**IRVINE UNIFIED SCHOOL DISTRICT**

**Special Education Department**

**Community Advisory Committee (CAC) Meeting**

**September 19, 2019**

**Meadow Park Elementary MPR**

**MINUTES**

**(Chair) Call to Order Time: 6:07pm**

**Welcome and Introductions**

* **CAC Advisory Board:** Bernadette Ah-hing, Robin Cowan, Donna Billimek
* **School District Board:** N/A
* **District Staff:** Melanie Hertig, Allison Robbins, Lisa Torkzadeh, Jennifer O’Malley, Anna Ziemann, Sean Viney, Angela Paterson, Stephanie Pettey, Christina Reyes, Stacy Kredel

**Attendance: Voting members, Non-Voting members**

* **Voting Members:** 20
* **Non-Voting Members:** 23

**Approval of the September 19, 2019 Agenda**

* **Motion By:** Rena Stites
* **Second By:** Mindy Schweitzer
* **Agenda Approval Passed:** Approved - Ayes: (18) Noes: (0)

**Approval of the minutes from the May 9, 2019 Meeting**

* **Motion By:** Robin Cowan
* **Second By:** Donna Billimek

**Agenda Approval Passed:** Approved - Ayes: (18) Noes: (0)

**Committee Report/Discussion/Action Items**

**CAC Chair, Bernadette Ah-hing**:

* Pulse on Principal Communications for CAC: Three Participants raised their hands that they received a communication from their principal or teacher.
  + IUSD Parent Resource Guide –by show of hands, how many people received it?

One parent (Irvine H.S)

* CAC Brochure (roles and responsibilities) can be found on the IUSD website on the CAC page <https://iusd.org/sites/default/files/documents/cac_brochure_revised.pdf>.
* FMLA and what that means for working parents: The Federal Department of Labor determined that IEPs are eligible for the Family Medical Leave Act which allows working parents to be paid for their time participating during the IEP (www.dol.gov 9/8/19 letter).
* Abilities Awareness District Wide – Each class will participate in rotating interactive stations for a total of 30 minutes to “try on” different disabilities such as ADHD, speech and language delays, autism, etc.
  + We have two schools that participated last year, hoping that all schools will participate in any month that works best for their school, need volunteers to run modules.
  + *Question from parent, how will Abilities Awareness look?* Bernadette shared an example for how abilities would look like sharing about rotations taking place in the MPR, having a follow up lesson plans in class, and explaining that the first step in getting this all rolled out is securing volunteers in each school site.
* CAC Collaboration with PTA presidents (October 16 meeting) and introduction of PTA liaison Jane Wood. Jane serves as a PTA President, has children at both Woodbury & Jeffrey Trail and believes that PTA wants *“Students to get the best experience possible in all the things that the PTA does for ALL kiddos”*
* Liaisons needed at each school. Participants were asked to please add their name to the volunteer list. A list was in the back of the room for current parents to sign up and participate.
* Subcommittee update: Inclusion Sub- Committee looking to meet later in September.
* Superintendent Terry Walker’s recent email sharing District strategic initiatives (updated every 5 years). This is a chance to share how the strategic initiatives align with your child’s experience and what you hope for your student. It is where IUSD determines their focus and provides funding. We are encouraging parents to write in the comments section for each strategic initiative. The comments will express how your child with special needs is currently or can be supported in that particular area. It is important to comment so that both funding and resources can be used for ALL children in IUSD.

**CAC Vice Chair, Robin Cowan:**

* November LCAP workshop: Robin Cowan (CAC Vice Chair) thanked the IUSD Board and Special Education Team for the opportunity for CAC members to participate and collaborate during the November LCAP CAC meeting!
* 2018 Goals Update:
  + Thank you to those who have helped secure childcare for the guardians who need it!
  + Website improvements - easier to access, more robust answers as to process
* <https://iusd.org/about/departments/education-services/special-education/special-education-parent-resources>
  + We would also like to take this time to share with you that there are multiple resources on the worldwide web to prepare template letters for communicating to any School District psychologist, request assessments, and advocating for your child. We hope that IUSD will create their own templates. We would like IUSD to provide template letters specific to Special Education for our IUSD parents. We’ve requested changes that language be more explicit to accommodate English language learners
* 2019 Goals Proposal and Vote (CAC Vice Chair read out load to the crowd)

