



Agenda
Operational Steering Committee
April 2, 2025
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 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 Diaz, 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 March 5, 2025 OSC Meeting

3.2 Approval of Agenda for April 2, 2025 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 Approval of First Read of Resolution No.1: To Adopt and Retire Marin County SELPA Policies

The OSC will consider adoption of Resolution No.1: To Adopt and Retire Marin County SELPA Policies. The adoption of Resolution No.1 memorializes the reorganization and renumbering of current Marin County SELPA policies and moves the current Marin County SELPA policy numbering system into retirement.

6.0 Discussion Items

6.1 2025 – 2026 Operational Steering Committee and Chairperson

Information will be presented regarding the 2025 – 2026 Operational Steering Committee.

7.0 Information Items

7.1 Marin County SELPA Autism Demonstration Site: Implementation Report

Information will be shared regarding the second year of implementation of the Marin County SELPA Autism Demonstration Site at Hamilton Elementary School.

7.2 Marin County SELPA Special Education Advisory Committee Report

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: May 28, 2025 at 8:00 AM at the Marin County Office of Education, Board Room.

11.0 Adjournment

The Marin County SELPA is committed to making its Board meetings accessible to all persons. By request alternative agenda document formats are available to individuals with special needs. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate an individual with special needs to permit participation in a public meeting please contact the Marin County SELPA office via phone at (415) 499-5875 or submit electronic mail to jdemitro@marinschools.org.

Rebecca Minnich, SELPA Director

1111 Las Gallinas Avenue, PO Box 4925, San Rafael, CA 94913 (415) 499-5875 Fax (415) 499-5813

www.marinselpa.org

Annotation – Agenda Items 3.1 & 3.2
Operational Steering Committee
April 2, 2025

Agenda Item

- 3.1 Approval of Minutes from March 5, 2025 OSC Meeting
- 3.2 Approval of Agenda for April 2, 2025 OSC Meeting

Item Taken

Action

Summary of Key Issues

The minutes of the March 5, 2025 OSC meeting and the agenda for the April 2, 2025 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, March 5, 2025



MINUTES
Operational Steering Committee
March 5, 2025
8:00 am
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

Tracy Smith called the meeting to order at 8:03 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 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 Diaz, 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, Elizabeth Kaufman, John Carroll, Adam Jennings, David Rice, Carmen Diaz Ghysels.

2.0 Establishment of Quorum

A quorum was established with six (6) members in attendance when the meeting was called to order.

3.0 Consent Agenda

(Members may remove items from the Consent Agenda)

3.1 Approval of Minutes from February 5, 2025 OSC Meeting

The Minutes from the February 5, 2025 OSC Meeting were approved as presented.

Motion: John Carroll Second: Carmen Diaz Ghysels Carried: Unanimous

3.2 Approval of Agenda for March 3, 2025 OSC Meeting

The Agenda for March 5, 2025 OSC Meeting were approved as presented.

Motion: Adam Jennings Second: Carmen Diaz Ghysels 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 2024 – 2025 Extended School Year (ESY) Reimbursement Set Aside

The SELPA's member LEAs requesting reimbursement for the 2024 – 2025 Extended School Year (ESY) operational costs from the SELPA's ESY Reimbursement Set-Aside will be presented for approval.

The 2024 – 2025 Extended School Year (ESY) operational costs from the SELPA's ESY Reimbursement Set-Aside were approved as presented.

Motion: Adam Jennings Second: John Carroll Carried: Unanimous

5.2 2024 – 2025 Interagency Memorandum of Understanding Between Golden Gate Regional Center and Marin County SELPA/Local Education Agencies Regarding IDEA Part C Services

The 2024 – 2025 Interagency Memorandum of Understanding Between Golden Gate Regional Center and Marin County SELPA/Local Education Agencies Regarding IDEA Part C Services will be presented for approval.

The 2024 – 2025 Interagency Memorandum of Understanding Between Golden Gate Regional Center and Marin County SELPA/Local Education Agencies Regarding IDEA Part C Services was approved as presented.

