



Agenda
Operational Steering Committee
March 1, 2017
7:15 a.m. Open Session
Marin County Office of Education, Board Room

1.0 Call Public Session to Order

Paul Johnson, Chair, Superintendent, Mill Valley School District

Operational Steering Committee:

Area 1: Valerie Pitts, Superintendent, Larkspur-Corte Madera School District

Area 1 includes Tamalpais UHSD, Larkspur - Corte Madera SD, Ross SD

Area 2: John Carroll, Superintendent, Bolinas-Stinson Union School District

Area 2 includes Shoreline USD, Lagunitas SD, Ross Valley SD, Bolinas-Stinson SD

Area 3: Paul Johnson, Superintendent, Mill Valley School District

Area 3 includes Mill Valley SD, Sausalito Marin City SD, Kentfield SD, Reed SD

Area 4: Tom Lohwasser, Superintendent, Dixie School District

Area 4 includes Dixie SD, San Rafael Elementary SD, San Rafael High SD

Area 5: Jim Hogeboom, Superintendent, Novato Unified School District

Area 5 is the Novato Unified School District

Area 6: Mary Jane Burke, Superintendent, Marin County Office of Education

Area 6 includes the Marin County Office of Education, Lincoln SD, Laguna Joint SD, Union Joint SD, Nicasio SD

Marin County SELPA Staff:

Jonathan Lenz, Director

Diane McNamara, Program Manager

2.0 Establishment of Quorum

3.0 Consent Agenda

(Members may remove items from the Consent Agenda)

3.1 Approval of Minutes from February 1, 2017 OSC Meeting

3.2 Approval of Agenda for March 1, 2017 OSC Meeting

4.0 Public Comment

Government Code § 54954.3 provides that the public will have an opportunity to address the board on any item described on a regular or special meeting agenda either before or during the consideration of the item. Per MCOE Board Policy 8566, each person shall limit comments to five (5) minutes.

5.0 Action Items

5.1 2016-2017 Non-Severe and Severe Extended School Year Reimbursement Set Aside Approval

The SELPA's member LEAs requesting reimbursement for 2016-2017 Extended School Year (ESY) operational costs from the established ESY Reimbursement Set Aside will be presented for approval.

5.2 Special Education Advisory Committee (SEAC) Nomination

A SEAC Nomination will be presented for OSC approval.

6.0 Discussion Items

6.1 Braun Regionalized Program Expansion

Information will be presented regarding the search for a facility to support the operation of an expanded Braun Program.

6.2 2017-2018 Marin County SELPA Master Calendar

The 2017-2018 Marin County SELPA Master Calendar will be presented for discussion.

6.3 Marin County SELPA Special Education Advisory Committee Report

Information will be presented regarding the work of the Marin County SELPA's Special Education Advisory Committee.

7.0 SELPA Director's Report

Information, communication, and reports will be presented by the SELPA Director.

8.0 Closed Session

9.0 Public Report on Closed Session Items

10.0 Board Member Comments

Each member of the Governing Board/Operational Steering Committee may report about various matters related to the SELPA. There will be no Board discussion except to ask questions and refer matters to staff, and no action shall be taken unless listed on a subsequent agenda.

11.0 Future Planning

11.1 Next Meeting Date: April 5, 2017 – 7:15 a.m.

12.0 Adjournment

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Annotation – Agenda Items 3.1 & 3.2
Operational Steering Committee
March 1, 2017

Agenda Item

- 3.1 Approval of Minutes from February 1, 2017 OSC Meeting
- 3.2 Approval of Agenda for March 1, 2017 OSC Meeting

Item Type

Action

Summary of Key Issues

The minutes of the February 1, 2017 OSC meeting and the agenda for the March 1, 2017 OSC meeting are presented for adoption.

Summary of Previous OSC Action

None

Recommendation

The SELPA Director recommends that the Operational Steering Committee approve the Consent Agenda as presented.

