

California Association of Health and Education Linked Professions,  
Joint Powers Authority (CAHELP, JPA)  
**DESERT MOUNTAIN SELPA STEERING and FINANCE COMMITTEE MEETING**  
*December 15, 2023 – 9:00 a.m.*  
Desert Mountain Educational Service Center, 17800 Highway 18, Apple Valley CA 92307

---

## **MINUTES**

---

### **DESERT MOUNTAIN SELPA (DMSELPA) STEERING AND FINANCE MEMBERS PRESENT:**

Academy for Academic Excellence – Marcelo Congo, Adelanto SD – Kimberly Guthrie, Apple Valley USD – Priscilla Avila, David Wheeler, Desert Mountain Operations (SBCSS) – Rich Frederick, Stephanie Hedberg, Health Sciences High School and Middle College – Bryan Dale via Web Ex, Hesperia USD – Shannon Garibay, Eric Land, Needles USD – Jamie Wiesner via Web Ex, and VVUHSD – Larry Brunson, Krystal Kerns.

### **CAHELP, DMSELPA, & DMCC STAFF PRESENT:**

Jamie Adkins, Codi Andersen, Guille Burgos, Ivan Campos, Heidi Chavez, Peggy Dunn, Marina Gallegos, Colette Garland, Linda Llamas, Maurica Manibusan, Isaac Medina, Lisa Nash, Sheila Parisian, Kathleen Peters, Karina Quezada, Annette Rego, Linda Rodriguez, Jennifer Rountree, Veronica Rousseau, and Deborah Sarkesian.

### **1.0 CALL TO ORDER**

The regular meeting of the California Association of Health and Education Linked Professions, Joint Powers Authority (CAHELP, JPA) Desert Mountain SELPA Steering and Finance Committee Meeting was called to order by Program Manager Deborah Sarkesian at 9:10 a.m., at the Desert Mountain Educational Service Center, Apple Valley.

### **2.0 ROLL CALL**

### **3.0 PUBLIC PARTICIPATION**

None.

### **4.0 ADOPTION OF THE AGENDA**

4.1 **BE IT RESOLVED** that the adoption of the December 15, 2023 Desert Mountain SELPA Steering and Finance Committee Meeting Agenda failed due to lack of quorum.

### **5.0 PRESENTATIONS**

#### 5.1 The Learn Academy

Dan Campbell and Breesa Inman presented information on Learn Academy nonpublic school. They shared that they have transitional services, positive intervention programs, a crisis intervention program, and implement Ukeru conflict resolution. They provide for students with emotional disturbance, those who are on the autism spectrum, and students who require moderate/severe supports. Dan also welcomed committee members to come by their site for a tour.

### **6.0 CONSENT ITEMS**

It is recommended that the Steering and Finance Committee consider approving several Agenda items as

California Association of Health and Education Linked Professions,  
Joint Powers Authority (CAHELP, JPA)  
**DESERT MOUNTAIN SELPA STEERING and FINANCE COMMITTEE MEETING**  
*December 15, 2023 – 9:00 a.m.*  
Desert Mountain Educational Service Center, 17800 Highway 18, Apple Valley CA 92307

## **MINUTES**

---

a Consent list. Consent Items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any Committee Member at the meeting for clarification, discussion, or change.

6.1 **BE IT RESOLVED** that the approval of the following consent item be tabled to the January 26, 2024 meeting due to lack of quorum.

6.1.1 Approve the November 17, 2023 Desert Mountain SELPA Steering and Finance Committee Meeting Minutes.

### **7.0 CHIEF EXECUTIVE OFFICER AND STAFF REPORTS**

#### 7.1 Legislative Update

Deborah Sarkesian presented the legislative update. She shared the California School House Rock – How a Bill Becomes a Law as well as the Stated Budget Process.

#### 7.2 SEIS Transition Update

Peggy Dunn provided a SEIS transition update. Everyone should be using the system and no longer using fillable forms. Staff have worked overtime including nights and weekends to enter submitted fillable forms in SEIS. Peggy called on Colette Garland to provide further information.

Colette reported 1,579 IEPs were received on fillable forms and 1,479 have been entered in SEIS. Colette said she will be reaching out to LEAs with information missing from IEPs. She shared that DMSELPA member LEAs can receive a one-time override in CALPADS if only special education errors exist. Colette instructed LEAs to complete the district level approval with the changes being done during the amendment window, starting next week through January 26, 2024. Colette confirmed LEA staff will have access to Web IEP through June 30, 2024 as view only. She also stated the DocuSign contract will end in May 2024 with DMSELPA using E-sign option in SEIS. Colette asked to be contacted for any new teachers needing access so she can create view only Web IEP accounts for them as well.

\*Note: Larry Brunson joined the meeting at 9:42 a.m.

