



**Agenda**  
**Operational Steering Committee**  
**October 5, 2016**  
**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 September 9, 2016 OSC Meeting**

**3.2 Approval of Agenda for October 5, 2016 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 Marin County SELPA Goals**

*The 2016-2017 Marin County SELPA goals will be presented for review and adoption.*

## **6.0 Discussion Items**

### **6.1 Marin County SELPA Fiscal Allocation Plan Study**

*The methodology utilized within the Marin County SELPA Fiscal Allocation Plan Study to examine the appropriateness of moving to a fee for service model within the SELPA will be presented to the OSC for discussion.*

### **6.2 Alternative Dispute Resolution (ADR) Program**

*Information will be presented regarding the SELPA's 2015-2016 ADR activities.*

## **7.0 Information Items**

### **7.1 Special Education Information System (SEIS) 2.0 Implementation**

*Information will be presented regarding the implementation of SEIS 2.0 within the Marin County SELPA's member LEAs.*

### **7.2 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.*

## **8.0 SELPA Director's Report**

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

## **9.0 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.*

## **10.0 Future Planning**

**10.1 Next Meeting Date: November 2, 2016 – 7:15 a.m.**

## **11.0 Adjournment**

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**Annotation – Agenda Items 3.1 & 3.2**  
**Operational Steering Committee**  
**October 5, 2016**

**Agenda Item**

- 3.1 Approval of Minutes from September 9, 2016 OSC Meeting
- 3.2 Approval of Agenda for October 5, 2016 OSC Meeting

**Item Type**

Action

**Summary of Key Issues**

The minutes of the September 9, 2016 OSC meeting and the agenda for the October 5, 2016 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, September 9, 2016

**Agenda**  
**Operational Steering Committee**  
**September 9, 2016**  
**8:00 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: Paul Johnson, Valerie Pitts, Raquel Rose, and Thomas Lohwasser*

**2.0 Establishment of Quorum**

*Quorum was established with four (4) Operational Steering Committee members in attendance.*

**3.0 Consent Agenda**

*(Members may remove items from the Consent Agenda)*

**3.1 Approval of Minutes from August 10, 2016 OSC Meeting**

**3.2 Approval of Agenda for September 9, 2016 OSC Meeting**

*The Consent Agenda was adopted as presented.*

*Motion: Valerie Pitts. Second: Thomas 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 Marin County SELPA Fiscal Allocation Plan Study**

*The Marin County SELPA Fiscal Allocation Plan Study will be presented to the OSC for discussion.*

*The OSC reviewed the results of the Fiscal Allocation Plan Study. The OSC directed the SELPA office to establish a subcommittee to further vet the recommendations made in the study. The OSC asked that the methodology that was utilized for the purposes of the fee for service analysis be presented and discussed at the October 2016 OSC meeting.*

#### **6.0 Information Items**

##### **6.1 Provision of Prior Written Notice**

*Information will be presented regarding the California Department of Education's notification regarding the need to provide prior written notice when the local educational agency proposes to initiate or change, or refuses to initiate or change the delivery of special education services.*

*The notification provided to the Marin County SELPA office by the California Department of Education was reviewed with the OSC. The Marin County SELPA's member LEAs were reported to be aware of and compliant with the notice of prior written notice. The OSC was informed that the SELPA office has a number of existing forms and resources related to prior written notice that are utilized by the SELPA's LEAs.*

##### **6.2 Special Education Information System (SEIS) Student Information System (SIS) Module Implementation**

*Information will be presented regarding the implementation of the SEIS SIS module in the SELPA's member LEAs.*

*The implementation schedule for the SEIS SIS module was shared with the OSC. The next implementation meeting is scheduled for September 16, 2016. Full implementation is scheduled for early 2017.*

**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.*

*The first SEAC meeting of the 2016-2017 school year will take place on September 22, 2016 at 6:30 pm at the Larkspur-Corte Madera School District. The meet will be a parent education opportunity. The training will focus on the process that is applied to determine the least restrictive learning environment for students and the strengths and challenges of working within an inclusive education model.*

**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 Dedication to Special Education golf event is scheduled for September 30, 2016;*
- *The Student Accessibility Services Program at the College of Marin has partnered with the SELPA's high school districts to host parent education nights. The events will be designed to support the transition of students receiving special education services as they transition into the postsecondary setting; and*
- *Discussions have ended with St. Vincent's regarding the campus hosting MCOE regionalized special education programs. The agency has reported that they are no longer interested in hosting a regionalized special education program on their site.*

