



# Marin County

## Special Education Local Plan Area

**Agenda**  
**Operational Steering Committee**  
**September 19, 2014**  
**8:00 a.m. Open Session**  
**Marin County Office of Education, Board Room**

### **1.0 Call Public Session to Order**

Laurie Kimbrel, Chair, Superintendent, Tamalpais UHSD

#### **Operational Steering Committee:**

Area 1: Laurie Kimbrel, Superintendent, Tamalpais Union High School District

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

Area 2: Thomas Stubbs, Superintendent, Shoreline Unified 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: Shalee Cunningham, 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

Kristi Dahlstrom, 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 August 13, 2014 OSC Meeting**

**3.2 Approval of Agenda for September 19, 2014 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 2014-2015 Marin County SELPA Goals**

*The 2014-2015 goals for the Marin County SELPA will be presented for review, discussion, and adoption.*

## **6.0 Information Items**

### **6.1 2014-2015 Verification Reviews (VR) and Special Education Self-Reviews (SESR)**

*Information will be presented regarding the changes the California Department of Education has made to the VR and SESR process.*

### **6.2 California Department of Education (CDE) CASEMIS Help Team**

*Information will be presented regarding the areas within CASEMIS that need attention prior to the next pupil count.*

### **6.3 National Center and State Collaborative (NCSC) Phase II Pilot**

*Information will be presented regarding the NCSC Phase II Pilot.*

### **6.4 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 Discussion Items**

### **7.1 Expanding the Role and Responsibilities of the Special Education Local Plan Area (SELPA) Director**

*The OSC will discuss the appropriateness and practicability of restructuring the SELPA Director position.*

## **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: October 17, 2014 – 8:00 a.m.**

## **11.0 Adjournment**

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**Jonathan Lenz, Director**  
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[www.marinselpa.org](http://www.marinselpa.org)

**Annotation – Agenda Items 3.1 & 3.2**  
**Operational Steering Committee**  
**September 19, 2014**

**Agenda Item**

- 3.1 Approval of Minutes from August 13, 2014 OSC Meeting
- 3.2 Approval of Agenda for September 19, 2014 OSC Meeting

**Item Type**

Action

**Summary of Key Issues**

The minutes of the August 13, 2014 OSC meeting and the agenda for the September 19, 2014 OSC meeting are presented for adoption.

**Summary of Previous OSC Action**

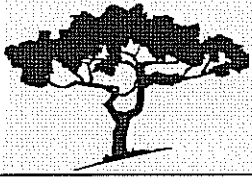
None

**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, August 13, 2014



# Marin County Special Education Local Plan Area

## MINUTES

### Agenda

#### Operational Steering Committee

August 13, 2014

8:00 a.m. Open Session

Marin County Office of Education, Board Room

#### 1.0 Call Public Session to Order

Laurie Kimbrel, Chair, Superintendent, Tamalpais UHSD

*Dr. Valerie Pitts called the meeting to order as the Chair designee.*

#### Operational Steering Committee:

Area 1: Laurie Kimbrel, Superintendent, Tamalpais Union High School District

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

Area 2: Thomas Stubbs, Superintendent, Shoreline Unified 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: Shalee Cunningham, 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

Kristi Dahlstrom, Program Manager

*In Attendance: Dr. Valerie Pitts, Dr. Steve Herzog, Dr. Thomas Lohwasser, Mary Jane Burke*

#### 2.0 Establishment of Quorum

#### 3.0 Consent Agenda

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

3.1 Approval of Minutes from June 20, 2014 OSC Meeting

3.2 Approval of Agenda for August 13, 2014 OSC Meeting

*Motion: Mary Jane Burke. Second: Dr. Thomas Lohwasser. Carried: Unanimous*

Jonathan Lenz, Director

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#### **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 Adjustment to the 2014-2015 Facility Fee Set-Aside**

*Recommended adjustments to the 2014-2015 Facility Fee set-aside will be presented for consideration and adoption.*

*How to address the overage to the 2014-2015 Facility Fee Set –Aside was discussed. It was determined that the overage could be reallocated to member LEAs, carried over to the 2015-2016 Facility Fee set-aside, or used to offset 2014-2015 excess costs. It was recommended to use the overage to help offset 2014-2015 excess costs. Motion: Dr. Thomas Lohwasser. Second: Dr. Steve Herzog. Carried: Unanimous*

##### **5.2 2014-2015 SELPA Master Calendar**

*Recommended adjustments to the 2014-2015 SELPA Master Calendar will be presented for consideration and adoption.*