Rebecca Minnich, SELPA Director

1111 Las Gallinas Avenue, PO Box 4925, San Rafael, CA 94913 (415) 499-5875 Fax (415) 499-5813

www.marinselpa.org

Motion: John Carroll Second: Adam Jennings Carried: Unanimous

5.3 Marin County SELPA Policy and Procedures for Special Day Class Placements for Extended School Year – Second Reading

The OSC will be presented with a second reading of the Marin County SELPA Policy and Procedures for Referral to a Non-Severe Extended School Year Special Day Class for consideration and adoption.

The SELPA Director presented the Marin County SELPA Policy and Procedures for Special Day Class Placements for Extended School Year for consideration. The Policy and Procedures for Special Day Class Placements for Extended School Year was adopted as presented.

Motion: Carmen Diaz Ghysels Second: Adam Jennings Carried: Unanimous

5.4 2025 – 2026 Marin County SELPA Committee Meeting Calendar

The 2025 – 2026 Marin County SELPA Master Committee Meeting Calendar will be presented for review and adoption.

The 2025 – 2026 Marin County SELPA Master Committee Meeting Calendar was adopted as presented.

Motion: Carmen Diaz Ghysels Second: Adam Jennings Carried: Unanimous

6.0 Discussion Items

6.1 Marin County SELPA Special Education Ad Hoc Committee and Workgroup Progress Update

Information will be shared regarding the work of the current SELPA Ad Hoc Committee and Workgroup.

The SELPA Director provided information regarding the progress of the Marin County SELPA Special Education Ad Hoc Committee. The Ad Hoc Committee has engaged in an analysis of the AB 602 Marin County Office of Education (MCOE) Base Allocation, Excess Cost Calculation Methodology, and SELPA Mental Health Invoice Plan. The SELPA Director will bring the Ad Hoc Committee's recommendations to the OSC in May for consideration.

The SELPA Director shared information regarding the work of the Supporting Inclusive Practices (SIP) Workgroup. The Workgroup has continued to focus on the inclusion of preschool children with disabilities in the least restrictive environment and development of inclusive programming for transitional kindergarten-age students. Members of the Workgroup will be visiting a SIP Demonstration Site in March to observe classroom instruction and

Rebecca Minnich, SELPA Director

1111 Las Gallinas Avenue, PO Box 4925, San Rafael, CA 94913 (415) 499-5875 Fax (415) 499-5813

www.marinselpa.org

environmental design and learn about the systems needed to develop inclusive early childhood programs. Additionally, a SIP Project Coordinator will be completing walk throughs at three (2) elementary school sites and two (2) preschool school sites to determine how to support the enhancement of learning environments to meet the needs of students with disabilities.

7.0 Information Items

7.1 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. The Committee continues to work on activities to support the second annual Child and Family Resource Fair that will take place on March 29, 2025 at the Marin County Office of Education from 9:00 am – 12:00 pm.

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:

- *The status of the Interagency Memorandum of Understanding between the Marin County SELPA/Marin County LEAs and California Children's Services;*
- *2024 – 2025 IEP Implementation Monitoring; and*
- *The SELPA Director's role in planning the State SELPA Association Alternative Dispute Resolution Conference scheduled for March 13-14, 2025.*

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 Chairperson shared with the OSC that the SELPA Director will be presenting information regarding special education programming and fiscal planning to Superintendent's at the March Superintendent meeting.

The Chairperson shared with the OSC that Novato Unified School District recognizes Neurodiversity week in the month of March and is in the process of reviewing school playground enhancement proposals that support more inclusive play.

10.0 Future Planning

Next Meeting Date: April 2, 2025 at 8:00 AM at the Marin County Office of Education, Board Room.

The OSC requested information from the SELPA Director regarding the visit to the SIP Demonstration site.

11.0 Adjournment

The meeting was adjourned at 8:40 am with no objection.

The Marin County SELPA is committed to making its Board meetings accessible to all persons. By request alternative agenda document formats are available to individuals with special needs. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate an individual with special needs to permit participation in a public meeting please contact the Marin County SELPA office via phone at (415) 499-5875 or submit electronic mail to jdemitro@marinschools.org.