**8.0 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.*

*Superintendent Lohwasser expressed an interest in learning more about the current work and fundraising activities of Dedication to Special Education (DSE).*

**9.0 Future Planning**

**9.1 Next Meeting Date: October 5, 2016 – 7:15 a.m.**

**10.0 Adjournment**

*Meeting was adjourned at 8:40 am.*

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**Annotation – Agenda Item 5.1**  
**Operational Steering Committee**  
**October 5, 2016**

**Agenda Item**

5.1 2016-2017 Marin County SELPA Goals

**Item Type**

Action

**Summary of Key Issues**

The SELPA office establishes goals per the direction of the OSC on an annual basis.

**Summary of Previous OSC Action**

None

**Recommendation**

The SELPA Director recommends that the OSC adopt the 2016-2017 Marin County SELPA goals as presented.

**Attachments to this Agenda Item**

Attachment 1: 2016-2017 Marin County SELPA Goals

# Marin County SELPA

2016-2017 Goals



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# Facilities

**Domain:** *Facilities*

**Goal:** *Address the SELPA's long-term regionalized facility needs.*

**Task/Activity:** Convene the SELPA Facilities subcommittee

**Timeline:** August 2016

**Evidence of Completion:** Subcommittee membership/Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Project 2017-2020 regionalized facility needs

**Timeline:** September 2016

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Vet subcommittee recommendations

**Timeline:** October - December 2016

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Present regionalized Facilities Plan amendments to the OSC for consideration

**Timeline:** January 2017

**Evidence of Completion:** Recommendation to the OSC

**Responsibility:** SELPA Office/Director

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# **Fiscal Management**

**Domain:** *Fiscal Management*

**Goal:** *Ensure prudent use of the SELPA's AB 602 entitlement.*

**Task/Activity:** Present Fiscal Allocation Plan (FAP) study finding to the OSC, BAC, ASC, and SEAC

**Timeline:** August 2016

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Identify FAP study recommendations to move forward for further consideration

**Timeline:** September 2016

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Establish FAP subcommittee to vet recommendations

**Timeline:** October 2016

**Evidence of Completion:** Subcommittee membership/Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Vet FAP subcommittee recommendations

**Timeline:** November - January 2017

**Evidence of Completion:** Meeting Materials

**Responsibility:** SELPA Office/Director

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<b>Task/Activity:</b>	Present first reading of Marin County SELPA FAP amendments to the OSC
<b>Timeline:</b>	February 2017
<b>Evidence of Completion:</b>	Recommendation to the OSC
<b>Responsibility:</b>	SELPA Office/Director

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## **Professional Development**

**Domain:** *Professional Development*

**Goal:** *Make available relevant, timely, and engaging professional development opportunities.*

**Task/Activity:** Survey the field to determine professional development needs

**Timeline:** August 2016

**Evidence of Completion:** Survey results

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Collate survey responses for ASC consideration/discussion and identify appropriate professional development opportunities

**Timeline:** September - October 2016

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Host Special Education Ed Camp – General Education and Special Education Collaboration

**Timeline:** February 2017

**Evidence of Completion:** Event materials/Attendance roster

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Debrief Ed Camp outcomes with stakeholders

**Timeline:** March 2017

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Form special education/general education teacher cohort to discuss professional development needs and activities related to collaboration

**Timeline:** April 2017

**Evidence of Completion:** Cohort membership/meeting materials

**Responsibility:** SELPA Office/Director

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**Task/Activity:** Draft 2017-2018 professional development activities related to special education and general education collaboration

**Timeline:** May 2017

**Evidence of Completion:** Meeting materials

**Responsibility:** SELPA Office/Director



**Annotation – Agenda Item 6.1**  
**Operational Steering Committee**  
**October 5, 2016**

**Agenda Item**

6.1 Marin County SELPA Fiscal Allocation Plan Study

**Item Type**

Discussion

**Summary of Key Issues**

The OSC requested additional information regarding the methodology that was applied within the Fiscal Allocation Plan Study to determine the appropriateness of a fee for service model within the Marin County SELPA.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: Analysis of Fee for Service Impact Simulated in the Fiscal Allocation Plan Study

