



Agenda
Operational Steering Committee
November 6, 2024
8:00 am: Open Session
Marin County Office of Education
1111 Las Gallinas Ave, San Rafael, CA 94903

1.0 Call Public Session to Order

Tracy Smith, Chair, Superintendent, Novato Unified School District

Operational Steering Committee:

Area 1: David Rice, Superintendent, Ross School District

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

Area 2: Adam Jennings, Superintendent, Shoreline Unified 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: Carmen Ghysels, Superintendent, San Rafael City Schools

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

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 October 2, 2024 OSC Meeting

3.2 Approval of Agenda for November 6, 2024 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 Action Items

5.1 Marin County SELPA Special Education Advisory Committee Nomination

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

5.2 2024 – 2025 Marin County SELPA Annual Goals

The 2024 - 2025 Marin County SELPA Annual Goals will be presented for review and adoption.

6.0 Discussion Items

6.1 Marin County SELPA Policy and Procedures Reorganization

Information will be provided regarding the reorganization of the Marin County SELPA's policies and procedures under a new organizational framework.

6.2 Program Transfer Update

Information will be shared regarding activities related to the Program Transfer notification received from the Novato Unified School District for the 2025 - 2026 school year.

7.0 Information Items

7.1 2024 – 2025 California Department of Education Compliance and Improvement Monitoring

Information will be shared regarding 2024 – 2025 California Department of Education Compliance and Improvement Monitoring activities.

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.

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: December 4, 2024 - 8:00 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
November 6, 2024

Agenda Item

- 3.1 Approval of Minutes from October 2, 2024 OSC Meeting
- 3.2 Approval of Agenda for November 6, 2024 OSC Meeting

Item Taken

Action

Summary of Key Issues

The minutes of the October 2, 2024 OSC meeting and the agenda for the November 6, 2024 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, October 2, 2024



MINUTES
Operational Steering Committee
October 2, 2024
8:00 am: Open Session
Marin County Office of Education
1111 Las Gallinas Ave, San Rafael, CA

1.0 Call Public Session to Order

Tracy Smith, Chair, Superintendent, Novato Unified School District

Tracy Smith called the meeting to order at 8:02 am

Operational Steering Committee:

Area 1: David Rice, Superintendent, Ross School District

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

Area 2: Adam Jennings, Superintendent, Shoreline Unified 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: Carmen Ghysels, Superintendent, San Rafael City Schools

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

Christine Shields, Assistant Program Manager

In attendance: Tracy Smith, Janelle Campell, Adam Jennings, Raquel Rose, and David Rice

2.0 Establishment of Quorum

A quorum was established with five (5) members in attendance.

3.0 Consent Agenda

(Members may remove items from the Consent Agenda)

- 3.1 Approval of Minutes from September 4, 2024 OSC Meeting
- 3.2 Approval of Agenda for October 2, 2024 OSC Meeting

The Consent Agenda was approved as presented.

Motion: Adam Jennings 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.

There was no public comment.

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 reviewed the Marin County SELPA Special Education Advisory Committee Nomination. The recommendation was to approve the nominee.

Motion: Adam Jennings Second: Raquel Rose Carried: Unanimous

6.0 Discussion Items

6.1 Marin County SELPA Alternative Dispute Resolution Program

Information will be presented regarding the activities of the Marin County SELPA Alternative Dispute Resolution Program.

The SELPA Director presented information regarding the Marin County SELPA Alternative Dispute Resolution (ADR) Program. The SELPA Director shared that the Marin County SELPA is a recipient of the Special Education Alternative Dispute Resolution Grant which funds a variety of ADR activities, including local mediation, professional development for educators, and workshops for parents. The OSC discussed the SELPA's ADR Program.

7.0 Information Items

7.1 Marin County SELPA Autism Demonstration Site

Information will be presented regarding the outcomes of the Marin County SELPA Autism Demonstration Site after its first year of implementation and proposed activities for the 2024 – 2025 school year.

