

East Valley Special Education Local Plan Area (EVSELPA)

Community Advisory Committee (CAC)

Annual Meeting

April 22, 2024

- I. Welcome & Introductions
- II. Review CAC Minutes – February 26, 2024
- III. Review Highlights from 2024 EV SELPA Career Day
- IV. Conduct Review of EV SELPA 2024-2025 Annual Service Plan
- V. Conduct Review of EV SELPA 2024-2025 Annual Budget Plan
- VI. Propose Parent Events/In-Services for 2024-2025
- VII. Review EV SELPA CAC Bylaws
- VIII. Select EV SELPA CAC Offices for 2024-2025
 - Chairperson
 - Vice Chairperson
 - Secretary
- IX. Review/Approve Proposed CAC Meeting Dates for 2024-2025

**EV SELPA CAC
Meeting Norms**

- 1. Listen actively to one another**
- 2. Work together - positively sharing our stories and resources**
- 3. Keep phones on vibrate**
- 4. Use commonly understood language – limit use of acronyms**
- 5. Be solution focused.**

Additional virtual norms

- 6. Stay on mute unless speaking**
- 7. Comment through the chat function.**

East Valley SELPA
COMMUNITY ADVISORY COMMITTEE MEETING MINUTES
February 26, 2024

PARENTS PRESENT:

Katie Castruita	Redlands Unified School District
Paula Bailey	Rialto Unified School District
Arrissia Owen Turner	Redlands Unified School District
Breanna Jueden-Pytel	Redlands Unified School District
Regina Frazer	Redlands Unified School District
Julie Lopez	Rialto Unified School District
Mirna Ruiz	Rialto Unified School District
Myra Vera-Rizo	Rialto Unified School District
Alma Sobampo	Rialto Unified School District
Melissa Jorgensen	Yucaipa-Calimesa Joint Unified School District

OTHERS PRESENT:

Dr Rick Homutoff	East Valley SELPA
Jennifer Brooksby	East Valley SELPA
Colleen Meland	East Valley SELPA
Cynthia Phelps	Colton Joint Unified School District
Dr. Marc Rodriguez	Rialto Unified School District
Annie Perez	Rialto Unified School District
Amber Best	Rialto Unified School District
Patty Sosa-Alaniz	Rialto Unified School District

1.0 Welcome & Introductions

Program Manager, Ms. Jennifer Brooksby, of the East Valley SELPA Office, 670 E. Carnegie Drive, San Bernardino, California, called the meeting to order at 9:30 a.m. and shared the agenda on the screen. She welcomed everyone and asked attendees to introduce themselves.

2.0 Review CAC Minutes – September 25, 2023

Ms. Brooksby shared the minutes from the November 13, 2023 East Valley SELPA CAC meeting. Katie Castruita made a motion to approve the minutes. Paula Bailey seconded the motion. There was no discussion. Arrissia Owen Turner abstained from the vote. The motion passed unanimously by consensus.

3.0 EV SELPA New IEP Vendor Selection Process

Ms. Brooksby outlined the East Valley SELPA’s transition to a new electronic IEP vendor. She shared the process the districts and the SELPA have engaged in to investigate potential vendors and who the Board of Directors approved on February 21, 2024. Ms. Brooksby outlined that all components of IEPs with consent will continue to be implemented, but

parents should expect the forms to appear slightly different with the new company. Julie Lopez shared that she has heard good things about SEIS and wondered why IEPs from different regions have different page orders. Ms. Brooksby clarified that each SELPA is able to determine their page order but all components should still be present. Katie Castruita asked what would happen to IEPs that were not signed. Ms. Brooksby shared that the last agreed upon, operative IEP, would be the IEP that is implemented by the district but the data would be present in the new system to amend the IEP to gain consent by the parent. Regina Fraser wondered if a copy of the blank IEP forms could be made available to parents and Ms. Brooksby indicated that the SELPA would investigate this. Mirna Ruiz asked how districts would train their staff. Ms. Brooksby reported that district staff would be trained this Spring after which districts would establish their own trainings for teachers and related service providers. Melissa Jorgensen made the suggestion that schools be encouraged to schedule more time for IEP meetings during the transition phase to allow for technology glitches so as to not rush the process. Ms. Brooksby indicated that she will pass this along to district directors.

4.0 EV SELPA Parent Events

Ms. Colleen Meland shared upcoming parent information trainings to support students who are transitioning out of high school. Ms. Brooksby shared information about the upcoming Special Education Basics series sponsored by the East Valley SELPA. Ms. Brooksby indicated that flyers for these trainings would be shared via email following the meeting.

5.0 EV SELPA Alternative Dispute Resolution (ADR) Activities

Ms. Brooksby explained the Key2Ed Facilitated IEP (FIEP) process, the cohort model and implementation coaching, and plans for future trainings. The group discussed some of the key components of the FIEP and how it can change the culture of our IEP meetings. Melissa Jorgensen, Julie Lopez, and Mirna Ruiz suggested that parents be involved in this training process as it is helpful for parents to be included in change processes. Ms. Brooksby shared that a parent training will be offered sometime in the 2024-25 school year. Additionally, Ms. Brooksby shared that Key2Ed is conducting a statewide survey on ADR needs and said she would share the link to the group after the meeting so parents could provide their input and perspective. Lastly, Ms. Brooksby outlined the Pathways 2 Partnership group that will be offering parent trainings on ADR and indicated that flyers for all of the trainings would be shared in an email following the meeting.

6.0 East Valley SELPA CAC Meeting Dates 2023-24

The group discussed the following meeting date and agreed to the meeting schedule. Ms. Brooksby indicated that the upcoming meeting would also serve as the CAC reorganization meeting. The team discussed the option of meeting in-person vs virtual. Virtual meetings will be determined each month. The team agrees that the February meeting will be virtual.

April 22, 2024

7.0 Adjournment

The virtual meeting adjourned at 10:58am.