

East Valley Special Education Local Plan Area  
**Information Guide**



**670 E. Carnegie Drive  
San Bernardino, CA 92408**

**[eastvalleyselpa.org](http://eastvalleyselpa.org)**

**Dr. Patty Metheny, Chief Administrative Officer  
July 1, 2024**

## **MISSION STATEMENT**

The mission of the East Valley Special Education Local Plan Area is to ensure the provision of quality education that recognizes, respects and meets the individual needs of a diverse student population.

In support of this commitment we will provide a well-trained staff dedicated to:

- Working in partnership with schools, families and the community
- Helping each student become a successful member of society
- Encouraging learning as an unlimited, life-long process

## **OVERVIEW**

The East Valley Special Education Local Plan Area (SELPA) coordinates special education services for more than 10,000 special education students within five school districts, including Colton Joint Unified, Redlands Unified, Rialto Unified, Rim of the World Unified, Yucaipa-Calimesa Joint Unified, plus San Bernardino County Schools-East Valley Student Services. The districts have joined together to ensure that students with disabilities are provided appropriate educational services in the least restrictive environment.

The Superintendents from each of the districts and the County Schools Student Services Assistant Superintendent form the Board of Directors of the East Valley SELPA. The Board oversees the implementation of the Special Education Local Plan and gives direction and supervision to the SELPA Administrator.

Personnel in the East Valley SELPA are a resource to all staff members and parents within the member districts. Responsibilities of all SELPA personnel follow the guidelines established by the Board of Directors.

## **ADMINISTRATION**

***Patty Metheny, Ed.D., SELPA Chief Administrative Officer***

The SELPA Chief Administrative Officer is responsible for developing and implementing procedures in accordance with the Board of Directors' policies. Other responsibilities include:

- Serving as the Executive Secretary to the Board of Directors
- Serving as chairperson of SELPA Steering Committee
- Facilitating the SELPA Community Advisory Committee
- Developing and implementing operating procedures
- Coordinating regionalized services
- Developing annual income and expenditure budgets for the SELPA
- Coordinating professional development opportunities
- Developing interagency agreements
- Facilitating the provision of fee-for-service programs
- Ensuring procedural safeguards and due process rights
- Coordinating services via the Transition Partnership Program
- Representing the SELPA at local, regional and state meetings

## **DUE PROCESS**

***Rick Homutoff, Ed.D., Program Manager***

The Program Manager for due process serves professional staff, parents, students and administrators and is under the direction and supervision of the SELPA Administrator. Working with a representative from each participating district or agency, the Program Manager coordinates activities related to procedural safeguards and due process functions. Responsibilities include:

- Investigating complaints regarding special education programs
- Assisting districts in mediations and fair hearings
- Working with attorneys to represent districts
- Providing information on state and federal law
- Representing SELPA at local, regional and state meetings
- Providing exemplary program information
- Providing in-services to district personnel
- Acting as a resource at Individual Education Program (IEP) team meetings

## **REGIONAL SERVICES**

***Jennifer Brooksby, M.S., Program Manager***

The Program Manager for regional services supports member districts by working with representative from each participating district or agency as well as SELPA and state personnel to coordinate activities related to compliance and procedural practices. Responsibilities include:

- Assisting districts with compliance review preparation and activities
- Providing oversight for students placed in nonpublic schools
- Facilitating inter-district and inter-SELPA transfers
- Facilitating professional collaboration groups
- Revising SELPA policies and procedures handbook
- Reviewing and revising SELPA forms to comply with state and federal law
- Representing SELPA at local, regional and state meetings

## **BEHAVIORAL HEALTH**

***Tracy Schroeder, M.A., Program Manager***

The Program Manager for behavioral health oversees the provision of educationally related mental health services and supports the provision of other direct services provided by the SELPA. Responsibilities include:

- Administers the operations of the Behavioral Health program
- Collaborates with private and public agencies including school districts and community agencies;
- Conducts assessments and provides oversight of residentially placed students
- Coordinates in-home behavioral/social work services for students
- Reviews program budget and staffing;
- Trains and supervises staff.

## **FISCAL SERVICES**

*Andrea Tennyson, SELPA Consultant*

Under the supervision of the SELPA Administrator, the SELPA Consultant is responsible for coordinating the fiscal procedures and functions of the SELPA and acts in an advisory capacity to the districts regarding special education funding. Areas of responsibilities include:

- Special education funding
- Management Information System for special education students
- Fiscal planning and compliance
- Budget development and implementation
- State reporting (fiscal and program/student)
- Service areas are Pupil Count (including Federal Quota & Deaf/blind registry), Grants, Low Incidence, and the Transition Partnership Project)

## **SELPA SUPPORT SERVICES**

The East Valley SELPA provides support to member districts in the following areas:

Special education funding

- Student data maintenance and support
- Nonpublic school and agency contract development, individual service agreements, billing, monitoring
- Professional development scheduling and facilitating
- Low Incidence equipment procurement and processing
- Due process and complaints
- Referral processing and follow-up

## **STAFF DEVELOPMENT OPPORTUNITIES**

The East Valley SELPA offers a spectrum of training activities at a variety of levels designed to match learners' needs with program offerings.

