



Community Advisory Committee Meeting  
**November 28, 2012**  
 Santa Cruz County Office of Education ~ Board Room  
 400 Encinal Street Santa Cruz, CA 95060  
**6:30 p.m. - 8:00 p.m.**

**Approved Minutes**

<b>1.0</b>	<b><u>Call to Order</u></b>			
	Meeting was called to order at 6:34.			
<b>2.0</b>	<b><u>Roll Call</u></b>			Vacancies as of 9/21/2012
	Bonny Doon Elementary School District Happy Valley Mountain Elementary Pacific Elementary			2 Vacancies
	Delta Charter School Pacific Collegiate	X	Katie Merchant/Kris Neustadter (SEC Representative)	
	Live Oak Elementary School District	A X	Erica Sowder, Marie Hausmann	
	San Lorenzo Valley Unified School District	X A	Rebecca Cernac (Chair) Lauri Lewis	
	Santa Cruz City School Districts	A	Erika Zavaleta	3 Vacancies
	Santa Cruz County Office of Education	A X	Amanda Owens Susan Skotzke	
	Scotts Valley Unified School District	A A	Bronwen Oglesby Teresa Cummins	
	Soquel Union Elementary School District			2 Vacancies
	North Santa Cruz County SELPA	X	Harriet Maglin	
	Members at Large	A A X	Tracey Marquart Victoria George Leah Flagg-Wilson	
<b><i>QUORUM: A quorum shall consist of those CAC voting members present at the meeting. A minimum of four LEAs must be represented</i></b>				
<b>3.0</b>	<b><u>Review and Approval of the May 30, 2012 Minutes</u></b>			
	M/S/C: Flagg-Wilson/Hausmann /All Ayes			
<b>4.0</b>	<b><u>Adopt Agenda</u></b>			
	M/S/C: Weitfert/Flagg-Wilson /All Ayes			
<b>5.0</b>	<b><u>Public Input (Three minutes per person) as per CAC Open Forum Policy Statement</u></b>			
	Ms. Skotske attended the Abilities Expo in San Jose, CA. There she was able to obtain lots of resources related to cutting edge products and services. She brought books to share with the board.  Stacy O'Farrel introduced Carmela Weitfert as a new Santa Cruz City Schools CAC representative. Ms. O'Farrell is actively working on filling the two other open spots.			
<b>6.0</b>	<b><u>Reports</u></b>			
	6.1	Chairperson Ms. Cernac reviewed last year's accomplishments: Legislative Day in Sacramento, CA. The next one is on May 1 <sup>st</sup> 2013. Award Recognition Ceremony. Art Competition. The board is currently working on it.  Ms. Cernac is now attending the SEC Directors meetings.  The CAC website is up and running and being updated regularly.	Rebecca Cernac	

		<p>CAC hosts three workshops annually. The most recent was a Bullying Prevention workshop. Administration and staff were in attendance.</p> <p>Leah added that she wanted to thank Kris Neustadter, Tracy Thomas, and Mary Gaukel for being part of the panel. Ms. Flagg-Wilson would like to see more representatives attend future workshops.</p>		
6.2	<p>SELPA Administrator</p> <p>Diastat law passed in July. Trained volunteers can administer diastat services. Voluntary.</p> <p>Santa Cruz High School was found disproportionate in the area of identification of African American students with a Specific Learning Disability, and San Lorenzo Valley was found disproportionate for suspension/expulsion for Hispanic students. LEA Superintendents received a letter from CDE in October informing them of the determination with instructions on how to conduct the required review. The reviews must be completed by December 14, 2012.</p> <p>Administrators Special Education Leadership Academy was held November 16<sup>th</sup>. This was an overview of special education laws and regulations, as well as an overview of the IEP process. The presentation was also co-lead by Gerri Fippin and Stacy O’Farrell. There were 15 administrators in attendance. Training evaluations indicated that administrators were most interested in another session in effectively facilitating IEP meetings.</p> <p>Closing out 2010-2011 Self Review. Scotts Valley is completely cleared from their Verification Review. SCCOE Alternative Education verification review is in the final steps.</p> <p>Bordering SELPAs in the region met for their Region 5 meeting. Ms. Maglin acts as chair and the group is working on collaborating on professional development.</p> <p>SELPA has finalized an AB3632 Funding Allocation Model. Starting 13/14 school year, funding for regional programs will be at 100% utilization.</p> <p>Special Ed. Directors have also finalized the NSCC Procedural Handbook. It is available online.</p>	Harriet Maglin		
6.3	<p>SEC Liaison</p> <p>Directors are working to complete the December 1 Pupil Count.</p> <p>Directors are also working on DRDP assessments for preschool age students. The due date has been extended. It is a great assessment for overall development.</p> <p>During the meeting, Dave Kramer from California Childrens Services (CCS) attended. He gave the group a presentation on eligibility criteria, funding models and how to access services.</p> <p>The Special Circumstances Instructional Aide (SCIA) Policy has been redeveloped and there will be a training on February 1, 2013.</p>	Katie Merchant		