MARIN COUNTY SELPA

ANALYSIS OF FEE FOR SERVICE IMPACT SIMULATED IN THE AB602 FAP STUDY

SORTED BY Net (Cost) /Gain	Excess Costs	fm Lucas Service Impact	ADA Transfer	Net (Cost) /Gain	MCOE Pupil Count by DOR			ADA	Share of total ADA	Share of total SDC	Diff ADAY to SDC %
					SDC	RSP	DIS				
Dixie	343,125	(254,712)	43,719	(20,993)	21	4	51	1964.94	6.16%	8.97%	2.82%
Kentfield	235,952	(205,860)	9,619	(6,241)	17	4	26	1181.79	3.70%	7.26%	3.56%
Sausalito-Marin City	181,815	(223,470)	27,687	(5,783)	16	0	17	496.42	1.56%	6.84%	5.28%
Novato	968,500	(356,856)	244,767	(2,089)	67	3	136	7801.29	24.44%	28.63%	4.19%
Nicasio	63,659	(98,652)	-	(8,652)	2	8	3	50.44	0.16%	0.85%	0.70%
Reed	203,483	(99,772)	40,004	(9,768)	10	3	36	1509.72	4.73%	4.27%	-0.46%
Union	17,348	(27,700)	-	(7,700)	0	3	1	8.61	0.03%	0.00%	-0.03%
Lagunitas	39,481	(23,282)	-	(3,282)	3	0	5	268.18	0.84%	1.28%	0.44%
Lincoln	7,766	(11,240)	-	(1,240)	0	1	1	11.26	0.04%	0.00%	-0.04%
Shoreline	70,760	(36,870)	27,145	(9,725)	5	0	10	493.71	1.55%	2.14%	0.59%
Laguna	5,949	(7,326)	-	(7,326)	0	0	2	16.78	0.05%	0.00%	-0.05%
Ross	24,892	15,916	-	15,916	1	1	4	356.92	1.12%	0.43%	-0.69%
Bollinas-Stinson	-	18,597	-	18,597	0	0	0	115.9	0.36%	0.00%	-0.36%
Ross Valley	204,076	17,182	20,409	17,591	14	0	30	2229.16	6.98%	5.98%	-1.00%
San Rafael High	266,572	(72,138)	135,069	(2,931)	19	2	34	2307.85	7.23%	8.12%	0.89%
Larkspur Corte-Madera	108,707	54,699	22,445	7,144	6	0	20	1467.02	4.60%	2.56%	-2.03%
Tamalpais	392,061	(11,557)	156,923	14,366	29	3	47	4001.69	12.54%	12.39%	-0.14%
San Rafael Elementary	322,709	189,856	67,691	25,547	17	1	60	4496.71	14.09%	7.26%	-6.82%
Mill Valley	125,833	297,277	40,971	33,248	7	0	23	3143.84	9.85%	2.99%	-6.86%
Total	3,582,688	(835,908)	836,449	541	234	33	506	31,922	100%	100%	0%

unit monitoring, the SELPA will need to determine a method for a funding amount to transfer to a provider district when a program or service is transferred from MCOE or a new program or service is initiated by a district.

**Recommendation: It is recommended that a valid district program transfer amount be computed by surveying the costs of the six districts that operate provider programs and MCOE to determine the following:**

- The average salary and benefit cost for a teacher or DIS specialist.
- The average salary and benefit cost for an instructional assistant.
- The average cost of the support services for the provider program per full-time equivalent teacher.
- Determine a SELPA average for each instructional category from the district data.

The average amounts would then be used to calculate the transfer amount to be allocated for a provider classroom in future school years.

### **Fee-for-Service Program Cost Simulations**

In the fee-for-service simulation, only AB 602 and federal local assistance grant funding was included in the simulation because both funding allocations are also allocated to all of the member districts. Due to the significant Federal financial grant reporting requirements, it would not be possible to distribute the MCOE allocated preschool and infant grant funds to member districts. Therefore, these two funding sources should continue to offset the total MCOE program cost.

Two separate simulations were required to calculate the full or fee-for-service program costs. First, it was necessary to calculate SELPA revenue to districts by reducing revenue allocated to MCOE and reallocating it to all districts. Second, it was necessary to recalculate the MCOE instructional setting rates using the full MCOE program cost. A detailed explanation of the simulation calculations is provided in Appendix 8.

