



APPROVED



Eric Lendvai, CAC Chairperson

February 26, 2014
Date

**COMMUNITY ADVISORY COMMITTEE MEETING
MINUTES**

January 22, 2014

6:15 P.M. Networking 6:30- 8:30 P.M. Meeting

North County Regional Education Center

255 Pico Avenue, First Floor

San Marcos, CA 92069

- I. Welcome and Introductions – Eric Lendvai, CAC Chairperson
 - a. Meeting commenced at 6:37 pm.
 - b. Exceptional Family Resource Center Parent Library will be open from 6:00 pm – 6:20 pm before each CAC meeting. The library is located near the CAC meeting entrance, please follow the signs.
 - c. Families and staff are encouraged to attend CAC meetings in person to participate in the discussions, ask questions, meet others, and find resources. But for those who are just unable to attend, we are filming the meetings to see if it is effective in making the meetings accessible to more people. Meeting videos are posted in English and Spanish to the NCCSE website (www.nccse.org), with a link from the home page.
 - d. Those who do not wish their image to be on the video, be sure to stay well away from the area being filmed. Everyone who speaks is asked to use the microphone. This is to insure that anyone who is otherwise unable to hear can participate fully in the meeting, as well as to capture sound for filming.
- II. Focus Topic: Presented by the Carlsbad High School Peer Mentor Class
 - a. Carlsbad High School special education teachers and two peer mentor students presented information about the Peer Mentor Class at Carlsbad High School, which is in its first year of implementation with plans for further expansion and development. The peer mentor class is an elective class and general education students receive elective credit for it. Teachers and students shared the benefits and realities of supporting students with disabilities, including that they and other students are developing real friendships and learning from each other, both academically and socially.
 - b. For more details, please see the power point presentation and meeting video that is posted at www.nccse.org/parents/community-advisory-committee/meeting-schedule-a-summaries.
- III. Program Director’s Report – Bruce Kramer, NCCSE Senior Director
 - a. Emails
 1. There was a glitch in the NCCSE email system last week, which allowed multiple copies of one email to be sent to some of the parents on our listserv and also allowed for some families to see each other’s email addresses. This is the first time this or any other problems have happened with the system. We apologize to those families who received the emails. We are in the process of determining what happened and to make sure it never happens again. Coincidentally we have been planning to utilize a new system for sending emails.
 - b. State Budget
 1. As the state budget improves, more money is being earmarked for all of education, including general and special education, foster students, English Language Learners

(ELL) programs, etc. However it's important to know that even with the new funding, the most optimistic projections predict that by 2020 education in California will reach the funding level that was available in 2008.

c. NCCSE Budget

1. On January 7, 2014 the NCCSE Board of Governors (the superintendents of the 14 NCCSE member school districts) approved the 2014-2015 NCCSE budget (July 1, 2014 – June 30, 2015). The new budget maintains current funding for NCCSE staff, including Assistive Technology services and the work of the Community Advisory Committee. We appreciate the tremendous support and appreciation of NCCSE's work from the district superintendents and special education directors.

d. New IEP System

1. NCCSE school districts will be operating a new IEP system as of July 1, 2014. The new system is used by approximately 90% of school districts within California. The IEP forms will look pretty much the same and the new system supports the requirements of the IEP process. School district personnel (special education directors, teachers and staff) are doing a tremendous amount of work to ensure that the new system will be in place and running by July 1. Be sure to express your appreciation for all the extra work they will be doing this spring.

e. NCCSE Coordinator Position

1. Dawn Dully, one of two NCCSE coordinators, will become the Executive Director of Special Education in Vista as of February 1, 2014. We appreciate the good work she has done in her position at NCCSE.

IV. Approval of November 2013 Minutes - Eric Lendvai

- a. Approved and seconded with no changes.

V. Excellence in Special Education Award Nominations – Michelle Wolfson, Past CAC Chairperson

- a. Nomination forms for the Excellence in Special Education Awards are in your packet. Please be sure to spread the word – extra nomination forms are available on the resource table and also on the NCCSE home page. This is an opportunity to recognize someone who is making a difference in the lives of students who receive special education services. Even if a nominee is not chosen, they and their supervisor are notified that they were nominated and by whom. Award nominations are open until February 26, 2014. The Awards ceremony is May 21, which is the last CAC event of the year and a wonderful, well-attended celebration.

VI. CAC Subcommittees – Lisa Houghtelin, NCCSE Parent Liaison

- a. Sign-up sheets for three of the CAC subcommittees were distributed:
 1. CAC awards selection subcommittee
 2. CAC priorities subcommittee
 3. March 8 Resource and Recreation Fair
- b. CAC representatives are encouraged to sign up for these one-time commitments as their time and interests allow.

VII. CAC By-Laws Revision – Michelle Wolfson, Past CAC Chairperson

- a. The CAC is governed by By-Laws. Our current by-laws do not reflect what we do in many areas, and some wording and dates need to be updated. The proposed changes will be reviewed at tonight's meeting and they will be voted on at the February 26, 2014 meeting. Please send any questions or input to Lisa at lhoughtelin@sdcoe.net before February 26, 2014.
- b. Summary of proposed changes:
 1. **Main change was to the executive committee positions and duties to reflect what board members and NCCSE staff do.** Propose having a Chair and Vice Chair and up to 6 members-at-large rather than the other specific executive board positions. Chair and Vice Chair positions to require 1 year experience on the executive board. Chair and Vice Chair position term limits increased to no longer than 3 years. At large positions proposed to not have term limits.

2. **Four public CAC meetings rather than six each year.**

The CAC meets 7 times a year in addition to the awards ceremony, but 3 of them are not open to the public: 1 of them is the September orientation meeting for CAC representatives only and 2 of them are for work done by special education directors and CAC representatives, which are open to reps and directors only. (These meetings have been very effective in accomplishing specific goals in the CAC priorities.)

3. **Wording changes:** Executive Committee to Executive Board, regular education to general education.

4. **Date changes:** Some dates are updated to reflect when specific items are currently brought forward to the CAC.

VIII. Public Comments – Stephanie Rubino, CAC Public Relations Liaison

- a. There were no public comments.

IX. Follow up on Public Comments – Lisa Houghtelin

- a. The history of public comments are in the public comments notebook, available at CAC meetings.
- b. Update on puberty, hygiene and relationships public comment in 2011: A committee which included a parent, the parent liaison, a teacher and program specialists researched many curricula that covered puberty, personal hygiene and relationships. From this research a list of curricula was developed that was shared with directors and program specialists as a resource. There is also a list of parent guides, copies of which are available at CAC meetings on the resource table or by requesting them from the NCCSE Parent Liaison at lhoughtelin@sdcoe.net.
- c. Update on IEP form progress on goals check box public comment in 2012: This comment requested a specific check box on the progress on goals page (Form 4) of the IEP to indicate if a student is or is not on track to meet the annual goal. This change was approved and the IEP form was updated. Since that time, NCCSE decided to use State of California IEP forms, which are used by most districts throughout the state and which do not have this check box. Addition of the check box to the state IEP forms has been taken forward to the state forms committee for consideration. We will report back to the CAC when the committee acts on this proposal.

X. Family Resources – Julie Law-Cheeseman, CAC Vice Chairperson

- a. Handouts provided for family resources, will also be emailed to CAC representatives and others this week.

XI. Adjourn at 8:00 pm – Eric Lendvai

The next CAC meeting is scheduled for Wednesday, February 26, 2014.

XII. Time for networking followed.