*Due to the February 2015 OSC meeting being scheduled on a school holiday the OSC discussed rescheduling the meeting. It was recommended to hold the February 2015 OSC meeting on February 13, 2015.*

*Motion: Mary Jane Burke. Second: Dr. Steve Herzog. Carried: Unanimous*

#### **6.0 Information Items**

##### **6.1 Alternative Dispute Resolution End of Year Report**

*Information will be presented regarding the work of the Marin County SELPA's Alternative Dispute Resolution program.*

*A review of the Marin County SELPA's Alternative Dispute Resolution (ADR) program during school year 2013-2014 was presented. The California Department of Education (CDE) has alerted the SELPA office that the grant that supports the ADR program may no longer be available in 2015-2016 due to a restructuring of the ADR grant dollars. The SELPA will work with the CDE and other grant recipients to determine how to best reorganize the ADR program following the changes to the grant awards.*

##### **6.2 2014-2015 Regionalized Service Delivery**

*Information will be presented regarding the regionalized special education classrooms offered within the Marin County SELPA during the 2014-2015 school year.*

*The regionalized special education classrooms operated by the SELPA's member LEAs and the County Office of Education were presented.*

**6.3 2014-2015 Professional Development Opportunities**

*Information will be presented regarding the professional development opportunities offered throughout the 2014-2015 school year.*

*The 2014-2015 SELPA Professional Development Calendar was presented.*

**6.4 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.*

*No report provided due to SEAC being dark in August 2014.*

**7.0 Discussion Items**

**7.1 2014-2015 Marin County SELPA Goals**

*Information will be presented regarding the development of the draft 2014-2015 goals for the Marin County SELPA.*

*The draft 2014-2015 Marin County SELPA goals were presented. The goals will be further vetted with the Business Advisory Committee (BAC) and Advisory Steering Committee (ASC) prior to adoption.*

**8.0 SELPA Director's Report**

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

*The 2014-2015 SELPA Organizational Chart was presented. The adopted 2014-2015 Fiscal Allocation Plan (FAP) was provided to the OSC. District Superintendents will also be provided a hard copy of the 2014-2015 FAP.*

**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.*

*Mary Jane Burke indicated that at the September OSC meeting she will be requesting that the OSC consider the feasibility and practicability of expanding the SELPA Director position to serve as Assistant Superintendent of Special Education for the County Office of Education. A letter formally making this request was provided to the OSC.*

**10.0 Future Planning**

**10.1 Next Meeting Date: September 19, 2014 – 8:00 a.m.**

**11.0 Adjournment**

Jonathan Lenz, Director  
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**Annotation – Agenda Item 5.1**  
**Operational Steering Committee**  
**September 19, 2014**

**Agenda Item**

5.1 2014-2015 Marin County SELPA Goals

**Item Type**

Action

**Summary of Key Issues**

Six (6) goals were drafted to guide the work of the SELPA office during the 2014-2015 school year. Following Operational Steering Committee (OSC) review and feedback in August 2014 the draft goals were presented and reviewed by the Advisory Steering Committee (ASC) and Business Advisory Committee (BAC).

**Summary of Previous OSC Action**

None

**Recommendation**

The SELPA Director recommends adopting the 2014-2015 Marin County SELPA goals

**Attachments to this Agenda Item**

Attachment 1: 2014-2015 Marin County SELPA Goals: Quick Glance

Attachment 2: 2014-2015 Marin County SELPA Goals



2014-2015 Marin County SELPA Goals

Quick Glance

Domain	Focus	Goal
Parent Education	Resource Identification	Create a mechanism to clearly and effectively communicate with parents for the purposes of parent education.
Provision of Special Education Services	Program Transfers	Evaluate and amend, as appropriate, the SELPA's current policy regarding Program Transfers.
Provision of Special Education Services	Positive Behavioral Programming	Develop best practice guidance that will serve as a foundation for the delivery of positive behavioral programming within the SELPA.
Collaboration/Communication	Compliance and CASEMIS	Meet with non-public school staff and district administrative support staff on a semi-annual basis.
Legal	Master Contracts/ Individualized Service Agreements	Determine if there is a more efficient and practical method for the development of Master Contracts and/or Individualized Service Agreements
Conflict Resolution	Alternative Dispute Resolution	Determine how to restructure the Alternative Dispute Resolution program to meet the needs of the SELPA.



