

# NOTICE OF PUBLIC HEARING

The Mid-Alameda County SELPA hereby gives notice that a public hearing will be held as follows:

## Regional Policy Board Meeting

The California Department of Education requires that each SELPA holds a minimum of three meetings annually. The purpose of the first meeting of the 2017-18 schoolyear will be held to begin the process of updating the RPB By-Laws and review the IntraSELPA MOU and related documents for the current school year. We will also receive updates from each of the LEA directors.

Copies of the October 16, 2017 Regional Policy Board Meeting packet are available for inspection at the Mid-Alameda County SELPA office.

**DATE:** October 16, 2017

**TIME:** 4:30 PM

**LOCATION:** CASTRO VALLEY UNIFIED SCHOOL DISTRICT  
CVUSD – Board Room  
4400 Alma Avenue  
Castro Valley, CA 94546

**For additional information contact:**

**Mid-Alameda County SELPA Office  
510-537-3000 ext. 1220**

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**Posted October 12, 2017**

**MID ALAMEDA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA**

▣ Castro Valley Unified ▣ Hayward Unified ▣ San Leandro Unified ▣ San Lorenzo Unified

Administrative Unit: Castro Valley Unified School District

4400 Alma Avenue  
Castro Valley, CA 94546  
510-537-3000 ext. 1220

**Regional Policy Board Meeting**

**October 16, 2017**

**4:30 pm**

***Board Room***

Castro Valley USD  
4400 Alma Ave.  
Castro Valley, CA 94546

**AGENDA**

- |  |             |
|--|-------------|
| 1. Welcome/Establish Quorum                  |             |
| 2. Introductions                             | Information |
| 3. Review RPB Meeting Minutes – May 15, 2017 | Action      |
| 4. Director Updates                          | Information |
| • San Lorenzo USD                            |             |
| • San Leandro USD                            |             |
| • Hayward USD                                |             |
| • Castro Valley USD                          |             |
| 6. Discuss revisions to RPB By-Laws          | Information |
| 7. Review 2017-18 MOU – MAC SELPA            | Information |
| 8. Public Comments                           | Discussion  |

# **MID ALAMEDA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA**

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Administrative Unit: Castro Valley Unified School District

4400 Alma Avenue

Castro Valley, CA 94546

510-537-3000 ext. 1220

## **Regional Policy Board Meeting**

**May 15, 2017**

**4:30 pm**

***Board Room***

Castro Valley USD

4400 Alma Ave.

Castro Valley, CA 94546

### **Meeting Minutes**

- 1) Meeting called to order by Board Member Jo Loss, 4:35 PM
  - i) Attendees included Jo Loss, Dr. Luis Reynoso, Evelyn Gonzalez, Suzy Williams, Ed Diolazo, Nanette Gray, Colleen Palia, Chris Krewer, Marilyn Stewart.
  - ii) Quorum established.
- 2) Open discussion of the by-laws requested by Jo Loss. By Law review – committee established to revise current by-laws. Committee members are Evelyn Gonzalez and Marilyn Stewart. Committee will schedule a meeting to review/revise by-laws.
- 3) Regional Policy Board Elections –election of officers – president and vice president. Effective date of this election term is January 2017 – due to current by-laws.
  - i) Dr. Reynoso was nominated to be President. Voice vote 4 – 0, all in favor, motion adopted 4 – 0.
  - ii) Jo Loss was nominated to be Vice President. Voice vote 4 – 0, all in favor, motion adopted 4 – 0.
- 4) RPB Meeting Minutes – March 27, 2017 meeting reviewed. Jo Loss motioned to approve, Evelyn Gonzalez seconded, March 27, 2017 meeting minutes approved 4 – 0.
- 5) Approve the following items:
  - a) Annual Service Plan- Suzy Williams explained the details of the Annual Service Plan.
    - i) Jo Loss motioned to approve, Dr. Reynoso seconded. Annual Service Plan approved with vote of 4 – 0.

- b) Annual Budget Plan – reviewed by all. Jo Loss motioned for approval, Evelyn Gonzalez seconded, motion passed 4 – 0.
  - c) Regionalized Services Budget – this is the operating budget for the MAC SELPA. The Regionalized Services Budget has been prepared in the same way for several years.
  - d) Evelyn Gonzalez motioned to approved the Regionalized Services Budget, Dr. Reynoso seconded, motion passed by vote of 4 – 0.
- 6) Review the AB602 draft – Suzy Williams provided presentation on AB602 budget development. Additional questions should be directed to SELPA Budget Analyst, Sandy Stiving.
- (a) Possible changes coming on Medi-Cal funding for school districts from the federal level. Suzy has article she will share with the board regarding this topic. Jo suggests each board member share this info with their respective school boards.
- 7) Select meeting dates for 2017-18 school year
- i) The June 5, 2017 meeting will be cancelled – all required actions have been addressed.
  - ii) Meetings in 2017-18 are generally scheduled for the 3<sup>rd</sup> Monday of October, January, March, May and June. Doodle invites will be sent to finalize the dates.
  - iii) Jo Loss motioned to approve meeting dates, Evelyn Gonzalez seconded, motion passed.
  - iv) Dr. Reynoso would like to be able to attend the meeting via call-in – current by-laws prevent this.
- 8) Public Comments
- i) Jo Loss recognizes and appreciates the attendance of the Regional Policy Board members.
  - ii) Marilyn Stewart and Jo Loss attended the CAC Excellence in Education Awards Banquet (May 10, 2017). Parents at the event requested additional training events – it has been suggested CVUSD include Special Education strand in Parent University.
  - iii) Group agreed to review the by-laws during the October meeting.
  - iv) Dr. Reynoso is happy to participate on this board. He’s interested in learning more about the financial aspects of Special Education, looking for transparency for public sake.
- b) Evelyn Gonzalez motioned to adjourn, Dr. Reynoso seconded. Meeting adjourned at 5:58 PM.