	<p>The Diagnostic Center will begin a new cadre, California Autism Professional Training and Information Network (CAPTAIN), based on the PENT which is a trainer of trainers model. Goals are statewide access to ongoing training, support and technical assistance to implement EBP and insure fidelity of implementation with a forum for collegial communication and support, training modules and manual which outlines both process and content, and website access to material and list serve (or perhaps a blog for users). CAPTAIN will provide Annual Training Summits starting in fall 2013.</p> <p>The SELPA will host a Legal Workshop on December 4 2012.</p> <p>CANS Cohort Group will meet. CANS is a therapy programs that has been implanted since mental health services have ceased. This training was geared towards psychologist. The transition since Spring has gone really smoothly. SCCS and SCCOE have contracted with Student Services program that has been successful as well.</p> <p>Job Alike Meeting OT, PT and APE meeting will be on December 17, 2012.</p>		
<b>7.0</b>	<b>Action Items</b>		
	7.1	<p>Nomination of CAC Chairperson Election Ms. Flagg Wilson nominated Ms. Cernac</p> <p>M/S/C: Flagg-Wilson/Weitfert /All Ayes</p>	
	7.2	<p>Nomination of CAC Vice Chair Person Ms. Cernac nominated Ms. Weitfert</p> <p>M/S/C: Cernac/Flagg-Wilson /All Ayes</p>	
	7.3	<p>Nomination of CAC Treasurer Ms. Cernac nominated Ms. Flagg Wilson</p> <p>M/S/C: Cernac/Skotske /All Ayes</p>	
<b>8.0</b>	<b>Discussion Items</b>		
	8.1	<p>Update on Art Competition and mounting of artwork Deadline November 30, 2012. Ms. Cernac visited Clarity Arts, a day program for adults. They have donated their venue to mount the CAC Art Competition artwork. Mounting will take place on January 26 2013 from 9am -12 at Clarity Arts.</p> <p>Ms. Cernac asked the board for any suggestions on where to get cards made for Art Ceremony event. The sale of these cards provides revenue for the next years event.</p> <p>Ms. Maglin suggests getting the press/publicity involved. Maybe partner with Sentinell, First Friday Art company or the Santa Cruz Weekly.</p> <p>Ms. Cernac also would like to acknowledge Wendy Harrison for all her help with the project throughout the years. Perhaps give her an award.</p> <p>Food and refreshments needed for February Art Ceremony event.</p>	Vicky George
	8.2	<p>Subcommittees Report</p> <ul style="list-style-type: none"> <li>a. <i>Local Plan Review and Policy Making Committee</i></li> <li>b. <i>Membership and Publicity Committee</i></li> <li>c. <i>Parent and Community Education Committee – 2012-2013 Parent Workshops</i></li> <li>d. <i>Program Needs and Priorities/ Personnel Development Committee</i></li> </ul>	

		<p>Ms. Cernac wants subcommittees to be reassigned. At next meeting sign up sheets will go around. An email will go out to group to sign up.</p> <p>Next workshop. Ms. Leah Flag-Wilson is the only one on subcommittee. She suggests putting a panel together to inform parents with young students put she needs assistance. Ms. Weitfert and Maria Rodriguez from Early Start volunteered. The workshop will be on February 13, 2013. Feb. 13<sup>th</sup> is the next workshop.</p>	
<b>9.0</b>	<b>Review of CAC Bylaws/CAC Community Advisory Committee Guidelines 2011</b>		
	9.1	<p>CAC Self Review</p> <p>Ms. Cernac asked board to return to her by next meeting.</p> <p>She would like to see CAC info on newsletters.</p> <p>The superintendents have requested a one page FAQ on CAC. Ms. Cernac is working on that to give to them on December 11, 2012 at the next SECA meeting.</p>	
<b>10.0</b>	<b>Membership (Discussion Item)</b>		
	10.1	<p>Members at Large</p> <p>Tracey Marquart has missed three meetings in a row; therefore will no longer serve on the CAC Board. Ms. Cernac suggested that Maria Rodriguez Castillo, the Disabilities Coordinator from Early Start to be a new member at large. The recommendation will be brought forward at the next SECA meeting on December 11, 2012.</p>	
	10.2	<p>District Representatives</p> <p>There are still openings for the majority of the Districts.</p>	
<b>11.0</b>	<b>Adjournment/Next Meeting</b>		
	<p>Add Treasurer into CAC Bylaws</p> <p>Elections - Voting of Chairperson, Vice Chair and Treasurer</p> <p>CAC Self Review</p> <p>Workshop</p> <p>Subcommittee reassignment</p> <p>Clarity Arts Review/Updates for Art Competition</p>		

Meeting adjourned at 8:05p.m.