Table 4 summarizes the results of the full program cost simulation. Column D shows the increase in program cost to districts if MCOE received no revenue. Column E shows the total increased revenue to districts. Column F subtracts the total increased revenue from the difference in program cost. A positive number in Column F means the district would receive an overall increase in revenue after paying the fee-for-service program cost. A negative number in Column F means the additional revenue received would not cover the additional cost from the fee-for-service calculation. In comparing the increase in revenue for each district from the full revenue simulation, with the increase in program cost from the fee-for-service program cost simulation, the revenue increase was less than the program cost increase for 13 districts. The difference ranged from a low of \$7,326 to a high of \$356,856. For the six districts in which the revenue increase was greater than fee-for-service cost increase, the differences ranged from a low of \$15,916 to a high of \$297,277. It should be clarified that the total difference of -\$835,908 was due to the transfer of LCFF ADA funding from districts to offset a portion of the MCOE program excess cost. In a full fee-for-service funding calculation this funding source would remain with the district and was not included in this simulation.

Col A	Col B	Col C	Col D	Col E	Col F
	Estimated Full Cost Simulation	Actual Excess	Difference Col B - Col C	Estimated Full Revenue Simulation	Difference Col E - Col D
District					
BOLINAS-STINSON	\$ -	\$ -	\$ -	\$ 18,597	\$ 18,597.00
DIXIE	\$ 917,697	\$ 343,125	\$ 574,572	\$ 319,860	\$ (254,712.00)
KENTFIELD	\$ 631,062	\$ 235,952	\$ 395,110	\$ 189,250	\$ (205,860.00)
LAGUNA	\$ 15,910	\$ 5,949	\$ 9,961	\$ 2,635	\$ (7,326.00)
LAGUNITAS	\$ 105,594	\$ 39,481	\$ 66,113	\$ 42,831	\$ (23,282.00)
LARKSPUR	\$ 290,739	\$ 108,707	\$ 182,032	\$ 236,731	\$ 54,699.00
LINCOLN	\$ 20,769	\$ 7,766	\$ 13,003	\$ 1,763	\$ (11,240.00)
MILL VALLEY	\$ 336,544	\$ 125,833	\$ 210,711	\$ 507,988	\$ 297,277.00
NICASIO	\$ 170,257	\$ 63,659	\$ 106,598	\$ 7,946	\$ (98,652.00)
NOVATO	\$ 2,590,284	\$ 968,500	\$ 1,621,784	\$ 1,264,928	\$ (356,856.00)
REED	\$ 544,222	\$ 203,483	\$ 340,739	\$ 240,967	\$ (99,772.00)
ROSS	\$ 66,575	\$ 24,892	\$ 41,683	\$ 57,599	\$ 15,916.00
ROSS VALLEY	\$ 545,807	\$ 204,076	\$ 341,731	\$ 358,913	\$ 17,182.00
SAN RAFAEL ELEM	\$ 863,093	\$ 322,709	\$ 540,384	\$ 730,240	\$ 189,856.00
SAN RAFAEL HIGH	\$ 712,952	\$ 266,572	\$ 446,380	\$ 374,242	\$ (72,138.00)
SAUSALITO-MARIN	\$ 486,270	\$ 181,815	\$ 304,455	\$ 80,985	\$ (223,470.00)
SHORELINE	\$ 189,249	\$ 70,760	\$ 118,489	\$ 81,619	\$ (36,870.00)
TAMALPAIS	\$ 1,048,579	\$ 392,061	\$ 656,518	\$ 644,961	\$ (11,557.00)
UNION	\$ 46,398	\$ 17,348	\$ 29,050	\$ 1,350	\$ (27,700.00)
TOTALS	\$ 9,582,001	\$ 3,582,688	\$ 5,999,313	\$ 5,163,405	\$ (835,908.00)

The most important observation was that with the exception of Bolinas-Stinson, which did not have any students served by MCOE, seven of the eight remaining districts below 500 ADA had a greater increase in the fee-for-service cost than the increase in revenue. Ross Elementary was the exception which had an increase of \$15,916 over the increased fee-for-service cost. In terms of the guiding principles, the full excess cost simulation causes a greater financial burden for the very small districts. The full cost simulation reduces the shared SELPA responsibility for all students with disabilities and places the total responsibility on the residence district. Given the acknowledgement that small districts lack economies of scale in covering special education costs, the fee-for-service cost simulation would be less aligned with the guiding principles, unless there was some type of financial adjustment to those districts to offset the additional program cost burden