#### 7.3 Desert Mountain Operations Update

Rich Frederick provided a Desert Mountain Operations (DMOPS) Update. He presented a reference sheet for referrals to DMOPS for services. Rich said that Form DM 85 will continue to be used and where the child is coming from will determine if an interim placement or amendment is completed in SEIS. Rich stressed it is necessary for the district to adopt a student's record in SEIS before a referral is sent to DMOPS. If this is not done, DMPS cannot process the referral. Rich also reminded the committee that if a referral is sent to DMOPS for itinerant services of

California Association of Health and Education Linked Professions,  
Joint Powers Authority (CAHELP, JPA)  
**DESERT MOUNTAIN SELPA STEERING and FINANCE COMMITTEE MEETING**  
*December 15, 2023 – 9:00 a.m.*  
Desert Mountain Educational Service Center, 17800 Highway 18, Apple Valley CA 92307

## MINUTES

---

visually impaired (VI) or deaf/hard of hearing (DHH), DMOPS will create the assessment plan, it is not to be done by the referring district. Rich said that County Office of Education will be the district of service in SEIS when DMOPS is providing services.

### 7.4 Desert Mountain Children's Center Client Services Reports and Update

Linda Llamas presented the Desert Mountain Children's Center (DMCC) Client Services monthly reports and updates. Linda then shared the dates DMCC inputs Progress of Goals in SEIS for the current school year as: 09/15/23, 12/15/23, 02/16/24, and 05/17/24. Once the data is entered in SEIS, the information is sent to the student's legal caregiver. Linda then shared the mental health trends report providing information on how increased stress among youth has led to an increase in substance use. Linda asked for the report to be shared with anyone who might benefit from the information provided. Linda also reported that all of the articles will soon be available on the CAHELP website for reference.

### 7.5 Professional Learning Summary and Update

Heidi Chavez presented the Desert Mountain SELPA's Professional Learning Summary and update. Heidi highlighted Celebrating Families as a 16-week resiliency program with a core of substance recovery. Families from member LEAs are welcome to attend in person at the Desert Mountain Education Services Center. Dinner is provided for the families followed by age-appropriate breakout sessions then regrouping for family activities. Heidi shared the iMTSS Symposium is in the final stages of planning with break-out sessions having been determined. The cost is \$250 per person and includes breakfast, lunch, and swag. She encouraged at least one person from each LEA to attend to gather information on preventing educator burn out to share with other staff and is also open to any educator, not just DMSELPA members. Heidi also stated the next Community Advisory Committee will meet on Thursday, February 22, 2024 virtually. The representative portion of the meeting is 4:30-5:00 p.m. with the presentation following until 6:00 p.m.

\*Note: Krystal Kerns joined the meeting at 10:10 a.m.

### 7.6 Resolution Support Services Summary and Update

Kathleen Peters presented the DMSELPA's Resolution Support Services Summary and update. Kathleen reported that more districts are experiencing parents not wanting their children placed in special education settings but to be kept in general education. Victor Elementary School District filed on a family because of this and prevailed. Kathleen shared that the presiding judge's written brief addressed the procedural concerns step by step and was easy to read. Kathleen asked to be contacted by any committee member interested in reading it. She said it would be helpful if an LEA will be filing against a parent.

Kathleen shared that David Dowling will be presenting at two breakout sessions at the iMTSS

## **MINUTES**

---

Symposium in February 2024. Kathleen continued that Annette Rego, program specialist, is working to complete the procedure manual so the resources are in one place.

Priscilla Avila shared that she was at a parent IEP training with Karina Quezada and the Outreach Team recently. Afterwards, a parent approached Priscilla sharing the binder she received during a training, expressing thankfulness for the great resource.

### 7.7 Compliance Update

Peggy Dunn presented an update on compliance items from the California Department of Education (CDE). Peggy said eight LEAs are in Compliance and Improvement Monitoring (CIM) targeted level and have submitted steps 1, 2, and 3. She will keep copies for her reference and directed committee members to maintain a copy as well. The assurances have been submitted to CDE assuring the documents have been submitted. The LEAs that are in Targeted 3 must submit directly to CDE. Peggy shared that Step 4 is implementation of the submitted plan with a progress report due on July 10, 2024. Peggy continued that in the spring, LEAs will receive an Annual Determination Letter providing a status update. She reminded the members that the submitted plans are for multiple years. Peggy shared information on an upcoming webinar on disproportionality and encouraged each of the LEAs to participate.

### 7.8 Nonpublic School/Nonpublic Agency Update

Peggy Dunn provided a nonpublic school/nonpublic agency update. Peggy visited the Learn Academy San Gabriel site and was very impressed. She expects the Victorville site to mirror San Gabriel and provide students with the optimal nonpublic school experience.

Peggy asked to be contacted if there are any issues with nonpublic agencies (NPA) so she can work to resolve concerns. She said there are times when NPA staff are not a good fit for a student.