Annotation – Agenda Item 5.1
Operational Steering Committee
April 2, 2025

Agenda Item

- 5.1 Approval of First Read of Resolution 1: To Adopt and Retire Marin County SELPA Policies

Item Type

Action

Summary of Key Issues

The OSC approved the Local Plan Workgroup recommendation to reorganize and renumber current Marin County SELPA policies and move the current Marin County SELPA policy numbering system to retirement at the May 22, 2024 OSC meeting.

Summary of Previous OSC Action

None

Recommendation

The SELPA Director recommends that the Operational Steering Committee approve Resolution 1: To Adopt and Retire Marin County SELPA Policies.

Attachments to this Agenda Item

- Attachment 1: Resolution 1: To Adopt and Retire Marin County SELPA Policies
- Attachment 2: Marin County SELPA Policy MC 02-2000: Guidelines for Low Incidence Services
- Attachment 3: SELPA Policy B-2: Guidelines for Low Incidence Services and Funding
- Attachment 4: Marin County SELPA Policy MCS 04-2009: Private Schools
- Attachment 5: SELPA Policy C-16: Private School Proportionate Share



To: Marin County SELPA Operational Steering Committee

From: Rebecca Minnich, Marin County SELPA Director

Date: April 2, 2025

Re: Marin County SELPA Policy and Procedures Organizational Framework

On May 22, 2024, the Operational Steering Committee adopted the 2023 – 2024 Local Plan Workgroup recommendation to reorganize the Marin County SELPA Policies and Procedures to adhere to one consistent framework. Following that decision, on November 6, 2024, the Operational Steering Committee was presented with an organizational framework that included the following five (5) sections: Section A: Governance and Administration, Section B: Business Operations, Section C: Student Services and Programming, Section D: Personnel, and Section E: Facilities. The OSC requested the Marin County SELPA reorganize all current and future policies and procedures to align with the proposed framework. Within this attached packet, you will find the following:

- 2 Updated Marin County SELPA Policies (policy area unchanged, only a change in the policy title)
- 1 Operational Steering Committee Resolution Concerning the Adoption and Retirement of Policies

There are a total of 43 Marin County SELPA policies for adoption and 42 Marin County SELPA policies for retirement.

**Operational Steering Committee Resolution 1:
Adoption and Retirement of Marin County SELPA Policies**

RESOLUTION 1

ADOPTING MARIN COUNTY SELPA POLICIES AS FOLLOWS:

- SELPA Policy A-1: Governance
- SELPA Policy A-2: Local Compliance Assurances
- SELPA Policy A-3: Performance Goals and Indicators
- SELPA Policy A-4: Procedural Safeguards
- SELPA Policy A-5: Program Transfer Policy and Procedures
- SELPA Policy A-6: Public Participation
- SELPA Policy A-7: Suspension and Expulsion
- SELPA Policy B-1: Guidelines for Home Use of Low Incidence Equipment
- SELPA Policy B-2: Guidelines for Low Incidence Services and Funding
- SELPA Policy B-3: Interagency
- SELPA Policy B-4: Maintenance of Effort
- SELPA Policy B-5: Maintenance of Effort Procedures
- SELPA Policy B-6: Non-Adversarial IEP Meeting Process
- SELPA Policy B-7: Request for Low Incidence Material and Equipment
- SELPA Policy B-8: Supplementation of State, Local, and Federal Funds
- SELPA Policy C-1: Child Find
- SELPA Policy C-2: Confidentiality
- SELPA Policy C-3: Discipline
- SELPA Policy C-4: Disproportionality and Over Identification of Students
- SELPA Policy C-5: Evaluation
- SELPA Policy C-6: Free Appropriate Public Education
- SELPA Policy C-7: Full Educational Opportunity
- SELPA Policy C-8: IEP Team Procedural Guidance
- SELPA Policy C-9: IEP Team Referral to a Non-Severe Special Day Class
- SELPA Policy C-10: Independent Educational Evaluations
- SELPA Policy C-11: Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)
- SELPA Policy C-12: Least Restrictive Environment
- SELPA Policy C-13: Over-Identification and Disproportionality
- SELPA Policy C-14: Part C to Part B Transition
- SELPA Policy C-15: Participation in Assessments
- SELPA Policy C-16: Private School Proportionate Share

