

**California Association of Health and Education Linked Professions
Joint Powers Authority (CAHELP JPA)
GOVERNANCE COUNCIL MEETING
Friday, February 2, 2018, 12:30 p.m.
Roy C. Hill Education Center, 601 North E Street, San Bernardino, California 92415
MINUTES**

MEMBERS PRESENT: Academy for Academic Excellence – Lisa Lamb, Apple Valley USD – Tom Hoegerman, Baker Valley USD – Ronda Tremblay, Barstow USD – Jeff Malan, Desert Trails Prep – Debbie Tarver, Helendale SD – Ross Swearingen, High Tech High – Larry Rosenstock and Amy Biggs, Lucerne Valley USD – Peter Livingston, Needles USD – Dr. Mary McNeil, Oro Grande SD – Heather Griggs, Silver Valley USD – Jesse Najera, Snowline USD – Ryan Holman.

CAHELP STAFF PRESENT: Jamie Adkins, Peggy Dunn, Corinne Foley, Jenae Holtz, Linda Llamas, Kami Murphy, Daria Raines, Adrienne Shepherd, Jennifer Sutton.

OTHERS PRESENT: SBCSS – Jennifer Alvarado, D/M Operations – Rich Frederick.

1.0 CALL TO ORDER

The regular meeting of the California Association of Health and Education Linked Professions Joint Powers Authority (CAHELP JPA) was called to order by Chairman Tom Hoegerman, at 12:30 p.m., at the Roy C Hill Education Center, San Bernardino.

2.0 PUBLIC PARTICIPATION

None.

3.0 ADOPTION OF AGENDA

3.1 **BE IT RESOLVED** that a motion was made by Peter Livingston, seconded by Jeff Malan to approve the February 2, 2018 CAHELP JPA Governance Council Meeting Agenda as presented. A vote was taken, and the following carried 12:0: Ayes Members: Griggs, Hoegerman, Holman, Lamb, Livingston, Malan, McNeil, Najera, Rosenstock, Swearingen, Tarver, and Tremblay. Nays: None, Abstentions: None.

4.0 PRESENTATIONS

None.

5.0 CONSENT ITEMS (ACTION)

It is recommended that the Governance Council consider approving a number of Agenda items as a Consent list. Consent items are routine in nature, and can be enacted in one motion without further discussion. Consent items may be called up by any Council Member at the meeting for clarification, discussion, or change.

5.1 **BE IT RESOLVED** that a motion was made by Jesse Najera, seconded by Ross Swearingen, to approve the Consent Items as presented. A vote was taken, and the following carried 12:0: Ayes Members: Griggs, Hoegerman, Holman, Lamb, Livingston, Malan, McNeil, Najera, Rosenstock, Swearingen, Tarver, and Tremblay. Nays: None, Abstentions: None.

5.1.1 Approve the November 17, 2017 CAHELP JPA Governance Council Meeting Minutes as presented.

5.1.2 Approve the 2018 Theraplay Annual Certified Therapist Membership Dues for Rosalina Becerra, Julie McNeil, and Janice Titherley in the amount of \$150.00.

6.0 ACTION ITEMS

6.1 SBCSS D/M Student Services 2016-17 Final Budgets, LCFF Revenue Transfer, and Fee-For-Service Return (**ACTION**)

Jennifer Alvarado presented the D/M Operations (Student Services) 2016-2017 Final Budgets, 2016-17 LCFF Revenue Transfer, and Fee-for-Services Return reports. The LCFF revenue is used to offset the expenditures to run County operated programs. The 2016-17 Budget To Actuals Summary reflects \$3.3 million in additional revenue; primarily due to an increase in the number of services provided. In 2015-16 there was a program takeback notification that did not materialize resulting in additional revenue. Expenditures increased slightly by \$409,000 to accommodate the additional growth. The 2016-17 year ended with a \$3.9 million surplus, inclusive of the 3% set-aside reserve. Jennifer concluded \$2.8 million in excess revenue will be returned to local education agencies (LEAs) based on proportionate share.