It is the belief of East Valley SELPA that:

- Effective staff development programs recognize principles of adult learning and the continuous professional competence and commitment of all employees.
- Participation in professional development enhances professional effectiveness.
- Staff development is most effective in bringing about change when programs are on-going and there is ample opportunity for follow-up.
- Needs identified by various constituent groups and individuals are the basis for designing staff development activities and trainings.
- Commitment to implement planned change is built through collaboration and communication.

## PROGRAM SPECIALISTS

To efficiently meet the needs of each district in the East Valley SELPA, the Program Specialists serve as a resource to administrators, general education teachers, special education teachers, related services personnel, students and parents, and are under the direction and supervision of the SELPA Administrator. The services they provide include:

**Behavior Intervention:** develop, together with the teacher and student, behavior support plans for specific students

**Core Curriculum:** assist in developing and/or adapting the core curriculum to meet the changing needs of special education individuals in the classroom

**IEP Meetings:** serve as a resource person for IEP teams in development of IEP goals and objectives

**Instructional Techniques:** demonstrate specific instructional techniques or the use of specific materials

**Inclusion/Collaboration:** give assistance to teachers, parents and students in providing integration of special education students into regular education classrooms or into the community

**Observation:** observe or provide informal assessment of students about whom school personnel have serious concerns

**General Education Students with Special Needs:** provide strategies and materials to use with the child who does not qualify for special education services

**Specialized Materials:** assist in locating or preparing specialized materials for students with unique problems

**Training:** provide training to regular and special education teachers, instructional aides, administrators and parents on a variety of topics based on specific needs or requests

**Transition:** assist in planning for students at all levels who are preparing for transition from formal education to adult life

## ITINERANT STAFF

Itinerant staff provide direct assistance to administrators, individual teachers, support staff, parents, and students as requested. Itinerant staff work in the following service areas:

### ***School-Based Occupational & Physical Therapy***

- Provide occupational therapy assessment & consultation for children 3-22 years of age in special education as part of a multidisciplinary team
- Evaluate abnormal patterns of posture & movement
- Assist teachers in developing functional fine motor goals for the IEP.
- Provide school-based, short-term occupational therapy

### ***Educationally Related Mental Health Services***

- Evaluate need for school-based mental health services
- Provide individual in-school counseling and residential monitoring
- Collateral contact with teachers and parents
- Social Work Services: case-manager services (TBS, Success First)

### ***Transition Partnership Project***

- Partner with the Department of Rehabilitation and SELPA member districts to support employment for special education high school seniors and recent graduates
- Work with local employers to access and support student work experience and long term employment

## East Valley SELPA Personnel

	<b>TELEPHONE #</b>
<b>Administration</b>	
Patty Metheny, Ed.D, Chief Administrative Officer	252-4507
<b>Due Process</b>	
Rick Homutoff, Ed.D., Program Manager	252-4541
<b>Regional Services</b>	
Jennifer Brooksby, Program Manager	252-4521
<b>Behavioral Health</b>	
Tracy Schroeder, Program Manager	252-4522
<b>Fiscal</b>	
Andrea Tennyson, Consultant	252-4508
<b>Support Staff</b>	
<u>Rosalva Contreras, Administrative Assistant</u>	252-4507
Elizabeth Coronel, Finance Specialist	252-4542
Tami Goldstein, SELPA Services Specialist	252-4502
Celida Guerrero, SELPA Services Specialist	252-4564
Sonya Cain, Program Technician	252-4509
Robin Robbins, SELPA Services Specialist	252-4541
Celeste Gonzalez, Student Worker	252-4578
<b>Program Specialists</b>	
Courtney Beatty, Program Specialist	252-4519
Ginger Carlucci, Program Specialist	252-4181
Susan Ferguson, Program Specialist	252-4524
Colleen Meland, Program Specialist	252-4525
Shannon Vogt, Program Specialist	252-4523
<b>School-Based Occupational Therapy Staff</b>	
<u>Jo-Ann Vargas, Lead School Occupational Therapist II</u>	252-4538
Danielle Allen, School Occupational Therapist II	252-4518
Nicole Blizzard, School Occupational Therapist II	252-4513
Tania Canales, Contract Certified Occupational Therapist Assistant	252-4564
Patricia Chavez, School Occupational Therapist II	252-4511
Tara Douglas, Certified Occupational Therapist Assistant	252-4564
Elisa Lucero, Contract Certified Occupational Therapist Assistant	252-4564
Tracey Ravanzo, School Occupational Therapist II	252-4175
<b>School-Based Physical Therapy Staff</b>	
Belinda Block, Physical Therapist	252-4544
<b>Educationally Related Mental Health Services Staff</b>	
Sonia Chavez, Behavioral Health Counselor	252-4537
Stacy Gray, Behavioral Health Counselor	252-4510
Sepehr Kalantari, Behavioral Health Counselor	252-4546
<b>Transition Partnership Project Staff</b>	
<u>Helen Junker, Transition Project Assistant</u>	252-4514
Vera Diaz, Work Incentive Technician	252-4539
April Gomez, Transition Case Technician	252-4517

Sandie Gutierrez, Transition Case Technician  
Sapoaluga "Suzi" Toki, Work Incentive Technician  
Danette Villalobos, Transition Case Technician

252-4516  
252-4520  
252-4515