- SELPA Policy C-17: Procedures for Serving Students with Disabilities Parentally Placed in Private Schools
- SELPA Policy C-18: Provision of Special Education Services to Students Voluntarily Enrolled in Charter Schools
- SELPA Policy C-19: School-Based Suicide Risk Assessment Procedures
- SELPA Policy C-20: Special Circumstance Assistance
- SELPA Policy C-21: Special Education Transportation Guidelines
- SELPA Policy C-22: Policy and Procedures for Related Services – Special Circumstance Assistance
- SELPA Policy C-23: Policy and Procedures for Special Day Class Placements for Extended School Year
- SELPA Policy D-1: Guidelines for School Observation
- SELPA Policy D-2: Personnel Qualifications
- SELPA Policy D-3: Prohibition of Mandatory Medicine
- SELPA Policy D-4: Qualified Personnel Assurance
- SELPA Policy E-1: Facilities Plan

AND RETIRING MARIN COUNTY SELPA POLICIES AS FOLLOWS:

- MCS 12-2020: Governance
- MCS 05-2020: Local Compliance Assurances
- MCS 14-2-2-: Performance Goals and Indicators
- MCS 06-2020: Procedural Safeguards
- MCS 04-2020.18: Program Transfer Policy and Procedures
- MCS 17-2020: Public Participation
- MCS 05-2009: Suspension and Expulsion
- MCS 04-2020.9: Guidelines for Home Use of Low Incidence Equipment
- MCS 02-2000: Guidelines for Low Incidence Services
- MCS 11-2020: Interagency
- MCS 01-2017: Maintenance of Effort
- MCS 04-2016.16: Maintenance of Effort Procedures
- MCS 04-2020.17: Non-Adversarial IEP Meeting Process
- MCS 04-2020.6: Request for Low Incidence Material and Equipment
- MCS 16-2020: Supplementation of State, Local, and Federal Funds
- MCS 03-2020: Child Find
- MCS 08-2020: Confidentiality
- MCS 04-2020.7: Discipline
- MCS 04-2020.8: Disproportionality and Over Identification of Students
- MCS 07-2020: Evaluation
- MCS 01-2020: Free Appropriate Public Education
- MCS 02-2020: Full Educational Opportunity

- MCS 04-2020.12: IEP Team Procedural Guidance
- MCS 04-2020.13: IEP Team Referral to a Non-Severe Special Day Class
- MCS 04-2020.15: Independent Educational Evaluations
- MCS 04-2020: Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP)
- MCS 05-2020: Least Restrictive Environment
- MCS 08-2018: Over-Identification and Disproportionality
- MCS 09-2020: Part C to Part B Transition
- MCS 15-2020: Participation in Assessments
- MCS 04-2009: Private Schools
- MCS 04-2020.21: 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
- MCS 11-2021: School-Based Suicide Risk Assessment Procedures
- MCS 04-2020.20: Special Circumstance Assistance
- MCS 04-2020.22: Special Education Transportation Guidelines
- MCS 01-2003: Policy and Procedures for Related Services – Special Circumstance Assistance
- MCS 04-2020.11: Guidelines for School Observation
- MCS 13-2020: Personnel Qualifications
- MCS 19-2020: Prohibition of Mandatory Medicine
- MCS 04-2020.19: Qualified Personnel Assurance
- MCS 01-2009: Facilities Plan

Whereas, the Operational Steering Committee (Marin County SELPA Governing Board) is adopting written policies to convey its expectations regarding the implementation, administration and effective operation of special education programs in accordance with the Local Plan;

Whereas, the Operational Steering Committee is adopting written policies to convey its expectations for monitoring the use of federal, state, and local funds allocated to special education programs;

Whereas, the Operational Steering Committee shall ensure that its policies align with the Local Plan, provide consistent and fair treatment of students, and proactively address equity and the provision of equal access to opportunities for all students;

Whereas, the Operational Steering Committee recognizes the importance of maintaining policy that is current and reflects the mandates of the law and shall regularly review policies for this purpose on the agenda of public meetings.