Attachments to this Agenda Item

Attachment 1: Minutes, Operational Steering Committee Meeting, February 1, 2017



Agenda
Operational Steering Committee
February 1, 2017
7:15 a.m. Open Session
Marin County Office of Education, Board Room
MINUTES

1.0 Call Public Session to Order

Paul Johnson, Chair, Superintendent, Mill Valley School District

Operational Steering Committee:

Area 1: Valerie Pitts, Superintendent, Larkspur-Corte Madera School District

Area 1 includes Tamalpais UHSD, Larkspur - Corte Madera SD, Ross SD

Area 2: John Carroll, Superintendent, Bolinas-Stinson Union School District

Area 2 includes Shoreline USD, Lagunitas SD, Ross Valley SD, Bolinas-Stinson SD

Area 3: Paul Johnson, Superintendent, Mill Valley School District

Area 3 includes Mill Valley SD, Sausalito Marin City SD, Kentfield SD, Reed SD

Area 4: Tom Lohwasser, Superintendent, Dixie School District

Area 4 includes Dixie SD, San Rafael Elementary SD, San Rafael High SD

Area 5: Jim Hogeboom, Superintendent, Novato Unified School District

Area 5 is the Novato Unified School District

Area 6: Mary Jane Burke, Superintendent, Marin County Office of Education

Area 6 includes the Marin County Office of Education, Lincoln SD, Laguna Joint SD, Union Joint SD, Nicasio SD

Marin County SELPA Staff:

Jonathan Lenz, Director

Diane McNamara, Program Manager

In attendance: John Carroll, Paul Johnson, Valerie Pitts, Mary Jane Burke, Jim Hogeboom, and Thomas Lohwasser

2.0 Establishment of Quorum

Quorum was established with six (6) Operational Steering Committee members in attendance.

3.0 Consent Agenda

(Members may remove items from the Consent Agenda)

3.1 Approval of Minutes from January 11, 2017 OSC Meeting

3.2 Approval of Agenda for February 1, 2017 OSC Meeting

The Consent Agenda was adopted as presented.

Motion: Mary Jane Burke. Second: Tom Lohwasser. Carried: Unanimous

4.0 Public Comment

Government Code § 54954.3 provides that the public will have an opportunity to address the board on any item described on a regular or special meeting agenda either before or during the consideration of the item. Per MCOE Board Policy 8566, each person shall limit comments to five (5) minutes.

No public comment.

5.0 Discussion Items

5.1 Indicator 5: Least Restrictive Learning Environment

Information will be presented regarding Indicator 5 of the Special Education Annual Performance Report.

Information regarding Indicator 5 was shared with the OSC. The OSC discussed strategies and practices to ensure that Indicator 5 was within acceptable limits or progress was being made to address any areas of performance outside of expected limits.

5.2 2017-2018 Program Development: Regionalized Services

Information will be presented regarding the program development process for the 2017-2018 school year and beyond.

2017-2018 Program Development for MCOE regionalized services was shared with the OSC. Janelle Campbell, Director of Special Education for the Marin County Office of Education reported that following discussions with the SELPA Advisory Steering Committee (ASC) additional MCOE regionalized classrooms will need to be operated during the 2017-2018 school year. The classrooms will serve students in the Autism, Social/Emotional/Behavioral, and Transition strands. The operation of the classroom(s) is dependent on locating an appropriate facility, qualified teacher, and collection of students that will benefit from the program.

5.3 SELPA Facilities Plan

Information will be presented regarding the 2017-2020 SELPA Facilities Plan.

The draft 2017-2020 SELPA Facilities Plan was shared with the OSC. The Facilities Plan will be shared with the SELPA's member LEAs on March 1st. The SELPA Facilities Ad Hoc Committee continues to formulate and evaluate appropriate amendments to the current Facilities Plan. The amendments center on establishing procedures and practices that support long-term agreements, clustering of classrooms, and centrally located regionalized facilities.

6.0 Information Items

6.1 2017-2018 Master Contract Development

Information will be presented regarding the development of the 2017-2018 Master Contract for Nonpublic Schools and Nonpublic Agencies.