Table 5 was prepared to compare the change to the fee-for-service cost simulation if the program cost calculation was changed to allocate all of the cost by instructional service setting. As with Table 4 Column F subtracts the total increased revenue from the difference in program cost. A positive number in column F means the district would receive an overall increase in revenue after paying the fee-for-service program cost. A negative number in column F means the additional revenue received would not cover the additional cost from the fee-for-service calculation. The total revenue simulation compared to the fee-for-service cost by instructional setting simulation produced results similar to Table 4. Again there were 13 districts with simulated revenue less than simulated costs with a similar range of cost differences. There were also similar results for the six districts in which the revenue increase was greater than the fee-for-service cost increase. In general, for most districts, the additional cost from a fee-for-service program calculation would not be offset by the corresponding increase in revenue. Also there would need to be some form of financial assistance for the small districts due to the increase in cost that they would have to pay.

Col A	Col B	Col C	Col D	Col E	Col F
District	Estimated Full Instructional Cost	Estimated Cost Setting Simulation	Difference Col B - col C	Estimated Full Revenue Simulation	Difference Col E - Col D
BOLINAS-STINSON	\$ -	\$ -	\$ -	\$ 18,597	\$ 18,597
DIXIE	\$ 893,309	\$ 334,006	\$ 559,303	\$ 319,860	\$ (239,443)
KENTFIELD	\$ 679,517	\$ 254,070	\$ 425,447	\$ 189,250	\$ (236,197)
LAGUNA	\$ 7,029	\$ 2,628	\$ 4,401	\$ 2,635	\$ (1,766)
LAGUNITAS	\$ 112,022	\$ 41,885	\$ 70,137	\$ 42,831	\$ (27,306)
LARKSPUR	\$ 259,186	\$ 96,909	\$ 162,277	\$ 236,731	\$ 74,454
LINCOLN	\$ 16,746	\$ 6,262	\$ 10,484	\$ 1,763	\$ (8,721)
MILL VALLEY	\$ 301,212	\$ 112,623	\$ 188,589	\$ 507,988	\$ 319,399
NICASIO	\$ 179,370	\$ 67,065	\$ 112,305	\$ 7,946	\$ (104,359)
NOVATO	\$ 2,627,024	\$ 982,238	\$ 1,644,786	\$ 1,264,928	\$ (379,858)
REED	\$ 481,046	\$ 179,862	\$ 301,184	\$ 240,967	\$ (60,217)
ROSS	\$ 58,772	\$ 21,976	\$ 36,796	\$ 57,599	\$ 20,803
ROSS VALLEY	\$ 546,196	\$ 204,221	\$ 341,975	\$ 358,913	\$ 16,938
SAN RAFAEL ELEM	\$ 759,307	\$ 283,904	\$ 475,403	\$ 730,240	\$ 254,837
SAN RAFAEL HIGH	\$ 744,134	\$ 278,228	\$ 465,906	\$ 374,242	\$ (91,664)
SAUSALITO-MARIN	\$ 563,475	\$ 210,681	\$ 352,794	\$ 80,985	\$ (271,809)
SHORELINE	\$ 192,559	\$ 71,998	\$ 120,561	\$ 81,619	\$ (38,942)
TAMALPAIS	\$ 1,117,886	\$ 417,975	\$ 699,911	\$ 644,961	\$ (54,950)
UNION	\$ 43,211	\$ 16,157	\$ 27,054	\$ 1,350	\$ (25,704)
TOTALS	\$ 9,582,001	\$ 3,582,688	\$ 5,999,313	\$ 5,163,405	\$ (835,908)

**Recommendation:** It is recommended that the SELPA not consider implementing a fee-for-service MCOE program cost calculation given that the process would increase the MCOE program cost without providing enough increased revenue to cover the additional cost, especially for the small districts.

### Conclusions

- Even though general education funding has received significant increases, special education State entitlement funding continues to be flat causing significant general fund contribution increases. Unfortunately, federal special education funding has also not increased over the same time period.
- The FAP essentially allocates funding to member districts using the same method that is used in allocating AB 602 funds to the SELPA. Allocating mental health funds separately is appropriate given the restrictions on the use of funds.
- The SELPA is comparable to other SELPAs across the State in the growth of the district local contribution and the current percentage of costs covered by the local contribution.
- Ending the tracking of classes operated by districts back to the old J-50 calculation and allowing districts greater flexibility in service delivery aligns the FAP more appropriately with the SELPA guiding principles.
- The current MCOE program excess cost calculation is aligned with the guiding principles given that \$6.35 million in revenue is allocated to off-set the cost. In this way all districts have contributed to the cost whether or not the services are used individually by the districts. This assures that a full continuum of services, especially for students with significant disabilities, are available when needed by a district. It also supports the small districts with very limited funding for special education services.

