

SELPA Governing Board Meeting
Tuesday, December 16, 2025

1. Opening Items

A. Call to Order

The meeting of the SELPA Governing Board was called to order by Board Chair Gina Sudaria at 9:33 am.

B. Roll Call

Members present included: Gina Sudaria, Toni Presta, Shawnterra Moore, Bhavna Narula, Marla Silversmith, and Roberta Zarea.

Board Members Nancy Magee and Sandy Mikulik were absent.

C. Approval of Agenda and Minutes

After a motion by Board Vice Chair Presta and a second by Board Member Silversmith, the agenda for the December 16th, 2025 meeting and the minutes from the October 14th, 2025 meeting were approved.

2. Public Comment

A. Board Chair Sudaria asked for comments from the audience present at the meeting or submitted prior to the meeting.

San Mateo County Board of Education Member Chelsea Bonini, accompanied by Board President Hugo Torres, made a public comment requesting to be included in notifications for upcoming events and expressed a desire to attend the SELPA Community Advisory Committee (CAC) meetings.

Tricia Felix, SELPA Administrative Assistant, read the following public comment submitted via email on December 5th, 2025. Amy Malka, a parent in the San Bruno Park School District, submitted a public comment expressing concerns about low parent participation in the CAC and called for efforts to revitalize the committee, including better recruitment and regular reviews of membership. Malka emphasized the need for parent representation to effectively implement the Local Plan and ensure proper support for families and students.

3. Information Items

A. SMCOE Special Education Programs/Related Services Billing

San Mateo County Office of Education's (SMCOE) Executive Director of Educational Innovations, Sarah Notch, and Deputy Superintendent of Business Services, Kevin

Bultema, presented an overview of special education services available for the 2025-2026 school year, along with updates to related services practices, process improvements, and billing methodology. The presentation highlighted lessons learned from recent pilots and outlined new oversight, documentation, and notification processes to improve service tracking and accountability. SMCOE also presented a cost-based, no-profit approach and an annual budget timeline, with a commitment to provide earlier cost estimates to support district planning.

Board Members discussed questions regarding service expansion, placement, and transparency, noting that SMCOE is implementing a formal annual service renewal, verification, and notification process to better identify district needs, unmet services, and capacity. Executive Director Notch explained that prior limitations in data access and reporting led to gaps in service tracking and billing transparency, which are being addressed through reinstated service logs, improved collaboration with Business Services, and a revised cost methodology based on actual services and minutes provided. The Board was briefed on staffing standards, placement considerations, communication timelines for service availability or unavailability, and efforts to notify districts in advance to support planning and layoffs. SMCOE also clarified billing practices, quarterly adjustments, checks and balances between Special Education and Business Services, and that Local Control Funding Formula (LCFF) districts retain ADA funding and are responsible for covering service costs from their general funds.

Dr. Rochelle Hooks, Director of Special Education in the San Mateo Union High School District (SMUHSD), made a public comment regarding the need for clarity and transparency in SMCOE billing practices. Dr. Hooks noted that SMUHSD was not aware that students were placed in Canyon Oaks Youth Center and were subsequently billed for services and expressed that the lack of notification from SMCOE makes it challenging for the district to effectively manage and control costs.

Stephanie Sheridan, Assistant Superintendent of Student Services, representing the Special Education Directors from Menlo Park City School District, Ravenswood School District, Las Lomas School District, Redwood City School District, South San Francisco Unified School District, Pacifica School District, and Portola Valley School District, provided a public comment expressing appreciation for the billing information session and the 2025-2026 process improvements, noting the value of SMCOE's efforts toward increased transparency. Assistant Superintendent Sheridan shared ongoing district concerns regarding the cost structure, indicating that pricing and pay practices remain challenging, citing an example of approximately \$14,000 for forty minutes of limited audiology services. Assistant Superintendent Sheridan also noted that these costs have led districts to seek outside providers and respectfully requested continued partnership with SMCOE to develop a more appropriate and sustainable payment structure.

The Board discussed questions regarding billing and staffing for services not directly provided by SMCOE. Executive Director Notch clarified that districts are billed only for

related services actually provided, with costs beyond the base special services program billed directly to districts, and no charges assessed when services are not received. Executive Director Notch explained that while it does not offer an all-inclusive program cost, it has created positions to provide higher-level behavioral support and is improving early communication with districts to better align staffing and recruitment with identified service needs. Additional clarification was provided that assessments and IEP activities are embedded in program costs, districts pay tuition-based rates with additional charges for certain services, and services are planned to begin with the July 1 fiscal year. The Board requested additional information, including staffing levels. Executive Director Notch will follow up with this information.

B. Oceanlight Charter Membership Request

Oceanlight School sent a letter to the SELPA Governing Board to consider membership with the San Mateo County SELPA.

4. Adjournment

The Board agreed to table the remaining agenda items to the March 2026 meeting due to the early departure of three Superintendents, which resulted in the loss of quorum.

Board Chair Sudaria adjourned the meeting at 10:29 am. The next SELPA Governing Board meeting is on March 17th, 2026.