Information was shared with the OSC regarding the development of the 2017-2018 Master Contract. Updated forms and procedures related to development of Independent Services Agreements (ISAs) was shared with the OSC.

6.2 Marin County SELPA Special Education Advisory Committee Report

Information will be presented regarding the work of the Marin County SELPA's Special Education Advisory Committee.

The next SEAC meeting will be held on February 2, 2017 at the Dixie School District. The meeting will focus on the use of Assistive Technology.

7.0 SELPA Director's Report

Information, communication, and reports will be presented by the SELPA Director.

The SELPA Director reported that following information to the OSC:

- *The SELPA's private school plan for students with disabilities that have been parentally placed in a private school setting has been established for the 2017-2018 school year. A memorandum shall be sent to the private schools in Marin County regarding the Individual Service Plan (ISP) services available to students during the 2017-2018 school year.*

8.0 Closed Session

The OSC convened to closed session.

9.0 Public Report on Closed Session Items

No reportable actions.

10.0 Board Member Comments

Each member of the Governing Board/Operational Steering Committee may report about various matters related to the SELPA. There will be no Board discussion except to ask questions and refer matters to staff, and no action shall be taken unless listed on a subsequent agenda.

11.0 Future Planning

11.1 Next Meeting Date: March 1, 2017 – 7:15 a.m.

12.0 Adjournment

The meeting was adjourned at 8:15 am.

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Annotation – Agenda Item 5.1
Operational Steering Committee
March 1, 2017

Agenda Item

5.1 2016-2017 Non-Severe and Severe Extended School Year Reimbursement Set
Aside Approval

Item Type

Action

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

The SELPA Director recommends that the OSC grant eligibility to the LEAs requesting reimbursement for 2016-2017 Severe and Non-Severe Extended School Year (ESY) operational costs through the SELPA ESY set aside.

Attachments to this Agenda Item

Attachment 1: SELPA's member LEAs Requesting 2016-2017 Extended School Year
Reimbursement

Annotation – Agenda Item 5.2
Operational Steering Committee
March 1, 2017

Agenda Item

5.2 Special Education Advisory Committee (SEAC) Nomination

Item Type

Action

Summary of Key Issues

The SEAC and Advisory Steering Committee (ASC) have accepted the nomination of Ms. Valerie Halbardier, a parent in the Novato Unified School District, to serve on the Marin County SELPA SEAC. Per the SEAC by-laws, the Operational Steering Committee (OSC) is required to approve all SEAC nominations prior to final review/appointment by the Marin County Board of Education.

Summary of Previous OSC Action

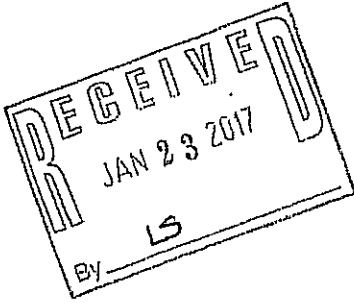
None

Recommendation

The SELPA Director recommends that the OSC approve the nomination for Ms. Valerie Halbardier to serve as a member of the Marin County SELPA SEAC.

Attachments to this Agenda Item

Attachment 1: SEAC Nomination – Ms. Valerie Halbardier, parent Novato Unified School District



Marin County SELPA
Special Education Advisory Committee (SEAC)
Nomination Form

Please submit all nominations to your local school district office. District offices will forward all nominations to the Marin County SELPA office (PO Box 4925, San Rafael, CA 94913).

Name Valerie Halbardier

Address [REDACTED] Ca 94945

Phone [REDACTED] District of Residence NUSD

Areas of Interest and/or Expertise:

Want to help with programs, getting what teachers need to be successful with students, helping raise funds for the Special Education Department.

Current Education/Community/Business Related Involvement:

Special Education background, and helping with the local PTA.

For Parent Nominees:

• Children Receiving Special Education Services: 1

• Children Receiving General Education Services: 1

• Grade(s): 1

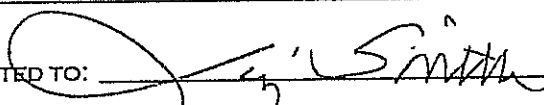
• Type of Education Program/Services:

County Operated District Operated

Why would you like to be a member of the SEAC?