**Memorandum of Understanding  
FOR INTRA-SELPA TRANSFERS**

**Request by DISTRICT of Residence IEP Team and DISTRICT OF Service**

As part of the collaborative efforts of the four (4) Districts within the Mid Alameda County SELPA, CVUSD, HUSD, SLUSD and SLZUSD, for the provision of a full continuum of special education service options, and as a means of ensuring that students with disabilities receive a free and appropriate public education (FAPE) in the least restrictive environment, DISTRICTs may enter into agreements whereby students may be placed in another DISTRICT's special education program when deemed appropriate by the IEP team of the DISTRICT of residence with concurrence of its Special Education Director and the receiving Special Education Director.

When students require special education placement in programs other than those operated by their DISTRICT of residence, or, are being transferred back to their DISTRICT of residence, placement shall be made in an appropriate program through a coordinated IEP team meeting involving the DISTRICT of residence and the proposed DISTRICT of service. While the procedure outlined below emphasizes the importance of cooperation and collaboration, and incumbent upon the DISTRICT of service to execute its responsibility as if it were the DISTRICT of residence, in all cases where a child is placed out of his/her DISTRICT of residence, ultimate responsibility for placement, program, and due process issues remain with the DISTRICT of residence.

1. The Special Education director or designee of the **DISTRICT of residence** shall:
2. Ensure that all of the following data is accurate and present for review:
  - a. Student name
  - b. Birth Date
  - c. Parent Names
  - d. Address
  - e. Phone Number(s)
  - f. All medical and/or health and developmental assessment information must be current. The Individual Education Plan for the student shall be compliant to timelines. Academic assessments will have been conducted within the previous 12 months and a psychological evaluation within the previous two years unless agreed upon in writing that this is not necessary. If a student is due for a three-year evaluation within five months of the impending transfer, the DISTRICT of residence must have completed all psychological and related assessments prior to the student's entry into the DISTRICT of service's program, unless otherwise agreed upon in writing by the DISTRICTs.
3. Notify the administrator or designee of the potential DISTRICT of service of the request to consider a student for placement, and provide an opportunity for a staff member from the potential DISTRICT of service to observe the pupil in question.
4. Provide copies of all assessment reports and IEPs to appropriate staff of the DISTRICT of service at least five business days in advance of the scheduled joint IEP team meeting.

5. Coordinate the opportunity for parents to visit potential program placements. This opportunity and option should only be discussed with the parent/guardian after the potential DISTRICT of service has consented to such potential option.
6. Both the sending and receiving Special Education Directors will have communicated agreement prior to the convening of the IEP team. The MOU will be finalized following the IEP team meeting and will delineate the specific services, inclusive of administrative time, and payments for the extent of the current school year and ESY (if applicable).
7. At the appropriate time, coordinate the scheduling and notification of parents and staff members of both DISTRICTs of the joint IEP team meeting.
8. Coordinate with the DISTRICT of service, the arrangements for the transportation of the student to the new school. In all cases, the DISTRICT of residence is financially responsible for all transportation costs.
9. The DISTRICT of residence convenes and conducts the joint IEP team meeting and assumes all of the duties described for IEP team meetings.
10. Forward all relevant student records to the DISTRICT of service as soon as possible after the joint IEP meeting.
11. DISTRICT of residence will attend all annual IEP meetings. When significant issues regarding service needs and/or change of placement are being considered the district of residence will send a representative that has the authority to make decision and commit resources as needed.

When exploring the possible placement of a student in another DISTRICT, it is the DISTRICT of service in consultation with the DISTRICT of residence who makes the determination of whether the DISTRICT of service can offer a free, appropriate public education and implement the appropriate IEP within its program. With such authorization from the DISTRICT of service, the DISTRICT of residence may then make a formal offer of placement to the parents. The administrator or representative of the DISTRICT of service shall attend the IEP in which the offer is made.

Should the parents/guardians decline the offer, the DISTRICT of service shall not be a party to any future dispute between the DISTRICT of residence and the parents/guardians on the issue of appropriate placement. However, it is understood that DISTRICT of service may be called as a witness in any such dispute.