The SELPA director presented information regarding the outcomes of the Marin County SELPA Autism Demonstration Site after its first year of implementation and proposed activities for the 2024 – 2025 school year.

7.2 Marin County SELPA Ad Hoc Committee Meeting Schedule

Information will be presented regarding the calendared activities of the Marin County SELPA Ad Hoc Committee for the current school year.

The SELPA Director presented information regarding the Marin County SELPA Ad Hoc Committee Meeting Schedule and the proposed activities for the school year. The SELPA Director requested a member of the OSC to participate in the Ad Hoc committee. David Rice, Superintendent of Ross School District, volunteered to participate for the 2024 – 2025 school year.

7.3 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 presented information regarding the Marin County SELPA Special Education Advisory Committee. The Special Education Advisory Committee will be hosting a series of workshops over a four-month period as well as hosting an in-person workshop in March 2025 specifically for parents and guardians of students with IEPs.

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:

- *CALPADS Fall 1 Census and statewide reporting specific to students with disabilities;*
- *Program Transfer Assurances were submitted by Novato Unified School District to the Marin County SELPA on September 30, 2024; and*
- *The Marin County SELPA and Supporting Inclusive Practices Project (SIP) will be hosting the first of three NorCal Inclusion Collaborative workshops on October 11, 2024. The SELPA and SIP are planning to host over fifty (50) educators serving students preschool to high school age.*

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.

There were no Board Member comments.

10.0 Future Planning

Next Meeting Date: November 6, 2024 – 8:00 a.m. – Marin County Office of Education,
Board Room

There were no items presented for the future agenda.

11.0 Adjournment

The meeting was adjourned at 8:37 am.

Motion: Adam Jennings

Second: Raquel Rose

Carried: Unanimous

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Annotation – Agenda Item 5.1
Operational Steering Committee
November 6, 2024

Agenda Item

5.1 Marin County SELPA Special Education Advisory Committee Nomination

Item Type

Action

Summary of Key Issues

The Operational Steering Committee approves all Special Education Advisory Committee (SEAC) nominations prior to final appointment by the Marin County Board of Education.

Summary of Previous OSC Action

None

Recommendation

The SELPA Director recommends that the Operational Steering Committee approve the SEAC nomination.

Attachments to this Agenda Item

Attachment 1: Marin County SELPA SEAC Nomination – San Rafael Elementary School District

Attachment 2: Marin County SELPA SEAC Nomination – Reed Union School District

Attachment 3: Marin County SELPA SEAC Nomination – Matrix Parent Network

**Marin County SELPA
Special Education Advisory Committee (SEAC)
Nomination Form**

Please submit all nominations to your local school district office. District offices will forward all nominations to the Marin County SELPA office (PO Box 4925, San Rafael, CA 94913).

Name Theresa Pham

Address San Rafael, CA 94901

Phone _____ District of Residence SRCS

Areas of Interest and/or Expertise:

Interpersonal communication

Current Education/Community/Business Related Involvement:

Parent member of Venetia Valley's School Site Council

For Parent Nominees:

- **Children Receiving Special Education Services:** 1

- **Children Receiving General Education Services:**

- **Grade(s):** 8

- **Type of Education Program/Services:**

District Operated

Why would you like to be a member of the SEAC?

As an active participant in my 13-year-old child's school life, I deeply understand the unique challenges and opportunities that special needs students and their families face. I have known most of my child's school cohort, and their families, for over 10 years as they have progressed together through the Marin County and SRCS system, and thus have had a unique opportunity to observe their challenges and successes as a whole.

My involvement has ranged from attending IEP meetings to volunteering in the classroom, allowing me to advocate effectively for both my child and his peers. I am passionate about fostering an inclusive environment and collaborating with educators, the District and families to enhance support systems. I feel that my firsthand experience and commitment to improving educational outcomes would make me a valuable member to the Special Education Advisory Committee, where I can contribute insights and strategies that truly reflect the needs of our community.