I would like to help support our special education department. I believe I understand several points of views. I understand the processes that special education departments have to go through, what teachers face, and also what families are experiencing. I would like to help facilitate good relationships between families and school personnel. I would love to set up charities that could also help meet the financial needs to set up programs that are needed. I would also love to get a group of grant writers to help get funds for improvements in the areas that are needed.

FOR DISTRICT OFFICE USE ONLY

SUBMITTED TO: 

DATE RECEIVED: 1/23/17

DATE RECEIVED BY THE MARIN COUNTY SELPA OFFICE: _____

**Annotation – Agenda Item 6.1
Operational Steering Committee
March 1, 2017**

Agenda Item

6.1 Braun Regionalized Program Expansion

Item Type

Discussion

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment 1: Braun Program Expansion Facility Proposal

Braun 2.0 Program Expansion

Current Need

Expansion of the Braun program to include elementary students (K-5).
Braun is currently at capacity and cannot consider any new referrals for placement.

Facility Need

A grouping of at least six (6) classrooms to operate the educational and therapeutic components of the Braun Program. Program effectiveness is significantly enhanced when all Braun resources are located at the same site.

Current Facility

Location: Gallinas Annex in San Rafael

Space: One (1) Middle School classroom Grades 6-8
One (1) High School classroom Grades 9-12
Breakout areas for therapy and recreation/leisure
Kitchen

Facility Agreement: Three (3) year lease
\$84,182 per year with a 3% annual increase
Lease expires on June 30, 2017

Facility Search

Explored the following:

- Commercial real estate;
- Available land to place portable classrooms; and
- Available space on school district property (utilizing existing buildings and/or placement of portable classrooms)

SELPA Facilities Plan Language

Any facility provided to the MCOE beyond a district's obligation¹ identified in the current plan is entitled to a "facility fee". The district shall be provided \$11,360 for each facility offered beyond the current obligation. Facilities are provided to the MCOE for use for three (3) years at a time.

¹ District obligations are driven by a "student served by MCOE" formula. The obligation to provide a facility begins when a district's student count is greater than four (4).

Facility Proposal

The Novato Unified School District is offering seven (7) classrooms beyond their current Facilities Plan obligation to support the operation of Braun 2.0.

Location: Hill Education Center in Novato

Space: Classrooms 27-30 and 32-33 (see attached map)

Facility Agreement Proposal

Reimbursement consistent with the SELPA Facilities Plan and supplemented for the following:

- Four (4) soundproof rooms that can be utilized for therapy with students and families;
- Fenced campus to enhance security, safety, and decrease opportunities for student elopement;
- Ample outdoor garden adjacent to classroom 32 and 33;
- Access to the Hill Recreation Center;
- Dedicated program entry and exit points;
- Dedicated parking for program staff; and
- An additional two (2) year commitment above the standard three (3) year commitment identified in the Facilities Plan.

Terms of Agreement: Five (5) year agreement
\$17,000 per facility
\$119,000 per year
Agreement would expire in 2022

HILL EDUCATION CENTER
 Early Intervention
 Marin Oaks High School
 NOVA Independent Study
 Nexus Academy
720 DIABLO AVE.
NOVATO, CA. 94947