The **Special Education Director** or designee of the **DISTRICT of service** shall:

1. Participate in IEP meetings while the student is in the DISTRICT of service's program.
2. Provide notice to the DISTRICT of residence of all IEP meetings and maintain communication with the DISTRICT of residence regarding the status of the student.
3. Request attendance of the DISTRICT of residence at all IEP team meetings and when significant changes in services or placement are being considered or when a lack of accord is anticipated.
4. Be the authorized administrative representative for the DISTRICT of residence during the student's placement in the DISTRICT of service and shall act and make decisions/offers in the absence of the representative of the DISTRICT of residence.
5. Be responsible for oversight of the implementation of the agreed upon IEP.
6. Receive funding as set forth in the agreement between the DISTRICT of residence and the DISTRICT of service. Additionally, if the student requires related services, per the IEP, the cost

for all services will be the responsibility of the District of Residence. ALL AGREED UPON SERVICES WILL BE DETAILED IN ATTACHMENT A.

7. Provide as much notice as possible to the DISTRICT of residence if the DISTRICT of service believes that it no longer can offer an appropriate program and/or placement.
8. Should the DISTRICT of service determine the possible need for more intensive services or intensive placement during the course of the school year, the administrator responsible for special education from the DISTRICT of residence will be contacted to develop a plan of action. Any IEP meetings held to consider a change in placement or services will include representatives of both DISTRICTs at such meetings. The DISTRICT of residence remains the authorizing school agency and will be responsible for any additional costs for the remainder of the school year as reflected in the IEP as noted in #6 above.

The above activities and responsibilities are considered as minimum requirements. The DISTRICT of service may require additional steps or documents unique to the program needs. Such terms shall be set forth in writing. The terms may change by mutual consent of the educational agencies.

Castro Valley Unified School District

By: \_\_\_\_\_

Date: \_\_\_\_\_

Suzy Williams

Hayward Unified School District

By: \_\_\_\_\_

Date: \_\_\_\_\_

TBD

San Leandro Unified School District

By: \_\_\_\_\_

Date: \_\_\_\_\_

Colleen Palia

HSan Lorenzo Unified School District

By: \_\_\_\_\_

Date: \_\_\_\_\_

Ed Diolazo

Mid Alameda County SELPA

By: \_\_\_\_\_

Date: \_\_\_\_\_

Suzy Williams

Mid Alameda County SELPA

INTRA-SELPA FISCAL AGREEMENT FOR INDIVIDUALS WITH EXCEPTIONAL NEEDS

Attachment A

(For use within Mid Alameda County SELPA)

School Year \_\_\_\_\_

Initial Request

Annual Renewal

The \_\_\_\_\_ Unified School District, a participating public education agency in the Mid Alameda County SELPA, hereby requests that effective (date) \_\_\_\_\_, attendance be authorized for the pupil named below in a program operated by the \_\_\_\_\_ District, a participating education agency in the Mid Alameda County SELPA.

It is understood that the District of Residence shall be invited to all IEP meetings. In the event the District of Service wishes to consider changes in service(s), the District of Residence shall be notified prior to the IEP.

1. Name of Pupil

Birth date:

3. District of Residence:

4. Address (Number, Street, City, Zip)

4a. Phone 1:

4b. Phone 2:

5. Name of Proposed School Pupil will Attend:

5a. Proposed District of Attendance:

5b. IEP must be provided.

IEP Attached  Yes  No

6. Type of Services/Annual Costs:

SDC - \$9186

Speech - \$1472

VI Specialist - \$2284

HI Specialist - \$2284

Counseling - \$2284

Adaptive PE - \$1370

Orientation & Mobility - \$2284

Assistive Technology - \$1167

Braille Transcription - \$6902

Enlargement - \$2284

Behavior Management - \$1167

Triennial Assessment - \$1500

Estimated Summary of Services/Annual Costs: 0.00

7. Identify Unique Pupil Needs/Rational:

8. Disability

9. Additional Services to be Provided by

YES NO

Instructional Aide

Special Equipment

Other (Specify) \_\_\_\_\_

10. Transportation Provided by:

District of Attendance  District of Residence

Home-To-School Transportation Provided by \_\_\_\_\_

Other (specify) \_\_\_\_\_

11. Services not Covered by District of Service:

12. Comments:



**REQUIRED AUTHORIZATION (Please Sign Below)**

The authorized signatures below obligate the resident district to fund the placement as indicated above.  
This document shall serve as a formal agreement. Invoicing cannot occur unless all authorization are on file.

**District of Residence -**  
Signature (Authorized Agent)

**APPROVED**

Title:

**DENIED**

Date Signed

**District of Service -**  
Signature (Authorized Agent)

**APPROVED**

Title:

**DENIED**

Date Signed

**SELPA Authorization**  
Signature (Authorized Agent)

**APPROVED**

Title:

**DENIED**

Date Signed

District of Residence Contact Person:

Title:

Email:

Contact Person District of Service (If Approved Only)

Address:

Phone:

Fax:

Email:

**Draft**