6.1.2 **BE IT RESOLVED** that a motion was made by Ronda Tremblay, seconded by Debbie Tarver to approve the 2016-17 Final LCFF Revenue Transfer and the D/M 2016-17 FFS Return as presented. A vote was taken, and the following carried 12:0: Ayes Members: Griggs, Hoegerman, Holman, Lamb, Livingston, Malan, McNeil, Najera, Rosenstock, Swearingen, Tarver, and Tremblay. Nays: None, Abstentions: None.

6.2 Project Design Contract with Frick, Frick, & Jette Architects (**ACTION**)

Jenae Holtz reported the CAHELP Property subcommittee recommended seeking approval to enter into a contract with Frick, Frick & Jette Architects to begin the project design phase of the future CAHELP building and training center. The architects' costs will be 7.5% of the total cost and will be paid as phases are completed. The contract identifies the phases of the build out. Jenae concluded further details will be presented as the project moves forward.

Tom Hoegerman commented the next step is to determine the cost to build based on the architectural design.

6.2.1 **BE IT RESOLVED** that a motion was made by Ryan Holman, second by Ronda Tremblay to approve the request to enter a contract with Frick, Frick, & Jette Architects as presented. A vote was taken, and the following carried 12:0: Ayes Members: Griggs, Hoegerman, Holman, Lamb, Livingston, Malan, McNeil, Najera, Rosenstock, Swearingen, Tarver, and Tremblay. Nays: None, Abstentions: None.

6.3 D/M SELPA Policies & Procedures Chapter 5 (Revised) (**ACTION**)

Jenae Holtz presented D/M SELPA Policies & Procedures Chapter 5: Supports and Services. She stated this chapter was revised to update the Audiology Processes (Appendix J) and the SELPA Referral Procedures. D/M SELPA has taken a fresh look at how to best provide audiological services by collaborating with D/M Operations. The procedures were revised to ensure students get the services and equipment needed in a timely matter. Jenae concluded other minor formatting revisions were made throughout the chapter.

6.3.1 **BE IT RESOLVED** that a motion was made by Ross Swearingen, second by Peter Livingston to approve the revised D/M SELPA Policies & Procedures Chapter 5: Supports and Services as presented. A vote was taken, and the following carried 12:0: Ayes Members: Griggs, Hoegerman, Holman, Lamb, Livingston, Malan, McNeil, Najera, Rosenstock, Swearingen, Tarver, and Tremblay. Nays: None, Abstentions: None.

7.0 **CHIEF EXECUTIVE OFFICER AND STAFF REPORTS**

7.1 Property Update

Jenae Holtz expressed her respect and appreciation for the governance council members and their support and commitment to CAHELP's property acquisition. Jenae stated CAHELP staff are excited to know all staff will be able to be housed in one location when the building is completed. The property will also have a training center large enough to accommodate trainings/meeting for all staff of our

largest LEA members. Jenae presented a draft of the building design. CAHELP is considering a three-story building to accommodate all staff.

Jennifer Sutton reported CAHELP is compiling and analyzing data to project growth, and collecting input from staff on needs/ideas to be considered when working with Piper and Jaffray on the funding project for the initial building design.

Tom Hoegerman congratulated Jenae, Jennifer and the CAHELP staff on acquiring the property.

7.2 Real Estate JPA

Jenae Holtz reported she contacted Best Best and Krieger's (BBK) real estate division for advice on establishing a real estate JPA to manage the recently acquired property and future building for CAHELP JPA. Jenae also contacted the director of Southern California Risk Management (SCRM) for advice since SCRM has a real estate JPA and is waiting to connect. Jenae then stated Piper & Jaffray recommends only having 4 to 5 larger local education agencies (LEAs) as members of the CAHELP real estate JPA since the members would need to provide the collateral for the loan to build the facility. Jenae concluded all CAHELP JPA members would be the owners of the property.

