3: LEA found to be in the second year of disproportionality and is performing in the bottom 11-20% of all LEAs in California.
3. Intensive
  - Intensive Level 1: LEA found to be in the first year of Significant Disproportionality, has corrective actions overdue by 1 year, and is performing in the bottom 8-10% of all LEAs in California.
  - Intensive Level 2: LEA found to be in the second year of Significant Disproportionality, has corrective actions overdue by 2 years, and is performing in the bottom 2-3% of all LEAs in California.

2022 – 2023 Monitoring Structure for small LEAs will continue and consist of:

1. Policy and Procedure Review
2. Educational Benefit Review
3. Student Record Review

**IDEA Part B Determinations**

2022-2023 Annual Determination Notification

The annual letter to LEAs to provide notification of annual determination under IDEA Part B, including selection of monitoring tier and associated activities will be sent in March 2023.

**Annotation – Agenda Item 6.3  
Operational Steering Committee  
February 1, 2023**

**Agenda Item**

6.3 Marin County SELPA Special Education Advisory Committee Report

**Item Type**

Information

**Summary of Key Issues**

None

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

None

# Compliance and Improvement Monitoring

New to CIM: Step 1 - Gather and Inquiry  
Continuing CIM: Connect with TA Providers

New to CIM: Step 3 - Plan  
Continuing CIM: Review Initial Implementation Data

