

DRAFT

Ontario-Montclair School District
950 W. D Street
Ontario, California 91762
Briggs Education Center (Conference Room B1)

Program Committee Meeting
April 10, 2025

MINUTES

I. CALL TO ORDER

The Ontario-Montclair School District Program Committee Meeting was called to order at 9:04 A.M. by Sheena Sayeg, Program Committee Chairperson.

II. ROLL CALL

Members Present: Dr. Alana Hughes-Hunter, Mr. Nelson Favela, Ms. Sheena Sayeg, Dr. Christina James, Ms. Emily Winebrenner, Ms. Sultana Dixon, and Ms. Cindy Chavez.

Members Absent: Ms. Teresita Carter, Ms. Amber Zurek, Ms. Miriam Quates-Jackson, and Ms. Kimberly Rawson.

Translator Present: Sagario Saldana

SELPA Executive Assistant: Mrs. Candice Hernandez

III. WELCOME AND INTRODUCTIONS

Welcome and introductions led by Ms. Sheena Sayeg.

IV. ADOPTION OF AGENDA

Upon a motion by Dr. Christina James and seconded by Ms. Sultana Dixon, the Program Committee Members **APPROVED, Adoption of Agenda**, by a unanimous 7-0-0 vote by Program Committee Members.

V. ADOPTION OF THE MINUTES FROM 2/11/2021

Upon a motion by Dr. Alana Hughes-Hunter and seconded by Mr. Nelson Favela, the Program Committee Members **APPROVED, Adoption of the Minutes from 02/20/2025**, by a unanimous 7-0-0 vote by Program Committee Members.

VI. GENERAL PUBLIC COMMENTS

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

1. None

VII. 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. Parent Workshops:

- a. Collaboration and Communication on April 17, 2025, at 5:00 p.m.
Location: Homer F. Briggs Conference Rooms B1 & B2

IX. NEW BUSINESS:

- a. None.

X. ACTION ITEM:

a. **25-26 Nominations of Program Committee Members Vacancies**

i. **Special Education Director II**

Upon a motion by Dr. Alana Hughes-Hunter and seconded by Ms. Sultana Dixon, the Program Committee Members **APPROVED, the nomination of Sheena Sayeg to fill the Special Education Director II Vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.

ii. **Special Education Program Specialist**

Upon a motion by Dr. Alana Hughes-Hunter and seconded by Dr. Christina James, the Program Committee Members **APPROVED, the nomination of Emily Winebrenner to fill the Special Education Program Specialist Vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.

iii. **Site Administrator**

Upon a motion by Dr. Alana Hughes-Hunter and seconded by Ms. Emily Winebrenner, the Program Committee Members **APPROVED, the nomination of Ms. Sultana Dixon to fill the Site Administrator Vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.

iv. **Resource Specialist**

Upon a motion by Ms. Sheena Sayeg and seconded by Dr. Alana Hughes-Hunter, the Program Committee Members **APPROVED, the nomination of Cindy Chavez to fill the Resource Specialist vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.

v. **Special Day Class Teacher**

Upon a motion by Dr. Alana Hughes-Hunter and seconded by Mr. Nelson Favela, the Program Committee Members **APPROVED, the nomination of Ms. Kimberly Rawson to fill the Special Day Class Teacher vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.

- vi. **Speech/Language and Hearing Specialist**
Upon a motion by Mr. Nelson Favela and seconded by Ms. Sheena Sayeg, the Program Committee Members **APPROVED, the nomination Kim Lovein to fill the Speech/Language and Hearing Specialist vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.
- vii. **Instructional Aide/Paraprofessional**
Upon a motion by Sheena Sayeg and seconded by Dr. Alana Hughes-Hunter, the Program Committee Members **APPROVED, the nomination of Ms. Yolanda Roberts to fill the Instructional Aide/Paraprofessional vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.
- viii. **School Psychologist**
Upon a motion by Dr. Christina James and seconded by Ms. Sheena Sayeg, the Program Committee Members **APPROVED, the nomination of Dr. Ronald Hughes to fill the School Psychologist vacancy**, by a unanimous 7-0-0 vote by Program Committee Members.
- b. **Election of 25-26 Committee Officers**
 - i. **Chairperson**
Upon a motion by Dr. Alana Hughes-Hunter and seconded by Mr. Nelson Favela, the Program Committee Members **APPROVED, the nomination of Ms. Emily Winebrenner for Chairperson**, by a unanimous 7-0-0 vote by Program Committee Members.
 - ii. **Vice-Chairperson**
Upon a motion by Dr. Christina James and seconded by Dr. Alana Hughes-Hunter, the Program Committee Members **APPROVED, the nomination of Ms. Sultana Dixon for Vice-Chairperson**, by a unanimous 7-0-0 vote by Program Committee Members.
 - iii. **Secretary**
Upon a motion by Dr. Alana Hughes-Hunter and seconded Ms. Emily Winebrenner, the Program Committee Members **APPROVED, the nomination of Dr. Christina James for Secretary**, by a unanimous 7-0-0 vote by Program Committee Members.
- c. **2025-2026 Meeting Calendar**
Upon a motion by Dr. Alana Hughes-Hunter and seconded Dr. Christina James, the Program Committee Members **APPROVED, the 2025-2026 Meeting Calendar**, by a unanimous 7-0-0 vote by Program Committee Members.
- d. **Approve Annual Service Plan**
Upon a motion by Dr. Alana Hughes-Hunter and seconded by Ms. Sultana Dixon, the Program Committee Members **APPROVED, the proposed Annual Service Plan**, by a unanimous 7-0-0 vote by Program Committee Members.

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XI. ANNOUNCEMENTS

- a. Next Program Committee Meeting scheduled for February 19, 2026 at 9:00 a.m.
Location: Homer F. Briggs Conference Room B1 & B2

XII. ADJOURNEMENT

Upon a motion by Mr. Nelson Favela and seconded by Ms. Emily Winebrenner, the Program Committee Members **APPROVED, the adjournment of the Program Committee Meeting at 9:31 A.M.,** by a unanimous 7-0-0 vote.

Respectfully submitted by Candice Hernandez, SELPA Executive Assistant to the Assistant Superintendent of SELPA