**Marin County SELPA Goals  
2014-2015**

<b>Domain:</b>	Parent Education
<b>Specific Focus:</b>	Resource Identification
<b>Reality:</b>	The Marin County SELPA does not have a mechanism to clearly and effectively communicate with parents for the purposes of parent education.
<b>Goal:</b>	Create and establish a mechanism to communicate with parents of children with Individualized Education Programs (IEPs) via electronic mail.
<b>Action Steps:</b>	Create a system to gather parent interest in participating on a SELPA listserv and email addresses; collect emails from interested parties, create a custom field in SEIS to record parent interest and email addresses; utilize the custom field in SEIS; disseminate the information within the SELPA on the listserv based on feedback from LEAs, SEAC, etc.
<b>Evidence:</b>	Report to OSC.
<b>Timeline:</b>	June 2015
<b>Responsibility:</b>	SELPA Office/Director

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<b>Domain:</b>	Provision of Special Education Services
<b>Specific Focus:</b>	Program Transfers
<b>Reality:</b>	The policy currently in place within the Local Plan to address a Program Transfer is not aligned with current Education Code and best practices in the field.
<b>Goal:</b>	In collaboration with the SELPA's member LEAs evaluate and amend, as appropriate, the current policy regarding Program Transfers.
<b>Action Steps:</b>	Calendar Program Transfer ad hoc committee meetings; and evaluate, discuss, and amend, as appropriate, policy elements related to requirements for notification, analysis

of impact, approval, and ensuring the availability of a full continuum of special education services.

**Evidence:** Recommendation to the OSC.

**Timeline:** June 2015

**Responsibility:** SELPA Office/Director

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**Domain:** Provision of Special Education Services

**Specific Focus:** Positive Behavioral Programming

**Reality:** The Marin County SELPA recently updated their policy concerning behavioral interventions and behavioral emergencies; however, the policy does not include any language concerning the provision of positive behavioral programming within the SELPA.

**Goal:** In collaboration with the SELPA's member LEAs develop best practice guidance that will serve as a foundation for delivery of positive behavioral programming within the SELPA.

**Action Steps:** Calendar Behavioral ad hoc committee meetings; and evaluate, discuss, and establish, as appropriate, best practice guidance related to the assessment, identification, and services for pupils that engage in maladaptive behaviors that impact their learning or the learning of others.

**Evidence:** Submission of best practice guidance document to the OSC.

**Timeline:** June 2015

**Responsibility:** SELPA Office/Director

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**Domain:** Collaboration/Communication

**Specific Focus:** Compliance and CASEMIS

**Reality:** The Marin County SELPA does not have a mechanism to clearly and effectively communicate with non-public schools and district administrative support staff for matters concerning compliance and CASEMIS submissions.

**Goal:** Meet with non-public school staff and district administrative support staff on a semi-annual basis.

**Action Steps:** Identify providers/staff that will participate in meetings; calendar meetings; identify topics; create materials; present materials; and follow-up as necessary to ensure consistent implementation of information provided.

**Evidence:** Semi-annual agendas/meeting notes.

**Timeline:** June 2015

**Responsibility:** SELPA Office/Director

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**Domain:** Legal

**Specific Focus:** Master Contracts/Individualized Service Agreements

**Reality:** Currently, the Marin County SELPA is responsible for the drafting of all Master Contracts and Individualized Service Agreements (ISAs) within the SELPA. The system that the SELPA office is not connected with the special education student database utilized by the SELPA's member LEAs.

**Goal:** In collaboration with the SELPA's member LEAs, determine if there is a more efficient and practical method for the development of Master Contracts and ISAs.

**Action Steps:** Analyze current strengths and weaknesses within the current system; research other methods available for the development of Master Contracts and ISAs; and engage in a cost analysis comparison between current and available method(s).

**Evidence:** Recommendation to the OSC.

**Timeline:** June 2015  
**Responsibility:** SELPA Office/Director

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**Domain:** Conflict Resolution

**Specific Focus:** Alternative Dispute Resolution

**Reality:** The Marin County SELPA receives a grant to support the work of the Alternative Dispute Resolution (ADR) program. The California Department of Education (CDE) has indicated that the ADR grant program will be updated effective June 30, 2015 and will not continue in its current format.

**Goal:** In collaboration with the SELPA's member LEAs, determine how to restructure the ADR program to meet the needs of the SELPA.

**Action Steps:** Collaborate with the CDE to provide feedback regarding improved uses of the ADR grant funds; participate in CDE ADR grant program workgroups as appropriate; determine 2015-2016 funding; examine strengths and weaknesses of current ADR program; identify 2015-2016 operational model; and determine 2015-2016 operational costs.