FOR DISTRICT OFFICE USE ONLY

SUBMITTED TO: _____

DATE RECEIVED: _____

DATE RECEIVED BY THE MARIN COUNTY SELPA OFFICE: 9/24/24

Marin County SELPA
Special Education Advisory Committee (SEAC)
Nomination Form

Please submit all nominations to your local school district office. District offices will forward all nominations to the Marin County SELPA office (PO Box 4925, San Rafael, CA 94913).

Name Kimberly Tseng

Address [REDACTED]

Phone (415) District of Residence Reed Union School Dist.

Areas of Interest and/or Expertise:

- Supporting students, including those in special education programs, to achieve their academic and social-emotional goals
- youth mental health
- supporting families when youth are in crisis
- personal experience of raising a son with special needs

Current Education/Community/Business Related Involvement:

[REDACTED]
Parent of current students and public servant.

For Parent Nominees:

- Children Receiving Special Education Services: 1
- Children Receiving General Education Services: 1
- Grade(s): 7 9
- Type of Education Program/Services:
District Operated

Why would you like to be a member of the SEAC?

I would like to make a contribution to Marin County by joining SEAC to help students and their families navigate the special education process. My career is dedicated to supporting the mental health needs of youth, which often involves their schools and families. In addition, my personal experience of raising a son with special needs due to medical conditions, who started at RUSD in kindergarten, and now in 7th grade at Del Mar, gives me a deeper appreciation for what students and families go through. This is in contrast to raising my older daughter who excels in school, now in 9th grade at Redwood. As a parent and public servant, I believe that I can provide helpful insights to SEAC, and relay any concerns or questions from other RUSD families. Thank you for your consideration.

FOR DISTRICT OFFICE USE ONLY

SUBMITTED TO: Kimberly McGrath *KMSJ*

DATE RECEIVED: 10.7.24

DATE RECEIVED BY THE MARIN COUNTY SELPA OFFICE: _____



**Marin County SELPA
Special Education Advisory Committee (SEAC)
Nomination Form**

Please submit all nominations to your local school district office. District offices will forward all nominations to the Marin County SELPA office (PO Box 4925, San Rafael, CA 94913).

Name Birgit Switenki

Address 2400 Las Gallinas, San Rafael, Ca.94903

Phone _____ District of Residence Corte Madera

Areas of Interest and/or Expertise:

Equity for all families with children with disabilities. Collaboration and Team Approach to Special Education. Advocacy and Self Advocacy. Advisor to parents around their children's needs and support (community based).

Current Education/Community/Business Related Involvement:

7 years as a Matrix Parent Advisor. Currently Manager of Early Start Services. Retired social worker, Mother of a child with ID. SEAC member since 2017, serving as the chair person for the last 2 years.

For Parent Nominees:

- **Children Receiving Special Education Services:** 1
- **Children Receiving General Education Services:** 1
- **Grade(s):** 11 9
- **Type of Education Program/Services:**

Non-Public School

District Operated

Why would you like to be a member of the SEAC?

I would like to continue to help support parents with their questions, concerns and needs. I would like to continue to support SEAC as a place for parents' voices and provide a forum for problem-solving and education. SEAC provides a collaborative environment to enhance and extend the appropriate options for parents and children.

FOR DISTRICT OFFICE USE ONLY

SUBMITTED TO: _____

DATE RECEIVED: _____

DATE RECEIVED BY THE MARIN COUNTY SELPA OFFICE: 10/15/2024

Annotation – Agenda Item 5.2
Operational Steering Committee
November 6, 2024

Agenda Item

5.2 2024 – 2025 Marin County SELPA Annual Goals

Item Type

Action

Summary of Key Issues

None

Summary of Previous OSC Action

The OSC approves SELPA goals on an annual basis.