**Annotation – Agenda Item 6.2  
Operational Steering Committee  
October 5, 2016**

**Agenda Item**

6.2 Alternative Dispute Resolution (ADR) Program

**Item Type**

Discussion

**Summary of Key Issues**

None

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: 2015-2016 Marin County SELPA ADR Activities

## Alternative Dispute Resolution (ADR) Activities

7/1/2015-6/30/2016	First Response	Facilitated IEP	Local Mediation	Total
Strategies Employed	23	7	12	42
Successful Resolutions	23	6	10	39

**Local Intake Coordinator:** Fields calls from parents who have questions or are in disagreement with districts and seeking assistance. Evaluates issues, makes referrals to appropriate staff, serves as liaison to LEA staff, and encourages use of ADR strategies as appropriate. Responds to parent and school staff contacts' questions regarding special education and the ADR program. Intake coordinator assigns mediators, manages logistics, and subsequent evaluation of satisfaction of ADR participants.

**First Response 2015-16:** Intensive support for parents and districts frequently by referral by Matrix. Typically utilized as a first step towards dispute resolution. Twenty-three (23) calls taken with twenty-three (23) resolved without additional action.

**Facilitated IEPs 2015-16:** At the request of the LEA or parent with LEA agreement, SELPA provided guidance in the form of a neutral facilitator to guide IEP teams in a smooth, efficient, and collaborative process. Seven (7) cases were provided with support through facilitated IEPs with all seven (7) resolved without addition action.

**Local Mediation/ADR 2015-16:** Use of professional expert mediators or SELPA staff to provide ADR Mediation services. As of 6/30/2016, a total of twelve (12) families have participated in the Marin County SELPA's Local Mediation program with ten (10) of those mediations resulting in resolution. Professional Experts were contracted for twelve (12) of all local mediations.

**Resolution sessions 2015-16:** The Marin County SELPA provided two (2) Resolution Service Mediations held within 15 days of parent filing for due process. SELPA staff provided mediation for both cases.

### **Marin County SELPA ADR Program Components:**

- Participation in an annual statewide SELPA Alternative Dispute Resolution Conference
- Brochures and materials (English and Spanish) detailing the Marin County local mediation program are created and distributed to local LEAs and parent support groups such as Matrix.

**Annotation – Agenda Item 7.1**  
**Operational Steering Committee**  
**October 5, 2016**

**Agenda Item**

7.1 Special Education Information System (SEIS) 2.0 Implementation

**Item Type**

Information

**Summary of Key Issues**

None

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: SEIS Memorandum Regarding SEIS 2.0 Release





**San Joaquin County Office of Education**  
James A. Mousalimas, County Superintendent of Schools

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**TO:** All SEIS SELPA Directors

**FROM:** Johnny Arguelles

**DATED:** June 1, 2016

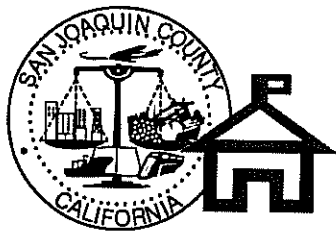
**SUBJECT:** SEIS 2.0 RELEASE UPDATE

Planning, programming and testing of SEIS 2.0 has been in the works for nearly a year and a half. The challenge put before us was to create a responsive, scalable and fast system, utilizing the latest programming technologies available, all while providing a familiar user experience that will not require a steep learning curve. The SEIS staff has been working diligently to meet those goals, while maintaining the current version of SEIS (hereafter, "Current SEIS") for use on a day to day basis for 107 SELPAs which accounts for over 50,000 users logging in daily.

Current SEIS was originally programmed nearly 10 years ago. Since then there have been many changes and advancements in technology, increased confidentiality requirements, and overall more demands on California Special Education and educators. Furthermore, testing changes, CASEMIS/CALPADS changes, and possibly Federal level changes on the horizon, it became apparent that there was a need to have SEIS re-built utilizing a newer, cutting edge platform. We are very excited to plan the release of SEIS 2.0!

Not only is this a significant upgrade from the technology that Current SEIS was built on, but once all SEIS users are working in 2.0 we can focus on a single system once again. At that time, we can begin to add some of the very cool features that have been requested by the field which will improve the user experience and ultimately help serve California Special Ed students better.