1. Create a thriving CAC community and board partnership as evidenced by increased membership and collaboration opportunities such as:
   * LCAP Stakeholder participation
   * District wide Differing Abilities Awareness Day
   * Local Plan stakeholder participation
2. Create an IUSD approved and Website available “Parent Handbook” that includes Parental Rights, Procedural Safeguards, and the IEP Process in an easy to read format:

* Access to Records
* Prior Written Notice
* Informed Consent, including the Right to sign in full, with exception or not at all.
* Evaluation Procedures and Independent Educational Evaluation
  + IEP Meetings, including the ability to invite outside parties, facilitated IEP participation, and provide IEP team with comments to the IEP.
* Benefits of speaking with other parents with children in the same classroom
* School policies about volunteering in their child’s classroom

1. Promote and enhance inclusive practices
2. Assisting IUSD with the creation of accessible playgrounds
3. Advocacy/Legislation partnership with Irvine School District and Irvine parents/Community members and IUSD Board members

Feedback?

**Motion to vote on the 2019 goals:**

**Motion: Robin Cowan, 2nd Valerie Nelson**

**Vote Ayes: (21) Noes: (0) – 2019 CAC Goals Approved**

* School Site Council is available at every IUSD school site and positions are voted upon (you can ask to be on the council prior to the vote). School Site Council gives quality reviews & may be important to you as a parent of a child with special needs because it can help support & make sure your child’s needs are represented.
  + School Plan for Student Achievement (SPSA) calls out subgroups such as:
    - Special Education Advisory Committee
    - English Learner Advisory Committee (21+ students) and
      * GATE Committee –
        + When is it appropriate to include these committees per school site? What % of students are needed?
  + Needs assessment for students include related areas of growth and focus, as well as a scorecard for special needs students for the school they attend and all align with the District LCAP (Local Control Accountability Plan)
  + LCAP Targeted student groups are English learners, Low Income/Foster Youth Students

**Executive Director Report, Melanie Hertig:**

* New School year, welcomed parents who are attending for the first time
* Introduced staff
  + Went over brochure.
* Professional Learning Day: August 19th
  + Psychologist engage in training on working with children who experience school avoidance or school refusal
  + Special Education Teachers:
    - Best Practices for academic achievement
    - Supporting behavior challenges in the classroom
    - Ways to effectively utilize assistive technology in the classroom
    - Guidance from the legal lens on legally compliant IEP’s and the IEP process
  + Occupational/Physical Therapists’ and Adapted Physical Education Specialists:
    - Best Practices for assessments
  + Speech & Language: Training from an outside expert: Anna Vagin
    - ‘Hi and Bye’ Are Easy, It’s the Middle Part That’s Tricky
    - ‘Keep Talking’ Narrative Development for Language and Social Learning
  + Visual & Performing Arts (VAPA) Group:
    - We had four teachers and two administrators participate in the OCDE All Kids Project this summer (two music teachers, one dance, and one visual art). Attendees received training in Universal Design for Learning (UDL) and strategies to apply it to the different art forms. Each attendee has/will present on UDL for a staff training and be a resource for PLC teams.
    - Two secondary schools applied for the portion of the grant called United Sound. This program is a partnership between the music teacher, special education teacher, students in special education and typical peers. Students in special education can access the music class by partnering and learning with typical peers who serve as mentors.
    - Liz Byron was the UDL trainer for visual arts at Orange County Department of Education (OCDE). IUSD was able to bring Liz back on August 19 to present to all K-12 VAPA teachers. Teachers learned about UDL and had opportunities to practice UDL strategies and refine lessons and activities to include access for all students. Since the training, several PLC teams have set goals to include UDL strategies and individual teachers have made UDL a primary focus for their 2019-2020 goals. Teachers are in the process of refining lessons and mindfully reducing barriers and celebrating learning differences so that all kids can engage with the curriculum in a meaningful way.
    - We are also sending a team of VAPA teachers to the VSA conference in October. Let parents know they are excited to have each and every student develop their creativity through the arts.
* VSA Intersections: Arts & Special Education Conference, Local partners include OCDE, Segerstrom for the Arts & IUSD
  + October 25-28, 201 - Irvine, CA - Irvine Hotel
    - Great opportunity for our staff to learn more about inclusive arts programs.
* Inclusive Practices That Work with Dr. Villa and Dr. Thousand
  + 5 day series between October and May of 2020 - OCDE
    - We are sending a team of general education and special education staff
* Autism Conference - Transitioning to Adulthood
  + September 24th - OCDE
    - Sending adult transition staff
* LCAP Activity: November 14th AM Presentation/Workshop
  + The way they fund, Local control funding formula. As we use dollars, goes to LCAP plan
  + Goals:
    - All students meet standards
    - Students have access to resources
    - Students have supportive learning environments
    - Parents engaged as learning partners
  + Review the LCAP actions that support our students with IEPs
  + Activity to solicit from our parents feedback about how we may enhance those investments or other areas to consider
  + School site councils and PTA groups.
  + Solicit feedback from our parents.
  + Similar activity with stakeholder groups. Changing up activity. Sticker activity on the issues are most important. Parents have opportunity to share what they think would help our student in the classroom. No more sticker activity.
  + School site councils and PTA groups participate in these stakeholder groups as well.
* Orange Unified: Public Information Announcement
  + Regarding student in golf cart incident.