Recommendation

The SELPA Director recommends that the Operational Steering Committee approve the 2024 – 2025 Marin County SELPA goals as presented.

Attachments to this Agenda Item

Attachment 1: 2024 – 2025 Marin County SELPA Annual Goals



MARIN COUNTY SELPA 2024 – 2025 ANNUAL GOALS

POLICIES & PROCEDURES

Domain: Policies and Procedures

Goal: Ensure Marin County SELPA Policies and Procedures are organized accordingly within a new framework and include programmatic and fiscal procedures related to Extended School Year.

Task/Activity: Identify a policy and procedural organizational framework for Marin County SELPA's policies and procedures.

Timeline: August 2024 – September 2024

Responsibility: SELPA Office/Director

Task/Activity: Develop a Marin County SELPA Extended School Year Request for Reimbursement Form to improve systems for processing reimbursements efficiently and monitor Extended School Year operational costs.

Timeline: October 2024 – December 2024

Responsibility: SELPA Office/Director

Task/Activity: Reorganize all Marin County SELPA policies and procedures to align with the new organizational framework.

Timeline: December 2024 – April 2025

Responsibility: SELPA Office/Director

Task/Activity: Develop procedures for an IEP team to formally refer a student to a District-Operated Extended School Year Non-Severe Special Day class.

Timeline: December 2024 – April 2025

Responsibility: SELPA Office/Director

Task/Activity: Present the new Marin County SELPA Policy and Procedures framework and ESY referral procedures to the Operational Steering Committee for approval.

Timeline: May 2025

Evidence of Completion: Policy and Procedures

Responsibility: SELPA Office/Director

SPECIAL EDUCATION PROGRAMS

Domain: Program/Inclusive Practices

Goal: Support member LEAs, including local preschool programs, through partnership with the California Department of Education Supporting Inclusive Practices and Marin County Office of Education, with the implementation of strategic action plans designed to support inclusive practices for all students.

Task/Activity: Develop a professional development workshop series that will address current beliefs, policies and practices, and systems that influence inclusive practices in Marin County.

Timeline: July 2024 – September 2024

Responsibility: SELPA Office/Director

Task/Activity: Co-facilitate with the California Department of Education Supporting Inclusive Practices Project, a Community of Practice that consists of representatives from member LEAs charged with implementing their action plans related to inclusive practices for preschool students.

Timeline: September 2024 – May 2025

Responsibility: SELPA Office/Director

Task/Activity: Provide opportunities for member LEAs implementing their inclusive programming action plans to collectively review data, policies, and procedures to make informed decisions that support inclusive practices.

Timeline: November 2024 – May 2025

Responsibility: SELPA Office/Director

Evidence of Completion: Meeting Agendas, Workshop Series Artifacts, Meeting Notes

Responsibility: SELPA Office/Director

FISCAL MANAGEMENT

Domain: Fiscal Management

Goal: Determine the appropriateness of the current Regionalized Excess Costs Model and Mental Health Invoice Plan through a programmatic and fiscal analysis of the Marin County Office of Education (MCOE) Base, Excess Costs calculation methodology, regionalized mental health programming and current mental health funding structure.

Task/Activity: Establish working committee to vet Ad Hoc Committee recommendations and develop meeting calendar.

Timeline: September 2024 – October 2024

Responsibility: SELPA Office/Director

Task/Activity: Vet Ad Hoc Committee recommendations.

Timeline: November 2024 – May 2025

Responsibility: SELPA Office/Director

Task/Activity: Develop Ad Hoc Committee recommendations.

Timeline: December 2024 – April 2025

Responsibility: SELPA Office/Director

Task/Activity: Present working committee recommendations to the OSC for review and consideration.