NOW, THEREFORE, BE IT RESOLVED.

1. The Board accepts the following policies for consideration and adoption: SELPA Policy A-1: Governance; SELPA Policy A-2: Local Compliance Assurances; SELPA Policy A-3: Performance Goals and Indicators; SELPA Policy A-4: Procedural Safeguards; SELPA Policy A-5: Program Transfer Policy and Procedures; SELPA Policy A-6: Public Participation; SELPA Policy A-7: Suspension and Expulsion; SELPA Policy B-1: Guidelines for Home Use of Low Incidence Equipment; SELPA Policy B-2: Guidelines for Low Incidence Services and Funding; SELPA Policy B-3: Interagency; SELPA Policy B-4: Maintenance of Effort; SELPA Policy B-5: Maintenance of Effort Procedures; SELPA Policy B-6: Non-Adversarial IEP Meeting Process; SELPA Policy B-7: Request for Low Incidence Material and Equipment; SELPA Policy B-8: Supplementation of State, Local, and Federal Funds; SELPA Policy C-1: Child Find; SELPA Policy C-2: Confidentiality; SELPA Policy C-3: Discipline; SELPA Policy C-4: Disproportionality and Over Identification of Students; SELPA Policy C-5: Evaluation; SELPA Policy C-6: Free Appropriate Public Education; SELPA Policy C-7: Full Educational Opportunity; SELPA Policy C-8: IEP Team Procedural Guidance; SELPA Policy C-9: IEP Team Referral to a Non-Severe Special Day Class; SELPA Policy C-10: Independent Educational Evaluations; SELPA Policy C-11: Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP); SELPA Policy C-12: Least Restrictive Environment; SELPA Policy C-13: Over-Identification and Disproportionality; SELPA Policy C-14: Part C to Part B Transition; SELPA Policy C-15: Participation in Assessments; SELPA Policy C-16: Private School Proportionate Share; SELPA Policy C-17: Procedures for Serving Students with Disabilities Parentally Placed in Private Schools; SELPA Policy C-18: Provision of Special Education Services to Students Voluntarily Enrolled in Charter Schools; SELPA Policy C-19: School-Based Suicide Risk Assessment Procedures; SELPA Policy C-20: Special Circumstance Assistance; SELPA Policy C-21: Special Education Transportation Guidelines; SELPA Policy C-22: Policy and Procedures for Related Services – Special Circumstance Assistance; SELPA Policy C-23: Policy and Procedures for Special Day Class Placements for Extended School Year; SELPA Policy D-1: Guidelines for School Observation; SELPA Policy D-2: Personnel Qualifications; SELPA Policy D-3: Prohibition of Mandatory Medicine; SELPA Policy D-4: Qualified Personnel Assurance; and SELPA Policy E-1: Facilities Plan.

2. Upon adoption of the policies identified in paragraph 1, the following policies superseded and retired: MCS 12-2020: Governance; MCS 05-2020: Local Compliance Assurances; MCS 14-2-2-: Performance Goals and Indicators; MCS 06-2020: Procedural Safeguards; MCS 04-2020.18: Program Transfer Policy and Procedures; MCS 17-2020: Public Participation; MCS 05-2009: Suspension and Expulsion; MCS 04-2020.9: Guidelines for Home Use of Low Incidence Equipment; MCS 02-2000: Guidelines for Low Incidence Services; MCS 11-2020: Interagency; MCS 01-2017: Maintenance of Effort; MCS 04-2016.16: Maintenance of Effort Procedures; MCS 04-2020.17: Non-Adversarial IEP Meeting Process; MCS 04-2020.6: Request for Low Incidence Material and Equipment; MCS 16-2020: Supplementation of State, Local, and Federal Funds; MCS 03-2020: Child Find; MCS 08-2020: Confidentiality;