**Evidence:** Recommendation to the OSC.

**Timeline:** June 2015

**Responsibility:** SELPA Office/Director

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**Annotation – Agenda Item 6.1**  
**Operational Steering Committee**  
**September 19, 2014**

**Agenda Item**

6.1 2014-2015 Verification Reviews (VR) and Special Education Self-Reviews (SESR)

**Item Type**

Information

**Summary of Key Issues**

The California Department of Education (CDE) has made changes to their VR and SESR process.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: 2014-2015 Verification Review

## 2014-2015 Verification Review

### Changes:

- Single Selection Bar
- Fiscal Review Reduced/Deleted
- No Parent Input Meeting – Information obtained through PTIs (Matrix)
- Use of Field Colleagues in Reviews (SELPA and County Office staff)
- Prescheduled

### Determination:

VR Selection Rating Criteria	
Rating	Criteria
4	LEA met the target and improved or stayed the same from the prior year
3	LEA met the target but decreased from the prior year
2	LEA did not meet the target but improved or stayed the same from the prior year
1	LEA did not meet the target and decreased from the prior year
0	No data for current year or prior year <sup>1</sup>

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<sup>1</sup> No data due to size requirements, data not being applicable, or no data from prior year when the determination for the indicator is based on a comparison to the prior year.

**Example Calculation<sup>2</sup>:**

<b>Compliance Indicator</b>	<b>Prior</b>	<b>Current</b>	<b>Score</b>
Disproportionality Discipline	-	-	0
Overall Disproportionality	-	-	4
Disproportionality by Disability	-	-	4
60 Day Timeline	-	-	2
C to B Transition	-	-	0
Secondary Transition	-	-	2
Complaint Noncompliance	-	-	1
DINC Annual IEP	-	-	2
DINC Triennial	-	-	2
		Valid Scores	7
		Sum of Scores	17
		<b>Compliance Average</b>	<b>2.43</b>

<b>Performance Indicator</b>	<b>Prior</b>	<b>Current</b>	<b>Score</b>
Graduation Rate	-	-	4
Dropout Rate	-	-	3
ELA Participation	-	-	3
Math Participation	-	-	4
Math Proficiency	-	-	1
ELA Proficiency	-	-	1
Suspension and Expulsion (>10 days)	-	-	0
LRE > 80%	-	-	4
LRE <40%	-	-	4
LRE Separate School	-	-	0
Parent Involvement	-	-	3
Post School Higher Education	-	-	2
Post School Employment	-	-	2
Post School Any Education or Employment	-	-	2
Post School Contact	-	-	4
Timely Reporting	-	-	4
		Valid Scores	14
		Sum of Scores	41
		<b>Performance Average</b>	<b>2.93</b>

<sup>2</sup> VR required if both the Compliance and Performance average is less than three (3).



**Annotation – Agenda Item 6.2**  
**Operational Steering Committee**  
**September 19, 2014**

**Agenda Item**

6.2 California Department of Education (CDE) CASEMIS Help Team

**Item Type**

Information

**Summary of Key Issues**

The CDE contacted the SELPA Office to offer insight/assistance concerning the SELPA's most recent end of the year pupil count.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: CASEMIS Help Team

## CASEMIS Help Team

### Areas Identified:

- The Marin County SELPA had 420 SSID warnings. Effective December 1, 2014, pupils three (3) and older require a SSID for CASEMIS reporting.
  - Districts have been notified and corrections are being made
- The Marin County SELPA had 400 discipline reports in CASEMIS Table C. Based upon a SELPA our size the CDE is expecting to see roughly 1000 discipline reports in Table C.
  - Districts are reviewing their CASEMIS Table C submissions to ensure that they are accurate and match CALPADS reporting.
- The Marin County SELPA had 92 student contacts in CASEMIS Table D<sup>1</sup>. Based upon a SELPA our size the CDE is expecting to see roughly 200 student contacts in Table D.
  - Districts have been made aware that all attempts to contact the student(s) should be reported in this field – not just actual contact.

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<sup>1</sup> (Post-secondary Follow-up) shall contain one record for each student exited from the high school program or the SELPA during the prior year except those students who returned to regular education (EXIT\_RESON 70), transferred to another program (EXIT\_RESON 76), or are deceased (EXIT\_RESON 77) in 2012–13, for end-of-year cycle reporting only. Post-secondary is generally considered as after high school; therefore the June 2014 Table D would include any student exiting high school during the 2012–13 school year or exiting students 14 years of age and older (for end-of-year reporting cycle only).