Timeline: May 2025

Responsibility: SELPA Director

Evidence of Completion: Recommendations to the OSC

Responsibility: SELPA Director

Annotation – Agenda Item 6.1
Operational Steering Committee
November 6, 2024

Agenda Item

6.1 Marin County SELPA Policy and Procedures Reorganization

Item Type

Discussion

Summary of Key Issues

The 2023 – 2024 Marin County SELPA Local Plan Workgroup recommended a numerical reorganization of the SELPA’s policies and procedures in the 2024 – 2025 school year to improve efficiency and organizational structure. The OSC discussed the need for a new SELPA policies and procedures organizational framework at the September 4, 2024, OSC meeting.

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment 1: Marin County SELPA Policy and Procedures Organizational Framework
Attachment 2: Marin County SELPA Policy and Procedures Reorganization Detailed Overview - Draft

Marin County SELPA Policy and Procedures Organizational Framework

The current Marin County SELPA policy and procedures organizational system does not follow a specific framework. The 2023 – 2024 Marin County SELPA Local Plan Workgroup recommended a framework to improve efficiency and organizational structure.

The recommended organizational framework will organize Marin County SELPA policies and procedures into five (5) sections. The recommended sections are as follows:

Section A: Governance and Administration

Section B: Business Operations

Section C: Student Services and Programming

Section D: Personnel

Section E: Facilities

Marin County SELPA Policy and Procedure Reorganization Detailed Overview – Draft

Current Policy	Section A: Governance and Administration
MCS-12-2020: Governance	SELPA Policy A-1: Governance
MCS-05-2020: Local Compliance Assurances	SELPA Policy A-2: Local Compliance Assurances
MCS-14-2020: Performance Goals and Indicators	SELPA Policy A-3: Performance Goals and Indicators
MCS-06-2020: Procedural Safeguards	SELPA Policy A-4: Procedural Safeguards
MCS-04-2020.18: Program Transfer Policy and Procedures	SELPA Policy A-5: Program Transfer Policy and Procedures
MCS-17-2020: Public Participation	SELPA Policy A-6: Public Participation
MCS-05-2009: Suspension and Expulsion	SELPA Policy A-7: Suspension and Expulsion

Marin County SELPA Policy and Procedure Reorganization Detailed Overview – Draft

Current Policy	Section B: Business Operations
MCS-04-2020.9: Guidelines for Home Use of Low Incidence Equipment	SELPA Policy B-1: Guidelines for Home Use of Low Incidence Equipment
MCS-02-2000: Guidelines for Low Incidence Services	SELPA Policy B-2: Guidelines for Low Incidence Services and Funding
MCS-11-2020: Interagency	SELPA Policy B-3: Interagency
MCS-01-2017: Maintenance of Effort	SELPA Policy B-4: Maintenance of Effort
MCS-04-2016.16: Maintenance of Effort Procedures	SELPA Policy B-5: Maintenance of Effort Procedures
MCS-04-2020.17: Non-Adversarial IEP Meeting Process	SELPA Policy B-6: Non-Adversarial IEP Meeting Process
MCS-04-2020.6: Request for Low Incidence Material and Equipment	SELPA Policy B-7: Request for Low Incidence Material and Equipment
MCS-16-2020: Supplementation of State, Local, and Federal Funds	SELPA Policy B-8: Supplementation of State, Local, and Federal Funds