MCS 04-2020.7: Discipline; MCS 04-2020.8: Disproportionality and Over Identification of Students; MCS 07-2020: Evaluation; MCS 01-2020: Free Appropriate Public Education; MCS 02-2020: Full Educational Opportunity; MCS 04-2020.12: IEP Team Procedural Guidance; MCS 04-2020.13: IEP Team Referral to a Non-Severe Special Day Class; MCS 04-2020.15: Independent Educational Evaluations; MCS 04-2020: Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP); MCS 05-2020: Least Restrictive Environment; MCS 08-2018: Over-Identification and Disproportionality; MCS 09-2020: Part C to Part B Transition; MCS 15-2020: Participation in Assessments; MCS 04-2009: Private Schools; MCS 04-2020.21: 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; MCS 11-2021: School-Based Suicide Risk Assessment Procedures; MCS 04-2020.20: Special Circumstance Assistance; MCS 04-2020.22: Special Education Transportation Guidelines; MCS 01-2003: Policy and Procedures for Related Services – Special Circumstance Assistance; MCS 04-2020.11: Guidelines for School Observation; MCS 13-2020: Personnel Qualifications; MCS 19-2020: Prohibition of Mandatory Medicine; MCS 04-2020.19: Qualified Personnel Assurance; MCS 01-2009: Facilities Plan

PASSED AND ADOPTED by the Operational Steering Committee at its regular meeting held on the 2nd day of April, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dr. Tracy Smith, Chairperson
Marin County SELPA Operational Steering Committee

ATTEST:

Rebecca Minnich, SELPA Director
Marin County SELPA



GUIDELINES FOR LOW INCIDENCE SERVICES

Approved by OSC June 23, 2000

Marin SELPA

Guidelines for Low Incidence Services

California Code of Regulations, Title 4, 3051.16 states: "Specialized services for low incidence disabilities may include:

- A. Specially designed instruction related to the unique needs of pupils with low incidence disabilities provided by teachers credentialed pursuant to Ed. Code 44265.
- B. Specialized services related to the unique needs of pupils with low incidence disabilities provided by qualified individuals such as interpreters, note takers, readers, transcribers, and other individuals who provide specialized materials and equipment.

IDEA now includes the requirement that the IEP team shall "consider whether the child requires assistive technology devices and services" for all students with disabilities, as well as other requirements including the need for "...Braille" for students who are "blind or visually impaired" and "language and communications needs..." for students who are deaf and hard of hearing."

Funding for Specialized Services

The Marin SELPA receives low incidence service dollars, which must be expended during the current school year, as funds may NOT be carried over. Also, service dollars may not be commingled with other low incidence funding and must be accounted for separately.

Criteria

Key criteria summarizing the legal requirements, guidelines, and other information intended to serve as a general guide for determining the appropriate use of low incidence funding:

1. Each student for whom a service is purchased has a "low incidence disability" (i.e., deaf-blind, deaf, hard of hearing, severe orthopedic impairment, and/or visual impairment).
2. The service is "specialized" (i.e., it relates to a need(s) resulting from the low incidence disability, as indicated in the comprehensive assessment in all areas related to the student's disability, involving staff who are credentialed/knowledgeable to the low incidence disability areas(s).
3. The service is "required for the student with a disability to benefit from special education" (i.e., it meets the legal definition of a related service).
4. Low incidence funds are used to "supplement," not to "supplant" existing services (i.e., funds are to be used for additional services beyond those provided through

special education funds, the base program or by another agency). The service(s) must be new for this year or for a new student (i.e., The student has an interpreter for the school day and this year the student will be attending the prom and will require an interpreter for this event.)

