



**Marin County SELPA
Special Education Advisory Committee (SEAC) Meeting
November 18, 2025
9:30 – 11:00 AM
1111 Las Gallinas Avenue, San Rafael, CA**

AGENDA

Interpreter available upon request
(48-hour notice is required)

1. Call to Order
2. Establishment of a Quorum
3. Public Comment
Code § 54954.3 provides that the public will have an opportunity to address the committee 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.
4. Action Items
 - a. Approval of Minutes of August 26, 2025 SEAC meeting
The Minutes from the August 26, 2025 SEAC Meeting will be presented for adoption.
 - b. Approval of the Agenda for the November 18, 2025 SEAC Meeting.
The Agenda for the November 18, 2025 SEAC Meeting will be presented for adoption.
 - c. Nomination of SEAC Officers.
The 2025 – 2026 SEAC will nominate a new Chairperson, Vice Chairperson, and an ASC Liaison for the committee.
5. Information Items
 - a. SEAC Chairperson Report
Information and communication will be presented by the SEAC Chairperson.
 - b. SEAC Advisory Steering Committee (ASC) Liaison Report
Information and communication will be presented by the SEAC ASC Liaison.
 - c. SELPA Administrator Report
Information and communication will be presented by the SELPA Coordinator.
6. Discussion Items
 - a. SEAC Parent Communication, Workshops and Resources



SEAC members will review parent resources, finalize parent workshop topics and dates, and determine the need for additional activities for this school year.

7. SEAC Recommendations to SELPA Governing Board
Recommendations will be identified to move forward to the SELPA Governing Board for consideration.
8. Future Planning
Topics and/or areas for future SEAC discussion(s) will be identified and/or reviewed, as needed
9. Next Meeting Date: January 27, 2026, at 9:30 am at the Marin County office of Education.
10. Adjournment

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Marin County SELPA
Special Education Advisory Committee (SEAC) Meeting
August 26, 2025
9:30 – 11:00 AM
1111 Las Gallinas Avenue, San Rafael, CA
MINUTES

Interpreter available upon request
(48-hour notice is required)

1. Call to Order

Birgit Switenki called the meeting to order at 9:35 AM.

2. Establishment of a Quorum

A quorum was established with four members in attendance. The members present were Kimberly Tseng, Kristin Cikowski, Arwen Brown, and Birgit Switenki.

3. Public Comment

Code § 54954.3 provides that the public will have an opportunity to address the committee 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.

4. Action Items

a. Approval of Minutes of May 7, 2025 SEAC meeting

The Minutes from the May 7, 2025 SEAC Meeting will be presented for adoption.

The Minutes from the May 7, 2025 SEAC Meeting were adopted as presented.

Motion: Kristin Cikowski Second: Arwen Brown Carried: Unanimous

b. Approval of the Agenda for the August 26, 2025 SEAC Meeting.

The Agenda for the August 26, 2025 SEAC Meeting will be presented for adoption.

The Agenda for the August 26, 2025 SEAC Meeting was adopted as presented.

Motion: Kimberly Tseng Second: Kristin Cikowski Carried: Unanimous

5. Information Items

a. SEAC Chairperson Report

Information and communication will be presented by the SEAC Chairperson.

SEAC Chairperson provided an informational report outlining the committee's role, referenced bylaws, highlighted its function as a parent forum for addressing special education concerns and developing solutions, and reviewed past activities and ongoing initiatives.

b. SEAC Advisory Steering Committee (ASC) Liaison Report

Information and communication will be presented by the SEAC ASC Liaison.

SEAC Advisory Steering Committee Liaison had no new information to report.

c. SELPA Administrator Report

Information and communication will be presented by a SELPA Administrator

Updates were provided on Marin County SELPA activities, including the Inclusion Academy with five participating LEAs, the expansion of the Autism Demonstration Site at Lucas Valley Elementary School, the formation of an Ad Hoc Committee to review facilities and fiscal plans, and a new partnership with San Rafael City Schools to offer a special education workshop for Spanish speaking families.

6. Discussion Items

a. SEAC Member Nomination(s) – Standing Item

SEAC member nomination(s) will be presented by the SELPA Administrator for consideration.

There were no SEAC member nominations presented for consideration.

b. Election of SEAC Officers

Information will be presented regarding the process for electing officers among the SEAC membership.

SEAC reviewed the process for electing officers among the SEAC membership.

c. SEAC Family Outreach and Communication Plan

A discussion will occur regarding the SEAC outreach and communication plan with families of students with disabilities in the SELPA for the current school year.

Feedback was discussed on the draft Parent Welcome Letter, including the frequency of distribution, responsible mailing party, confidentiality and brochure dissemination. Members also expressed interest in outreach to community agencies and sites, and the SEAC Award was noted as a point of interest.

- d. 2025 - 2026 Marin County SELPA Parent Workshop Development
A discussion will occur regarding the development of parent workshops for the 2025 - 2026 school year.

A discussion was held regarding the planning and development of parent workshops for the 2025–2026 school year, and consideration of a parent workshop series hosted at lunchtimes.

7. SEAC Recommendations to SELPA Governing Board
Recommendations will be identified to move forward to the SELPA Governing Board for consideration.

SEAC had no recommendations to move forward to the SELPA Governing Board for consideration.

8. Future Planning
Topics and/or areas for future SEAC discussion(s) will be identified and/or reviewed, as needed.

SEAC identified and reviewed potential topics for future discussions. These include parent resources beyond school systems, parent advocacy and empowerment, and ongoing in-person and virtual IEP trainings. Additional priorities include parent workshops, new collaborations and presentations for Spanish-speaking families, and outreach initiatives such as one-page informational materials and SEAC Recognition Awards.

9. Next Meeting Date: November 18, 2025 at 9:30 am at Marin County Office of Education

10. Adjournment

The meeting was adjourned at 10:57 am.

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