Marin County SELPA Policy and Procedure Reorganization Detailed Overview – Draft

Current Policy	Section C: Student Services and Programming
MCS-03-2020: Child Find	SELPA Policy C-1: Child Find
MCS-08-2020: Confidentiality	SELPA Policy C-2: Confidentiality
MCS-04-2020.7: Discipline	SELPA Policy C-3: Discipline
MCS-04-2020.8: Disproportionality and Over-Identification of Students	SELPA Policy C-4: Disproportionality and Over-Identification of Students
MCS-07-2020: Evaluation	SELPA Policy C-5: Evaluation
MCS-01-2020: Free Appropriate Public Education	SELPA Policy C-6: Free Appropriate Public Education
MCS-02-2020: Full Educational Opportunity	SELPA Policy C-7: Full Educational Opportunity
MCS-04-2020.12: IEP Team Procedural Guidance	SELPA Policy C-8: IEP Team Procedural Guidance
MCS-04-2020.13: IEP Team Referral to a Non-Severe Special Day Class	SELPA Policy C-9: IEP Team Referral to a Non-Severe Special Day Class
MCS-04-2020.15: Independent Educational Evaluations	SELPA Policy C-10: Independent Educational Evaluations
MCS-04-2020: Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)	SELPA Policy C-11: Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)
MCS-05-2020: Least Restrictive Environment	SELPA Policy C-12: Least Restrictive Environment
MCS-08-2018: Over-Identification and Disproportionality	SELPA Policy C-13: Over-Identification and Disproportionality
MCS-09-2020: Part C to Part B Transition	SELPA Policy C-14: Part C to Part B Transition

Marin County SELPA Policy and Procedure Reorganization Detailed Overview – Draft

MCS-15-2020: Participation in Assessments	SELPA Policy C-15: Participation in Assessments
MCS-04-2009: Private Schools	SELPA Policy C-16: Private School Proportionate Share
MCS-04-2020.21: Procedures for Serving Students with Disabilities Parentally Placed in Private Schools	SELPA Policy C-17: Procedures for Serving Students with Disabilities Parentally Placed in Private Schools
MCS-04-2020.5: Provision of Special Education Services to Students Voluntarily Enrolled in Charter Schools	SELPA Policy C-18: Provision of Special Education Services to Students voluntarily Enrolled in Charter Schools
MCS-11-2021: School-Based Suicide Risk Assessment Procedures	SELPA Policy C-19: School-Based Suicide Risk Assessment Procedures
MCS-04-2020.20: Special Circumstance Assistance	SELPA Policy C-20: Special Circumstance Assistance
MCS-04-2020.22: Special Education Transportation Guidelines	SELPA Policy C-21: Special Education Transportation Guidelines
MCS-01 – 2003: Policy and Procedures for Related Services – Special Circumstance Assistance	SELPA Policy C-22: Policy and Procedures for Related Services – Special Circumstance Assistance

Current Policy	Section D: Personnel
MCS-04.2020.11: Guidelines for School Observation	SELPA Policy D-1: Guidelines for School Observation
MCS-13-2020: Personnel Qualifications	SELPA Policy D-2: Personnel Qualifications
MCS-19-2020: Prohibition of Mandatory Medicine	SELPA Policy D-3: Prohibition of Mandatory Medicine
MCS-04-2020.19: Qualified Personnel Assurance	SELPA Policy D-4: Qualified Personnel Assurance

Current Policy	Section E: Facilities
MCS-01-2009: Facilities Plan	SELPA Policy E-1: Facilities Plan

Annotation – Agenda Item 6.2
Operational Steering Committee
November 6, 2024

Agenda Item

6.2 Program Transfer Update

Item Type

Discussion

Summary of Key Issues

The Novato Unified School District has provided notice to the Marin County SELPA of its intent to conduct a program Transfer commencing in the 2025 – 2026 school year. Per the Marin County Marin County SELPA’s Program Transfer Policy and Procedures, the Marin County SELPA is required to identify any fiscal implication of a resulting Program Transfer, identify the formal process for the transfer of materials and equipment related to the Program Transfer, develop a draft 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: Marin County SELPA Program Transfer Activities

**Marin County SELPA
Novato Unified Program Transfer Activities**

Program Transfer in 2025 – 2026 School Year

Activity	Due Date	OSC Discussion/Action	Completed
Notification of Intent	Prior to June 30, 2024	October	Yes
Identification of Students	By October 1, 2024	N/A	Yes
Submission of Program Transfer Assurances	Prior to October 1, 2024	N/A	Yes
Determination of Fiscal Impact (MCOE Base and Excess Cost)	Prior to January 1, 2025	Scheduled for December 4, 2024	No
Program Transfer Approval	On or Before February 1, 2025	Scheduled for January 8, 2025	No