**Secondary Director Report, Allison Robbins:**

* Addressed the recent golf cart incident at a High School in the Orange Unified School District. IUSD staff that operates a golf cart have been trained. Staff is trained every three years. All IUSD golf carts are key operated. No IUSD students are allowed to ride the golf carts.
* Woodbridge H.S. has been recognized for their participation in the Special Olympics. This has shown school leadership, inclusive practices, student clubs, and provided sports & leadership at recess.
* Upcoming Professional Learning Communities (PLC) will be focusing on what’s working, challenges & best practices. The first PLC will begin in a few weeks and is 4 times a year.
* Sweet Shade Park is opening an All Abilities Center & Park. The City of Irvine is looking for community feedback from family members or individuals with Special Needs.

**Pre-School/Elementary Director, Lisa Torkzadeh:**

* Erin Ferguson is now an ECLC pre-school full time program specialist who will oversee staff development, inclusive practices, assessment and behavior, sensory needs, & professional training such as Learning Links and Stepping Stones.
* Regionalized programming:
  + Loma Ridge and Greentree: New programming – SAI2
  + K-6 AUT programs
    - We want to grow the communities.
  + BSLC program at one site

**Informal Dispute Resolution Director, Jennifer O’Malley:**

* Facilitated IEP Training for the 2019-2020 School Year
  + We are currently in our 4th year. All sites should be trained by the end of this school year.
  + Always striving to improve our processes. This is an opportunity to come more collaborative as a team and who has what role.
  + A few families in attendance has indicates they had been through the process.

**Elections:**

Elections took place by ballots.The following individuals were voted in by CAC members and will serve as the 2019-2020 CAC Advisory Board:

* Robin Cowan, Chair
* Bernadette Ah-hing, Vice-Chair
* Valerie Nelson, Secretary

**Public Comments:** No Public Comments

The CAC invites members of the public to present information to the Committee and District about topics of interest or concern to individuals. We have provided a form to document your comments and facilitate CAC follow-up. When you are called upon, please provide your name. If you do not wish to speak, you may ask someone to speak for you or submit your input in writing. Please note that time limit of 3-minutes per presentation may be applied to maximize community participation. Please submit your form to the Secretary prior to the start of the meeting. Thank you.

**Adjourn Meeting: 6:59 pm**

**Presentation:** State Council of Developmental Disabilities on Parental Rights - Christine Tolbert

**Next CAC meeting is Thursday November 14th 9--11am on LCAP as STAKEHOLDERS**