



Monterey County Special Education Local Plan Area

Regional Collaboration for Student Success

SELPA Executive Committee Meeting Minutes

November 19, 2020, 9:00 a.m. – 11:00 a.m.

Video Conference: <https://montereycoe.zoom.us/j/97008671035>

Member	Agency	Zone	Term
<input checked="" type="checkbox"/> Trisha Dellis for Ralph Gomez Porras	Pacific Grove USD	Bay	July 2019-June 2021
<input checked="" type="checkbox"/> Kari Yeater	North Monterey County USD	Bay	July 2020-June 2022
<input checked="" type="checkbox"/> Jim Koenig	Alisal USD	Salinas	July 2019-June 2021
<input checked="" type="checkbox"/> Dan Burns	Salinas Union High SD	Salinas	July 2020-June 2022
<input type="checkbox"/> Jessica Riley	San Lucas USD	Valley	July 2019-June 2021
<input checked="" type="checkbox"/> Brian Walker	South Monterey County Joint UHSD	Valley	July 2020-June 2022
<input checked="" type="checkbox"/> Deneen Guss (Advisory)	Monterey County Office of Education		Continuing
<input checked="" type="checkbox"/> Kenyon Hopkins (Ex-Officio)	Monterey County SELPA		Continuing

1. Opening

a. Call to order

Dan Burns called the meeting to order at 9:10 a.m.

b. Roll call of members

Roll call was taken, and a quorum was established.

c. Approval of agenda

The meeting agenda was reviewed with no changes. Brian Walker moved to approve the agenda, Jim Koenig seconded and the motion passed unanimously.

d. Approval of prior meeting minutes

The meeting minutes from June 11, 2020 were reviewed with no changes. Jim Koenig moved to approve the prior meeting minutes, Brian Walker seconded and the motion passed unanimously.

2. Public Input on Non-Agenda Items

There was no public input.

3. Discussion/Action Items

a. Elect SELPA Executive Committee Chair and Vice-Chair

Dan Burns was nominated as Chair and he accepted. It was suggested that Ralph Gomez Porras serve as Vice-Chair. Brian Walker moved to approve the nominations, Jim Koenig seconded and the motion passed unanimously.

b. Discussion and possible action to approve SELPA Procedural Handbook - Determining the Need for an Additional Instructional Assistant

Kenyon Hopkins gave a background on the Special Circumstance Instructional Assistant (SCIA) process. He reviewed updated language in the SELPA Procedural Handbook on Determining the Need for an Additional Instructional Assistant. Deneen Guss suggested to add a question of how many adults are in the classroom setting and to look at the Parent Guide section of “*Who will provide the services?*”. Districts will be

trained on the SCIA forms and procedures. Jim Koenig moved to approve the updated procedure for Determining the Need for an Additional Instructional Assistant, Brian Walker seconded and the motion passed unanimously.

c. Discussion and possible action to approve Disposal of Obsolete Low Incidence Equipment

Kenyon Hopkins stated MCOE AB Ingham School is undergoing maintenance and upgrading their facilities. They have located 28 pieces of low incidence equipment deemed unusable and cannot be repurposed. It was recommended to remove the equipment from inventory. SELPA has a spreadsheet of the items and their original value. Brian Walker moved to approve the disposal of obsolete low incidence equipment, Jim Koenig seconded and the motion passed unanimously.

4. Closing

a. 2020-2021 Meeting Calendar

November 19, 2020, 9:00 a.m. – 11:00 a.m.

January 28, 2021, 9:00 a.m. – 11:00 a.m.

March 11, 2021, 9:00 a.m. – 11:00 a.m.

May 13, 2021, 9:00 a.m. – 11:00 a.m.

b. Future agenda items

- Dan Burns indicated for the January agenda, a closed session without the SELPA Executive Director, to discuss different kinds of processes or tools for the SELPA Executive Committee to perform the evaluation of the Executive Director on an annual basis. The SELPA Executive Committee would then resume into a regular session.
- Kenyon Hopkins stated there is new low incidence funding estimated to be close to \$1 million. A distribution to districts by low incidence student count and a reserve at the SELPA level to purchase low incidence equipment for students may be recommended for approval when the final State apportionment is revealed.
- January agenda - SELPA Local Plan revisions for the new State template Section B: Governance and Administration
- January agenda - SELPA Executive Committee review and action on the proposed Alisal Union School District program transfer
- SELPA Procedural Handbook process for Private School Proportionate Share Calculations

c. Announcements

There were no announcements.

a. Adjourn

Jim Koenig moved for adjournment, Kari Yeater seconded and the meeting ended at 9:57 a.m.