Following receipt of the Novato Unified School District Special Education Program Transfer: Program Transfer Assurances Plan, the following activities have taken place:

- Review of the 2024 – 2025 Adopted Regionalized Excess Costs
- Review of the 2024 – 2025 Pupil Count for the determination of Regionalized Excess Costs
- Review of the Program Transfer Revenue Transfer Formula
- Review of the Facilities Plan facility calculation
- Review of Pupil Count of students served in Regionalized MCOE classes (11/1/2024)

This information will be compiled and utilized to inform discussion at the December 4, 2024 OSC Meeting related to the determination of fiscal impact of the proposed Program Transfer.

Annotation – Agenda Item 7.1
Operational Steering Committee
November 6, 2024

Agenda Item

7.1 2024 – 2025 California Department of Education Compliance and Improvement
Monitoring Activities

Item Type

Information

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment 1: 2024 – 2025 California Department of Education Compliance and
Improvement Monitoring Activities

2024 - 2025 California Department of Education (CDE) Compliance and Improvement Monitoring Activities

Cycle B Small LEA Monitoring: September 2024 – May 2025

- *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 with support from the SELPA between October 2024 and February 2025:*
 - *Student Record Review*
 - *Policy and Procedure Review*
 - *BASICS Infrastructure Analysis*
- *The CDE will review LEA submissions in February 2025 and provide notice to LEAs that require corrective action(s) in March 2025.*
- *LEAs found noncompliant will be required to review additional student files and make corrective actions, March through May 2025.*
- *LEAs that continue to report noncompliance will be required to review additional student files and make corrective actions, June through October 2025.*
- *The Marin County SELPA has three (3) Small LEAs participating in this cycle of monitoring.*
- *The SELPA is meeting with these LEAs monthly to provide support with the required activities.*

2023 – 2024 Prong 2 Compliance: October 2024

- *The SELPA Director was provided with a list of students whose meeting (annual plan review, triennial re-evaluation, or both) were reported as noncompliant as of August 20, 2024.*
- *The SELPA provided LEAs with their student list to review, make corrections (if necessary), and post to CALPADS no later than October 8, 2024.*
- *The SELPA provided consultation and technical assistance to LEAs requiring support to amend their data submission to ensure accurate reporting.*

2025 Annual Determination Notice: February 2025

- *The California Department of Education will provide Annual Determination Notice to LEAs in February 2025.*
- *The California Department of Education will be using data from the LEA Initial Certification deadline, December 13, 2024, to calculate State Performance Indicator 9 and Indicator 10 for the purpose of determining disproportionality.*
- *The CDE will begin monitoring IEP Implementation, Restraint and Seclusion, and 1% Participation in Alternative Assessment, in addition to the seventeen state performance indicators this year.*

2025 Compliance and Improvement 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.*
 - *The Marin County SELPA has nine (9) LEAs currently implementing their 2023 Compliance and Improvement Monitoring (CIM) Plans and one (1) LEA currently implementing their 2022 Compliance and Improvement Monitoring Plan.*
 - *Each LEA will review their Annual Determination Letter, local data, and current CIM Plan to identify and address any barriers that may be impacting their ability to carry out identified activities and improve student outcomes.*

2025 IEP Implementation: March 2025 – June 2025

- *Per federal monitoring obligations, the CDE will continue to collect information on the implementation of students' IEPs. The CDE will gather information around the provision of prescribed services to students with IEPs.*
- *LEAs will be required to collect IEP Implementation data between March 3, 2025 and April 30, 2025.*
- *LEAs will be required to report IEP Implementation data to the CDE between May 1, 2025 and June 20, 2025.*
- *The SELPA will certify the IEP Implementation submission for each LEA by June 27, 2025.*

Annotation – Agenda Item 7.2
Operational Steering Committee
November 6, 2024

Agenda Item

7.2 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