

DRAFT

**Ontario-Montclair School District**  
950 W. D Street  
Ontario, California 91762  
Conference Room B1

**Program Committee Meeting**  
February 20, 2025

**MINUTES**

**I. CALL TO ORDER**

The Ontario-Montclair School District Program Committee Meeting was called to order at 9:07 A.M. by, Program Committee Chairperson.

**II. ROLL CALL**

**Members Present:** Dr. Alana Hughes-Hunter, Mrs. Sheena Sayeg, Mrs. Sultana Dixon, Mrs. Emily Winebrenner, Ms. Cindy Chavez, and Ms. Kimberly Rawson.

**Members Absent:** Dr. Christina James, Mr. Nelson Favela, Ms. Terisita Carter, Ms. Amber Zurek, and Ms. Miriam Quates-Jackson.

**Translator Present:** Ms. Sagrario Saldana

**SELPA Administrative Assistant I:** Mrs. Monica Martinez

**III. WELCOME AND INTRODUCTIONS**

Welcome and introductions led by Mrs. Sheena Sayeg.

**IV. ADOPTION OF AGENDA**

**Correction Noted:** Dr. Alana Hughes-Hunter identified a correction in the Announcements section. The reference to the "Community Advisory Committee Meeting" should be corrected to "Program Committee Meeting." The necessary amendment will be made accordingly.

Upon a motion by Ms. Kimberly Rawson and seconded by Mrs. Emily Winebrenner, the Program Committee Members **APPROVED, Adoption of Agenda**, with the noted correction by a unanimous 6-0-0 vote.

**V. GENERAL PUBLIC COMMENTS**

**a. PUBLIC COMMENTS FROM THE FLOOR ON NON-AGENDA ITEMS**

1. None

**VI. ADOPTION OF THE MINUTES FROM April 11, 2024**

Dr. Alana Hughes-Hunter noted a correction to update the complete names of the Program Committee Members on the draft agenda.

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Upon a motion by Dr. Alana Hughes-Hunter and seconded by Ms. Kimberly Rawson, the Program Committee Members **APPROVED, Adoption of the Minutes** from April 11, 2024, with the noted corrections, by a unanimous 6-0-0 vote.

**VII. REVIEW ANNUAL SERVICE PLAN**

Mrs. Emily Winebrenner reviewed Section E: Annual Service Plan (ASP) and Attachment VI. She explained that, as an independent SELPA, the organization is responsible for providing its own Local Plan. Mrs. Winebrenner further explained that OMSD will contract with the county to provide the required services or engage an agency as needed. In the overview of the ASP, she noted that while the content remains consistent with the previous year, there have been slight modifications to the template. All service codes were adopted, and descriptions remain unchanged. The attachment outlines the services currently provided at each site, which have been in effect since the beginning of the school year. There were no additional or clarifying questions from committee members.

**VIII. UPCOMING EVENTS**

- a. Upcoming Parent Workshop: Building Blocks for Success: Understanding Developmental Stages and School Readiness on February 26, 2025 at 10 a.m., at Linda Vista MPR

**IX. NEW BUSINESS:**

- a. None.

**X. ACTION ITEM:**

- a. None.

**XI. ANNOUNCEMENTS**

- a. Next Program Committee Meeting scheduled for April 10, 2025 at 9:00 a.m.  
Location: Briggs Conference Room B1

**XII. ADJOURNEMENT**

Upon a motion by Dr. Alana Hughes-Hunter and seconded by Ms. Cindy Chavez, the Program Committee Members **APPROVED, the adjournment of the Program Committee Meeting at 9:26 A.M.**, by a unanimous 6-0-0 vote.

Respectfully submitted by Monica Martinez, Administrative Assistant I to the Assistant Superintendent of SELPA & Equity