**Annotation – Agenda Item 6.3**  
**Operational Steering Committee**  
**September 19, 2014**

**Agenda Item**

6.3 National Center and State Collaborative (NCSC) Phase II Pilot

**Item Type**

Information

**Summary of Key Issues**

California will be participating in a voluntary NCSC Phase II Pilot designed for students that take alternative assessments.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: National Center and State Collaborative: Fast Facts

Attachment 2: National Center and State Collaborative Phase II Pilot Information and Timeline

**National Center and State Collaborative (NCSC):  
Fast Facts**

- In fall 2014, California will be participating in a voluntary NCSC pilot test for students that take alternate assessments;
- The NCSC is an alternate assessment that is aligned with Common Core State Standards;
- Districts that **VOLUNTEER** schools **MUST** ensure that all eligible students at the school site participate in the field test (participation cannot be on a class by class basis at the school);
- Students in grades four (4) through nine (9) and twelve (12) will be assessed in the pilot; however, each student will be tested with the prior grade level assessment. For example, grade four (4) students will be assigned a grade three (3) NCSC pilot test form;
- The pilot assessment will use an online assessment platform;
- Students that participate in the pilot assessment will **NOT** receive individual scores;
- Registration for the pilot began on August 25<sup>th</sup> and the pilot test window opens on October 20<sup>th</sup> (to be completed by November 14<sup>th</sup>); and
- The alternate assessment that will be administered in spring 2015 (to replace the CAPA) has still not been determined.



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

August 28, 2014

Dear California Assessment of Student Performance and Progress Test Coordinators  
and Special Education Directors:

### **NATIONAL CENTER AND STATE COLLABORATIVE PHASE II PILOT INFORMATION AND TIMELINE**

The purpose of this letter is to invite you to participate in the National Center and State Collaborative (NCSC) Phase II Pilot in fall 2014 and provide you with time sensitive information. This is an alternate assessment based on alternate achievement standards (AA-AAS) aligned to the Common Core State Standards (CCSS) for eligible students with significant cognitive disabilities.

As noted in the August 15, 2014, letter from Keric Ashley, Interim Deputy Superintendent, District, School, and Innovation Branch, the NCSC will not allow states to participate on a field test basis in the spring 2015 administration. Therefore, the CDE is exploring options to provide an alternate assessment that is computer-based and aligned to the CCSS. Additionally, information on the California spring 2015 field test for all eligible students will be provided as soon as possible.

The benefits of participating in the NCSC Phase II Pilot test is that it allows California teachers and students an opportunity to experience computer-based technology; students will be able to "show what they know" with assessment items linked to the CCSS; and students who are deaf, blind, or deaf and blind will have access to new supportive procedures. California's participation in the Phase II Pilot is essential to ensure that California's diverse student population is represented in the item data analyses.

The NCSC Phase II Pilot test will be administered using an online assessment platform. The purpose of the NCSC Phase II Pilot test is to (a) understand how the items function; (b) try out administration conditions; and (c) test the proposed scoring procedures for student writing products. Students will not receive individual scores. Data collected from the NCSC Phase II Pilot test will be used to refine the items and test materials that will be used for operational testing, and will be available as post-grant deliverables.

During the 2014–15 NCSC Phase II Pilot local educational agencies (LEAs) may volunteer schools to participate; however, all eligible students in the school(s), who meet

the eligibility requirements must participate. Students will be assigned either assessments in reading and mathematics, or reading and writing.

For the NCSC Phase II Pilot, students in grades four through nine and twelve will be assessed. Each student will be tested with the prior grade level assessment (grade four students will be assigned a grade three NCSC Phase II Pilot test form). Remember, the purpose of the pilot is to test the items and the functionality of the online system, and not provide data on individual student performance.

The following timeline describes the activities leading to the testing window:

### **August 25–September 12: School Registration Begins**

- A survey will be sent to California Assessment of Student Performance and Progress (CAASPP) Test Coordinators and used to register schools and collect contact information for the pilot. All future correspondence will be sent to the identified individuals.

### **September 5: Test Administration Portal User Guide and Test Administration Manual Released**

- The Test Administration Portal (TAP) User Guide and Test Administration Manual will be available at [www.ctb.com/NCSCPilot](http://www.ctb.com/NCSCPilot).