5. The service is considered a “support service” (i.e., it is provided by non-credentialed staff).

How to Apply for Low Incidence Service Funding

1. The IEP team recommends the specialized services.
2. The district of residence purchases the services.
3. The following packet is compiled and submitted to the Marin SELPA for consideration:
 - Completed form “Reimbursement for Low Incidence Services” signed by district superintendent or special education administrator.
 - Invoice for services purchased.
 - A copy of the IEP recommending specialized services
 - A copy of the current SERVE form indicating handicapping condition (must be low incidence)
4. Requests for reimbursement will be accepted by the Marin SELPA until June 1st of the current year. Requests received after June 1st will be rolled over to the next fiscal year.
5. The Marin SELPA Low Incidence Review Committee will meet regularly (between October and June) to review requests to assure that expenditures meet the criteria outlined in current sections of the Education Code and as required by this procedure.

The Low Incidence Review Committee may include:

- Specialist for the visually impaired
 - Specialist for the orthopedically impaired
 - Specialist for the hard or hearing or deaf
 - Speech and language pathologist
 - Teacher or specialist knowledgeable in assistive technology
 - Member of the Advisory Steering Committee
 - SELPA administrator
6. Requests recommended for reimbursement by the Low Incidence Committee will be forwarded in June of the current year to ASC for review and OSC for approval.
 7. The Marin SELPA will reimburse the school districts for expenditure approved by OSC by August 31st. In the event OSC approved requests exceed the monies available in the Low Incidence Services Fund, districts will be reimbursed on a prorated

amount (i.e., if the OSC approved requests total \$20,000 and \$10,000 is available in the Low Incidence Services Fund, each request will be reimbursed at 50% of the expenditure.)



'''

SELPA Policy B-2

Guidelines for Low Incidence Services and Funding

Adopted by OSC, June 23, 2000

1111 LAS GALLINAS AVENUE PO BOX 4925 SAN RAFAEL, CA 94913 (415) 499-5850

California Code of Regulations, Title 4, 3051.16 states: “Specialized service for low incidence disabilities may include:

- A. Specially designed instructions related to the unique needs of pupils with low incidence disabilities provided by teachers credentialed pursuant to Ed. Code 44265.
- B. Specialize services related to the unique needs of pupils with low incidence disabilities provided by qualified individuals such as interpreters, note takers, readers, transcribers, and other individuals who provide specialized materials and equipment.

IDEA now includes the requirement that IEP team shall “consider whether the child requires assistive technology devices and services” for all students with disabilities, as well as other requirements including the need for “...Braille” for students who are “blind or visually impaired” and “language and communication needs...” for students who are deaf and hard of hearing.”

Funding for Specialized Services

The Marin SELPA receives low incidence service dollars, which must be expended during the current school year, as funds to NOT be carried over. Also, service dollars may not be commingled with other low incidence funding and must be accounted for separately.

Criteria

Key criteria summarizing the legal requirements, guidelines, and other information intended to serve as a general guide for determining the appropriate use of low incidence funding:

1. Each student for whom a service is purchased has a “low incidence disability” (i.e., deaf-blind, deaf, hard of hearing, severe orthopedic impairment, and/or visual impairment).
2. The service is “specialized” (i.e., it relates to a need(s) resulting from the low incidence disability, as indicated in the comprehensive assessment in all areas related to the student’s disability, involving staff who are credentialed/knowledgeable to the low incidence disability area(s).

3. The service is “required for the student with a disability to benefit from special education” (i.e., it meets the legal definition of related service).
4. Low incidence funds are used to “supplement,” not to “supplant” existing services (i.e., funds are to be used for additional services beyond those provided through special education funds, the base program or by another agency). The service(s) must be new for this year or for a new student (i.e., The student has an interpreter for the school day and this year the student will be attending the prom and will require an interpreter for this event.)
5. The service is considered a “support service” (i.e., it is provided by non-credentialed staff).

How to Apply for Low Incidence Service Funding

1. The IEP team recommends the specialized services.
2. The district of residence purchases the services.
3. The following packet is compiled and submitted to Marin SELPA for consideration:
 - Completed form “Reimbursement for Low Incidence Services” signed by district superintendent or special education administrator.
 - Invoice for services purchased.
 - A copy of the IEP recommending specialized services.
 - A copy of current SERVE form indicating handicapping condition (must be low incidence).
4. Requests for reimbursement will be accepted by the Marin SELPA until June 1st of the current year. Requests received after June 1st will be rolled over to the next fiscal year.
5. The Marin SELPA Low Incidence Review Committee will meet regularly (between October and June) to review requests to assure that expenditures meet the criteria outlined in current sections of the Education Code and as required by this procedure.