Karina Quezada shared that she is working to find facilities that will accept a couple of students needing placement. Getting students' needs met does sometimes require thinking outside of the box.

### 7.9 Career Technical Education Update

Deborah Sarkesian provided the Career Technical Education (CTE) update. She said the deadline for CTE and Transition teachers to apply for instructional supplies is December 31, 2023. Deborah shared the team had a goal to receive 275 program referrals and they received 309 referrals. Deborah reported there is a committee in the desert mountain region that is working towards streamlining the fingerprinting process so the different agencies in the area are following the same procedures.

California Association of Health and Education Linked Professions,  
Joint Powers Authority (CAHELP, JPA)  
**DESERT MOUNTAIN SELPA STEERING and FINANCE COMMITTEE MEETING**  
*December 15, 2023 – 9:00 a.m.*  
Desert Mountain Educational Service Center, 17800 Highway 18, Apple Valley CA 92307

## **MINUTES**

---

### 7.10 Prevention and Intervention Update

Deborah Sarkesian provided the Prevention and Intervention update. Deborah stated the team wishes everyone happy holidays and a restful winter break.

### 7.11 Occupational and Physical Therapy Services Update

Codi Andersen provided the Occupational and Physical Therapy Services update. She shared there is an OT collaborative scheduled for January 16, 2024 at 2:00 p.m.- 4:00 p.m. and a PT collaborative scheduled for January 17, 2024 at 1:30 p.m.- 3:00 p.m. These collaboratives provide a time for occupational therapists and physical therapists to meet with colleagues for questions and supports.

## **8.0 FINANCE COMMITTEE REPORTS**

### 8.1 Mental Health Fund Transfer

Marina Gallegos shared information regarding the mental health fund transfer. She reminded the committee members that effective July 1, 2023, mental health funds were distributed directly to LEAs. The CAHELP JPA Governance Council voted on May 12, 2023 that the funds would be redirected back to Desert Mountain Charter SELPA (DMCS) so DMCC services could continue. This applies to LEAs in the desert mountain region and virtual charters. Marina continued that there was concern about Maintenance of Effort (MOE) but SBCSS Internal Business District Advisory provided account codes so the funds would not be counted towards LEA MOE. She said she emailed the committee members and the LEA fiscal staff that the fund transfers do need to begin. Marina asked the committee members to speak with their fiscal staff then provide her with feedback as to the best way to make it happen. Marina advised that federal funds are different and sent as reimbursement instead of apportionment so a process for those funds is in planning.

Marina stated that service reports for county operated programs were previously being distributed monthly but have been delayed due to the SEIS rollover. She reported that those reports will be available again soon and urged committee members to review them for accuracy and provide her with data if anything needs to be corrected.

Rich Frederick added DMOPS has a new position of Student Information and State Reporting Analyst that has been working closely with DMSELPA to ensure the services reports are accurate.

## **9.0 INFORMATION ITEMS**

### 9.1 Monthly Audiological Services Reports

### 9.2 Monthly Occupational & Physical Therapy Services Reports

### 9.3 Monthly Nonpublic School Placement Report

California Association of Health and Education Linked Professions,  
Joint Powers Authority (CAHELP, JPA)  
**DESERT MOUNTAIN SELPA STEERING and FINANCE COMMITTEE MEETING**  
*December 15, 2023 – 9:00 a.m.*  
Desert Mountain Educational Service Center, 17800 Highway 18, Apple Valley CA 92307

## **MINUTES**

---

9.4 Upcoming Professional Learning Opportunities

### **10.0 STEERING COMMITTEE MEMBERS COMMENTS / REPORTS**

Larry Brunson asked what the DMSELPA stance is on a special education teacher being both the LEA representative and as the special education teacher in IEP meetings and signing off on the IEP as both. He has discovered that is a practice within his district and feels it is problematic. Larry asked because he found information on the CAHELP JPA website. Kathleen Peters replied that though LEA staff has many responsibilities, they cannot have two titles during one IEP meeting. She will review the website and make necessary language changes.

### **11.0 CEO COMMENTS**

On behalf of Pam Bender, Deborah Sarkesian wished the attendees happy holidays and the season of giving as it does come back. Deborah then shared a video “Inspiring Power of Giving (and veggie soup)”. She wished the attendees the happiest of holidays and good times spent with family and friends.

### **12.0 MATTERS BROUGHT BY THE PUBLIC**

None.

### **13.0 ADJOURNMENT**

Having no further business to discuss, Deborah Sarkesian ended the meeting at 10:37 a.m.

The next regular meeting of the Desert Mountain SELPA Steering and Finance Committee will be held on Friday, January 26, 2024, at 9:00 a.m., at the Desert Mountain Educational Service Center, Aster/Cactus Room, 17800 Highway 18, Apple Valley, CA 92307.

*Individuals requiring special accommodations for disabilities are requested to contact Jamie Adkins at (760) 955-3555, at least seven days prior to the date of this meeting.*