PARKING LOT

FRONT LAWN
 Rooms: 24, 25, 26,

Parking Area

Parking Area

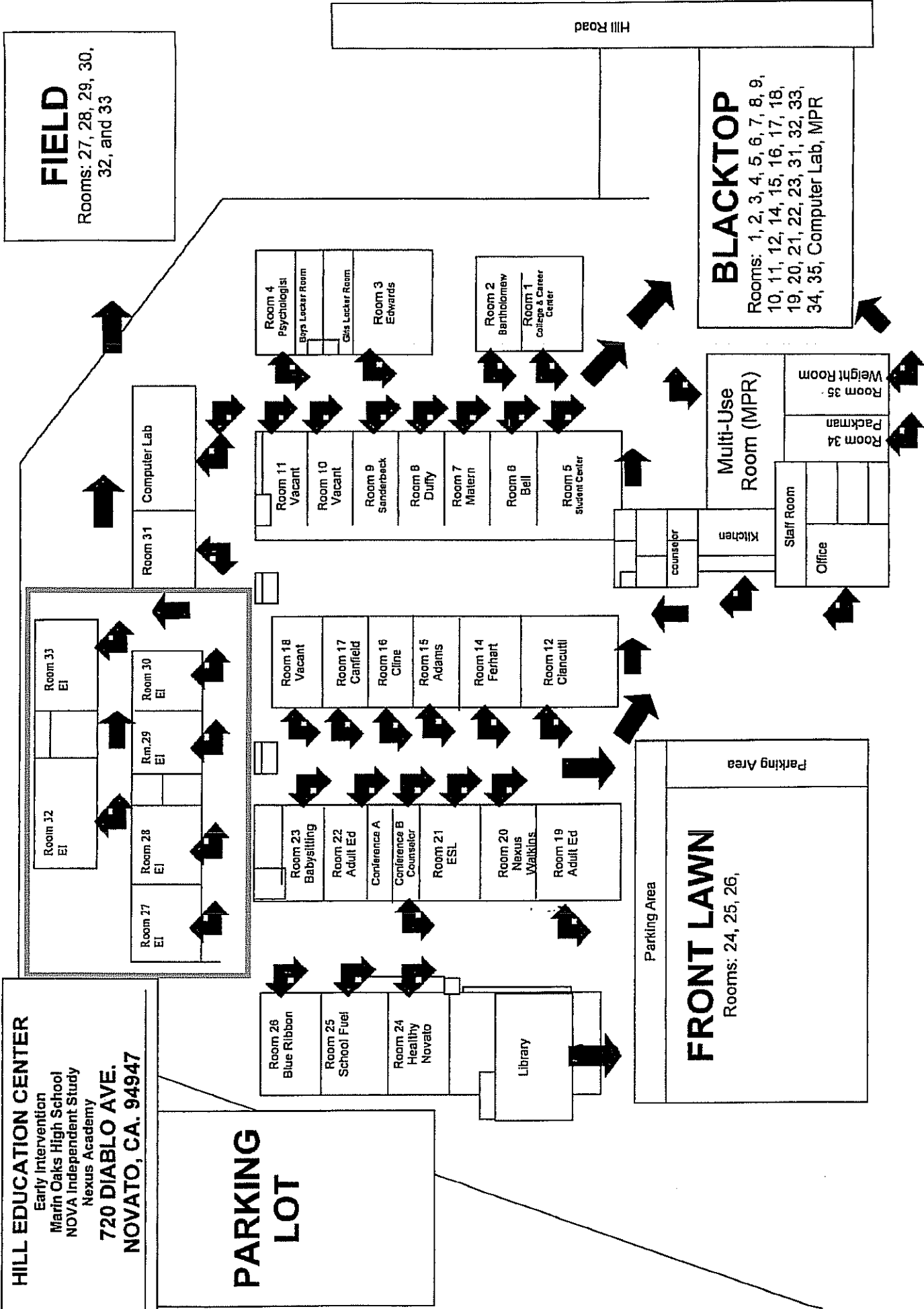
Parking Area

FRONT LAWN
 Rooms: 24, 25, 26,

FIELD
 Rooms: 27, 28, 29, 30,
 32, and 33

BLACKTOP
 Rooms: 1, 2, 3, 4, 5, 6, 7, 8, 9,
 10, 11, 12, 14, 15, 16, 17, 18,
 19, 20, 21, 22, 23, 31, 32, 33,
 34, 35, Computer Lab, MPR