The Low Incidence Review Committee may include:

- Specialist for the visually impaired.
- Specialist for the orthopedically impaired.

- Specialist for the hard or hearing or deaf.
 - Speech and language pathologist
 - Teacher or specialist knowledgeable in assistive technology.
 - Member of the Advisory Steering Committee.
 - SELPA administrator.
6. Request recommended for reimbursement by the Low Incidence Committee will be forwarded in June of the current year to ASC for review and OSC for approval.
7. The Marin SELPA will reimburse the school districts for expenditure approved by OSC by August 31st. In the event OSC approved requests exceed the monies available in the low Incidence Services Fund, districts will be reimbursed on a prorated amount (i.e., if the OSC approved requests total \$20,000 and \$10,000 is available in the Low Incidence Services Fund, each request will be reimbursed at 50% of the expenditure.)

Private Schools: 20 USC Section 1412(a)(10)

Students Enrolled by Their Parents in a Private School Revised 9.09

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

Adopted by OSC May 6, 2020



'''

SELPA Policy C-16

Private School Proportionate Share

Adopted by OSC May 6, 2020

1111 LAS GALLINAS AVENUE PO BOX 4925 SAN RAFAEL, CA 94913 (415) 499-5850

Private Schools: 20 USC Section 1412(a)(10)

Students Enrolled by Their Parents in a Private School

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

Annotation – Agenda Item 6.1
Operational Steering Committee
April 2, 2025

Agenda Item

6.1 2025 – 2026 Operational Steering Committee and Chairperson

Item Type

Discussion

Summary of Key Issues

The Operational Steering Committee represents each of the SELPA’s six (6) regions. The Marin County SELPA Local Plan states that the Operational Steering Committee shall elect their chairperson on an annual basis.

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment: 2024 – 2025 Operational Steering Committee Membership



**2024 - 2025 Marin County SELPA
Operational Steering Committee Membership**

Area/Member	District Representation
<p>Area 1: David Rice, Ross School District</p> <p>Alternate: Tara Taupier, Tamalpais Union High School District</p>	<p>Tamalpais Union High School District; Larkspur-Corte Madera School District; Ross School District</p>
<p>Area 2: Adam Jennings, Shoreline Unified School District</p> <p>Alternate: Barbara Snekkevik, Nicasio School District</p>	<p>Ross Valley School District; Nicasio School District; Lagunitas School District; Shoreline Unified School District</p>
<p>Area 3: Raquel Rose, Kentfield School District</p> <p>Alternate: Elizabeth Kaufman, Mill Valley School District</p>	<p>Bolinas-Stinson Union School District; Reed Union School District; Sausalito-Marin City School District; Mill Valley School District; Kentfield School District</p>
<p>Area 4: Carmen Diaz Ghysels, San Rafael City Schools</p> <p>Alternate: Becky Rosales, Miller Creek School District</p>	<p>Miller Creek Elementary School District; San Rafael Elementary School District; San Rafael High School District</p>
<p>Area 5: Tracy Smith, Novato Unified School District</p> <p>Alternate: Julie Synyard, Novato Unified School District</p>	<p>Novato Unified School District</p>
<p>Area 6: John Carroll, Marin County Office of Education</p> <p>Alternate: Janelle Campbell, Marin County Office of Education</p>	<p>Marin County Office of Education; Laguna Joint School District</p>
<p>Chair: Tracy Smith Term: 2024 - 2025</p>	

Annotation – Agenda Item 7.1
Operational Steering Committee
April 2, 2025

Agenda Item

7.1 Marin County SELPA Autism Demonstration Site: Implementation Report

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 7.2
Operational Steering Committee
April 2, 2025

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