After considerable planning and preparation, we have developed a tiered roll out schedule to allow us to work with beta groups in stages before SEIS 2.0 is released for the entire user base. This will ensure that before the new SEIS 2.0 system is released to all SELPAs, it will be tested in real time, by real users, making the adoption of SEIS 2.0 easier for all of our users. Current SEIS and 2.0 will be running parallel and these early adopters will be able to work in both systems so they can continue their work if something in 2.0 is not functioning correctly. The actual student data will be the same for both Current SEIS and 2.0, meaning users will be able to go between the two versions of the systems fluidly and there will not be a need for double data entry.



## San Joaquin County Office of Education

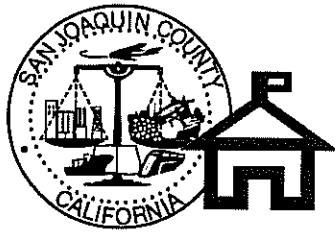
James A. Mousalimas, County Superintendent of Schools

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We went through an extensive analysis in selecting the beta groups based on size, usage, features, organization structure, and rapport. Based on our selection process, here is the beta timeline:

- We will begin in July and August with Riverside and Temecula. Between the two they make up a large user base which will help to ensure that system functions for large numbers of students will be lightning fast. These 2 SELPA's also use the same set of IEP Forms. This will allow us to have live beta use and review of 2.0 functionality while giving us time to complete the 100+ versions of State IEP forms and various sets of IFSP forms currently in use.
- The second group will consist of East County SELPA and possibly North Inland SELPA, both in San Diego County. They will be implementing 2.0 in August and September. This will be the first group to be using State IEP forms that will include compliance validations.
- And thirdly, North Coastal in San Diego County and Southeast Consortium in Santa Clara County. These two large SELPAs will begin use of 2.0 in October of 2016.
- The projected release of SEIS 2.0 for general usage is November 1, 2016. At this point Current SEIS and 2.0 will continue to run parallel, meaning users can still work in either system without duplicating data entry. However, all programming resources at this point will be applied to 2.0 and there will be many new features that will only be available in SEIS 2.0 and will not be available in Current SEIS.
  - The release of Service Track for ALL users will coincide with the release of SEIS 2.0.
  - Those who currently use Service Track will continue to have access to Service Track in current SEIS, but new Service Track features will only be available in SEIS 2.0.
- Current SEIS will be discontinued forever the night of Friday January 13, 2017.

We have worked hard to keep the transition smooth and we have focused on keeping the teacher process very similar. While some things may look a bit different, the IEP forms will not change, and all basic functionality for teachers will remain the same. For teachers the biggest change will probably be a new Print queue which will allow them to continue working on IEPs and elsewhere in the system while the requested PDFs are being generated for printing.



**San Joaquin County Office of Education**  
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For Admin/Clerical staff, probably the biggest area where users will see differences is in the area of searches. The new dynamic search utility is a big leap forward from the current process. Be assured that any searches that users have saved in Current SEIS will be available to you in SEIS 2.0.

At the upcoming CSC2016 Conference we will be presenting on the new SEIS 2.0 system in many of our SEIS sessions. This will give users the opportunity to see and learn about the new system first hand before the tentative November 1<sup>st</sup> go live date.

Starting November 1<sup>st</sup>, we will be holding web presentations twice weekly, Tuesday mornings and Thursday afternoons. These will allow 100 entities (individuals or groups) to log into each presentation. The focus will be on the differences between the systems, tips for using SEIS 2.0 and new features. The web presentations will run until Jan when the old system is discontinued.

There will also be videos and other support materials available in the new SEIS 2.0 Help Center.

All target release dates are currently dependent on completion of programming and in house testing. If we feel the system is not ready for release on any of these target dates, we will reevaluate the release schedule, adjust accordingly, and immediately notify all SEIS SELPA Directors.

The Project Manager who is coordinating the entire transition will be Deb Shaw. Deb led off almost all SEIS implementations for your SELPAs with a 100% success rate. Please email Deb any questions or concerns you may have at [dshaw@sjcoe.net](mailto:dshaw@sjcoe.net). As always, thank you for your continued support.

**Annotation – Agenda Item 7.2  
Operational Steering Committee  
October 5, 2016**

**Agenda Item**

7.2 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