7.3 CDE Compliance Items

Jenae Holtz provided an update on Special Education Compliance. She stated LEAs have corrected their Data Identified Non-Compliance (DINC) items and they have been reviewed by SELPA and submitted to the CDE. As of last Wednesday, all Performance Indicator Reviews (PIRs) have been received from LEAs. The SELPA reviews the PIRs prior to submitting them to the CDE on behalf of LEAs. Jenae stated that Victor Union High School District (VVUHSD) is in their second year of Comprehensive Review (CR), and is making great strides to meet the corrective items and be out of review by the end of this school year. Barstow Unified School District is currently in its first year of CR and Apple Valley Unified School District will start the CR process soon. D/M SELPA is providing support to ensure policies and procedures fit with what CDE is requesting. Currently CDE is conducting the student records review via technology. Jenae then reported one member LEA is in the significant disproportionality category. For the LEA in significant disproportionality, 15% of their federal funds are withheld to be used for coordinated early intervening services (CEIS). D/M SELPA also has about sixteen other LEAs in disproportionality. At the last State SELPA Administrators Group meeting there was discussions about special education compliance issues not aligning with the California Dashboard. The SELPA was not a part of the initial planning but is

now a part of the County School's Differentiated Assistance (DA) team to collaborate for providing support to LEAs.

Discussion followed regarding the needed advocacy to align the dashboard and special education compliance issues. Also, having the ability to disaggregate data to know details of subgroups will be helpful in the future to ameliorate the areas of concern.

7.4 PBIS Mid-Year Update

Jenae Holtz presented a SELPA Positive Behavioral Interventions and Support (PBIS) Mid-Year Data report. Jenae thanked the council for supporting the growth of the SELPA PBIS team which was based on the needs of school sites for SELPA to provide more PBIS on-site coaching and support for successful implementation and sustainability. The PBIS mid-year data indicates schools that are implementing PBIS have higher numbers of students meeting and exceeding California Assessment of Student Performance and Progress (CAASPP) English Language Arts (ELA) and Mathematics standards. The numbers of discipline referrals are also down in preschool and kindergarten programs that have implemented PBIS. Currently 109 schools are receiving coaching and training. The number of early childhood sites implementing PBIS has grown immensely. 79 school sites were recognized in the 2016/17 California PBIS Recognition Process. Jenae concluded overall the data shows student engagement and performance improves with PBIS.

7.5 Sky Mountain Charter School

Jenae Holtz reported El Dorado Charter SELPA notified D/M SELPA in writing that Sky Mountain Charter School has applied for membership with El Dorado. Jenae concluded if accepted, Sky Mountain Charter School will join El Dorado effective July 1, 2018.

7.6 Governance Council Meeting

Tom Hoegerman announced the next CAHELP JPA Governance Council meeting will be held Friday, April 6, 2018, at the Hesperia USD office. The council members agreed to start at 11:30 a.m. Lunch will be provided.

7.7 Information Items

7.7.1 D/M SELPA & Charter SELPA Due Process Summaries

7.7.2 D/M SELPA & Charter SELPA Professional Learning Summaries

7.7.3 Monthly Nonpublic School/Agency Expenditure Report

7.7.4 Monthly Nonpublic School/Agency Placement Report

7.7.5 Monthly Low Incidence Equipment Reimbursement Requests Reports

8.0 GOVERNANCE COUNCIL COMMENTS/REPORTS

Member Ronda Tremblay thanked the D/M SELPA for providing PBIS ongoing support at Baker USD. She stated the expectations are posted on the campuses and are being implemented. Ronda concluded PBIS is making a positive change.

9.0 CEO COMMENTS

None.

10.0 MATTERS BROUGHT BY CITIZENS

None.

11.0 CLOSED SESSION

None.

12.0 ADJOURNMENT

Having no further business to discuss, a motion was made by Ronda Tremblay, seconded by Jesse Najera to adjourn the meeting. The motion carried and the meeting was adjourned at 1:04 p.m.

The next regular meeting of the CAHELP JPA Governance Council will be held on **Friday, April 6, 2018**. The meeting will be held at 11:30 a.m., at the Hesperia Unified School District Office, 15576 Main Street, Hesperia, California.

Individuals requiring special accommodations for disabilities are requested to contact Jamie Adkins at (760) 955-3555, at least seven days prior to the date of this meeting.