Hill Road



Room 31
 Computer Lab

Room 4
 Psychologist
 Boys Locker Room
 Room 3
 Etwards
 Girls Locker Room

Room 2
 Bartholomew
 Room 1
 College & Career
 Center

Room 11
 Vacant
 Room 10
 Vacant
 Room 9
 Sanderback
 Room 8
 Duffy
 Room 7
 Matern
 Room 6
 Bell
 Room 5
 Student Center

Multi-Use
 Room (MPR)
 Room 35
 Weight Room
 Room 34
 Packman
 Staff Room
 Office

Room 18
 Vacant
 Room 17
 Canfield
 Room 16
 Cline
 Room 15
 Adams
 Room 14
 Ferhart
 Room 12
 Ciancutti

Room 23
 Babysitting
 Room 22
 Adult Ed
 Conference A
 Conference B
 Counselor
 Room 21
 ESL
 Room 20
 Nexus
 Watkins
 Room 19
 Adult Ed

Room 26
 Blue Ribbon
 Room 25
 School Fuel
 Room 24
 Healthy
 Novato
 Library

Room 33
 EI
 Room 30
 EI
 Rm. 29
 EI
 Room 28
 EI
 Room 27
 EI
 Room 32
 EI

Annotation – Agenda Item 6.2
Operational Steering Committee
March 1, 2017

Agenda Item

6.2 Adoption of 2017-2018 Marin County SELPA Master Committee Meeting
Calendar

Item Type

Discussion

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

Attachment 1: Draft Marin County SELPA Master Committee Meeting Calendar
School Year 2017-2018

**MARIN COUNTY SELPA
MASTER COMMITTEE MEETING CALENDAR
2017-2018**

Operational Steering Committee (7:15 am)

July 2017 <i>Dark</i>	August 8, 2017	September 6, 2017	October 4, 2017	November 1, 2017	December 6, 2017
January 10, 2018	February 7, 2018	March 7, 2018	April 4, 2018	May 2, 2018	June 15, 2018 (@ 8:00 am)

Advisory Steering Committee (8:30 am – 2:00 pm)

July 2017 <i>Dark</i>	August 8, 2017 Joint Meeting with BAC at 11:00 am	September 13, 2017	October 11, 2017 Joint Meeting with BAC at 11:00 am	November 8, 2017 Joint Meeting with BAC at 11:00 am	December 13, 2017
January 17, 2018	February 14, 2018 Joint Meeting with BAC at 11:00 am	March 21, 2018	April 25, 2018	May 9, 2018 Joint Meeting with BAC at 11:00 am	June 13, 2018 Joint Meeting with BAC at 11:00 am

Business Advisory Committee (11:00 am)

July 2017 <i>Dark</i>	August 8, 2017 Joint Meeting with ASC at 11:00 am	September 2017 <i>Dark</i>	October 12, 2017 Joint Meeting with ASC at 11:00 am	November 8, 2017 Joint Meeting with ASC at 11:00 am	December 2017 <i>Dark</i>
January 2018 <i>Dark</i>	February 14, 2018 Joint Meeting with ASC at 11:00 am	March 14, 2018 (@ 8:00 am)	April 18, 2018 (@ 8:00 am)	May 9, 2018 Joint Meeting with ASC at 11:00 am	June 13, 2018 Joint Meeting with ASC at 11:00 am

Special Education Advisory Committee (6:30 pm – 8:00 pm)

July 2016 <i>Dark</i>	August 2017 <i>Dark</i>	September 20, 2017 (@ San Rafael Elementary)	October 2017 <i>Dark</i>	November 17, 2017 (@ Tamalpais)	December 2017 <i>Dark</i>
January 31, 2018 (@ MCOE)	February 2018 <i>Dark</i>	March 28, 2018 (@ Mill Valley)	April 2018 <i>Dark</i>	May 23, 2018 (@ Shoreline)	June 2018 <i>Dark</i>

**Annotation – Agenda Item 6.3
Operational Steering Committee
March 1, 2017**

Agenda Item

6.3 Marin County SELPA Special Education Advisory Committee Report

Item Type

Information

Summary of Key Issues

None

Summary of Previous OSC Action

None

Recommendation

None

Attachments to this Agenda Item

None