### **September 15–26: TAP Opens–Create User Accounts**

- The CAASPP Test Coordinator must create a Test Administrator user account in the TAP. Test Administrators must complete the Learning Characteristics Inventory (LCI) for each student to be tested. LCI data for each student must be **completed by September 26**.
- CAASPP Test Coordinators will be contacted to confirm student-level data has been released by the NCSC and is available to Test Administrators to update the student LCI data.

### **September 15–26: Student Registration Begins**

- Student registration involves three steps: (1) The CDE will create a school file using information provided by the LEAs during voluntary school registration, and then the CDE will upload the participating schools into the TAP; (2) the California Longitudinal Pupil Achievement Data System will upload the student demographic information associated with the schools registered; and (3) the Test

August 27, 2014  
Page 3

Administrator will enter the student LCI data so the test form assignment can occur.

**Note:** All Test Administrator, student, and LCI data must be entered into the TAP no later than 5 p.m. (EST) September 26, 2014.

### **September 29–November 14: Training Begins**

- Test Administrators and CAASPP Test Coordinators are required by the NCSC to complete the training modules. These modules are tailored specifically to Test Administrators and Test Coordinators and reflect the Phase II Pilot test design. Access to the training modules is found in the TAP.

### **October 20–November 14: NCSC Pilot II Test Window**

Thank you in advance for supporting the NCSC Phase II Pilot.

If you have any questions regarding the NCSC Phase II Pilot, please contact Lily Roberts, Administrator, or Sheila Self, Education Programs Consultant, in the English Language Proficiency and Alternate Assessments Office, by phone at 916-319-0784 or by e-mail at [alternateassessment@cde.ca.gov](mailto:alternateassessment@cde.ca.gov).

Sincerely,

Diane Hernandez, Director  
Assessment Development and Administration Division

DH:ss

cc: Fred Balcom, Director, Special Education Division  
Special Education Local Plan Area Directors

**Annotation – Agenda Item 6.4  
Operational Steering Committee  
September 19, 2014**

**Agenda Item**

6.4 Marin County SELPA Special Education Advisory Committee (SEAC) Report

**Item Type**

Information

**Summary of Key Issues**

SEAC held a monthly meeting in September 2014.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

None



**Annotation – Agenda Item 7.1**  
**Operational Steering Committee**  
**September 19, 2014**

**Agenda Item**

- 7.1 Expanding the Role and Responsibilities of the Special Education Local Plan Area (SELPA) Director

**Item Type**

Discussion

**Summary of Key Issues**

The OSC has been asked to consider expanding the role and responsibilities of the SELPA Director to concurrently serve as the Assistant Superintendent of Special Education for the Marin County Office of Education.

**Summary of Previous OSC Action**

None

**Recommendation**

None

**Attachments to this Agenda Item**

Attachment 1: August 13, 2014 Letter to the OSC



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# MARIN COUNTY

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## OFFICE OF EDUCATION

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MARY JANE BURKE  
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August 13, 2014

Laurie Kimbrel  
Operational Steering Committee Chair  
Tamalpais Union High School District  
395 Doherty Drive  
Larkspur, Ca 94977

Dear Laurie and OSC Members,

In an effort to further enhance the current organizational structure and leadership within the Marin County Office of Education (MCOE), I am requesting that the Operational Steering Committee (OSC) consider expanding the role and responsibilities of the Special Education Local Plan Area (SELPA) Director to concurrently serve as the Assistant Superintendent of Special Education for the MCOE.

This is a model that other multi-district SELPAs throughout the state have used with the SELPA Director playing a dual role in providing leadership to the SELPA and oversight to the special education programs operated by the County Office of Education. It would be useful for MCOE and the OSC to know if the expansion of the role of SELPA Director within Marin County will add value to the SELPA and the operation of regionalized services within the SELPA. The goal would be to determine if the reconfiguration of the position could benefit the SELPA through increased efficiency, the streamlining of regionalized special education programs within Marin County, and realizing cost savings for the SELPA's member local educational agencies.

The timing for us to explore the possibility of this type of configuration within the Marin County SELPA may be right as Jon Lenz has successful experience serving in a "dual role" as a SELPA Director. In addition, as you know, Jon also served as Director of Special Education at the Marin County Office of Education during 2012-2013. I am hopeful that the OSC will consider this matter at the meeting on September 19th and discuss taking steps to determine the practicability of restructuring the position as well as identify what conditions need to be in place to ensure that both the SELPA and the MCOE special education programs receive appropriate oversight.

Thank you for your consideration of this request. I am happy to discuss this further or provide any additional information you may need.

Best,

MARY JANE BURKE  
Marin County Superintendent of Schools