

**North Orange County Special Education Local Plan Area
Superintendent Cabinet
Minutes of Meeting November 17, 2023**

Location/Time: Orange County Department of Education/ 11:30 a.m.

In Attendance:

Dr. Robert Pletka, Superintendent, Fullerton School District, and Chairperson of the NOC SELPA Superintendent Cabinet

Dr. Julienne Lee, Superintendent, Buena Park School District

Dr. Steve McLaughlin, Superintendent, Fullerton Joint Union High School District

Dr. Mario Carlos, Superintendent, La Habra City School District

Mr. Jim Coombs, Superintendent, Lowell Joint School District

Dr. Ramon Miramontes, Deputy Superintendent, Orange County Department of Education

Mrs. Analee Kredel, Chief of Special Education Services, Orange County Department of Education

Dr. Robin Gilligan, Director, North Orange County Special Education Local Plan Area

Mrs. Patricia Banuelos, Director of Fiscal Services, Orange County Department of Education

Mrs. Katherine Purnick, Program Coordinator, North Orange County Special Education Local Plan Area

I. Call to Order:

Superintendent Dr. Robert Pletka called to order the North Orange County (NOC) Special Education Local Plan Area (SELPA) Superintendent Cabinet Meeting at 11:47 a.m.

II. Approval of the North Orange County Special Education Local Plan Area Superintendent Cabinet Meeting Agenda for November 17, 2023.

The North Orange County Special Education Local Plan Area Superintendent Cabinet Meeting Agenda for November 17, 2023 was presented.

A motion to approve the NOC SELPA Superintendent Cabinet Meeting Agenda for November 17, 2023 was initiated by Mr. Jim Coombs. Dr. Steve McLaughlin seconded the motion.

Vote: 6 Yes, 0 No

Motion carried.

III. Open Session:

Superintendent Dr. Robert Pletka called for any communication from the public. No communication from the public was provided.

IV. Action Item(s):

1.0 Approval of the North Orange County Special Education Local Plan Area Superintendent Cabinet Minutes of Meeting August 25, 2023.

The North Orange County Special Education Local Plan Area Superintendent Cabinet Minutes of Meeting August 25, 2023 were presented for approval.

A motion to approve the NOC SELPA Superintendent Cabinet Minutes of Meeting August 25, 2023 was initiated by Mr. Jim Coombs. Dr. Mario Carlos seconded the motion.

Vote: 6 Yes, 0 No

Motion carried.

2.0 Approval of the North Orange County Special Education Local Plan Area Regionalized Services 2023-24 Revised Adopted Budget (AB) and 2022-23 Unaudited Actuals (UA) Report

The NOC SELPA Regionalized Services 2023-24 Revised Adopted Budget (AB) and 2022-23 Unaudited Actuals (UA) Report was reviewed. This report includes the new lease agreement with the Fullerton Joint Union High School District for the expanded NOC SELPA office space and it was noted that the increase in rent will affect the amount available in Regionalized Services reserves at the end of the year.

Dr. Steve McLaughlin initiated a motion to approve the NOC SELPA Regionalized Services 2023-24 Revised Adopted Budget (AB) and 2022-23 Unaudited Actuals (UA) Report. Dr. Mario Carlos seconded the motion.

Vote: 6 Yes, 0 No

Motion carried.

V. Discussion/Information Item(s):

3.0 Presentation: SELPA Finance - A Brief Overview

This was Part 2 of a multi-part series presented by the NOC SELPA Director. Topics covered in Part 2 included the various special education funding sources (State, Federal, and local), the history of special education funding, the framework used to allocate these funds within the NOC SELPA, and the responsibilities of LEA fiscal and program staff.

It was noted that the reported ADA is used to transfer funds on hand. Current year projections can be challenging because certified ADA numbers are not available until P2 is released in June.

This information has been shared with the NOC SELPA Special Education Directors and Business Officials.

4.0 North Orange County Special Education Local Plan Area Regionalized Services 2023-24 First Interim (FI) and 2023-24 Revised Adopted Budget (AB) Report

The North Orange County Special Education Local Plan Area Regionalized Services 2023-24 First Interim (FI) and 2023-24 Revised Adopted Budget (AB) Report was shared. Dr. Robin Gilligan confirmed that the 2023-2024 Revised Adopted Budget is based on unaudited actuals from 2022-2023.

This report will be brought for approval at the NOC SELPA Superintendent Cabinet meeting on January 29, 2024.

The NOC SELPA funding worksheet will also be provided.

5.0 North Orange County Special Education Local Plan Area Regionalized Services, OOHHC, and Mental Health Reserves Balances

The North Orange County Special Education Local Plan Area Regionalized Services, OOHHC, and Mental Health Reserves balances were shared. As a reminder, LEAs should be mindful of the impact on MOE when requesting and utilizing Mental Health reserve funds.

In order to request these funds, LEAs will need to complete the appropriate form, indicate what the funds will be spent on, and submit the form to the NOC SELPA office for processing.

6.0 Instructional Aide Staffing Cost Projections

The Instructional Aide staffing cost projections were shared. These projections were developed based on a request made at the August 2023 NOC SELPA Superintendent Cabinet meeting.

There was discussion regarding the challenges that LEAs are currently experiencing with filling open Instructional Aide positions, along with concerns regarding the impact of staff turnover on school sites and the importance of ensuring there are no conflicts with agency contracts or LEA union agreements.

Dr. Robin Gilligan confirmed that this model allows NOC SELPA LEAs to participate if they are interested but does not require participation if an LEA does not have a need for Instructional Aides.

This topic will be included on the agenda for the January 24, 2024 NOC SELPA Superintendent Cabinet meeting.

7.0 North Orange County Special Education Local Plan Area Coordinator Update

Dr. Robin Gilligan shared that the NOC SELPA has hired a new Program Coordinator who is scheduled to start on January 8, 2024. She has a teacher background and is a Board Certified Behavioral Analyst. This position will support behavioral needs across the NOC SELPA along with Instructional Aide training and supervision as appropriate to new hire assignments. The Program Coordinator will also be responsible for professional development aligned with the needs of the NOC SELPA LEAs.

8.0 North Orange County Special Education Local Plan Area LEA Share-Out

One Superintendent shared an update from their LEA, and another Superintendent expressed appreciation for the collaboration between the NOC SELPA office and its LEAs.

VI. Closed Session

A. North Orange County Special Education Local Plan Area Director Evaluation Protocol

The NOC SELPA Director's Growth Plan was reviewed. The Superintendents expressed their approval of the plan and appreciation for the work that went into its development.

VII. Suggested Items for Next Agenda

No additional items were suggested.

VIII. Adjournment

Dr. Steve McLaughlin motioned to adjourn the meeting of the NOC SELPA Superintendent Cabinet at 12:55 p.m. Dr. Mario Carlos seconded the motion.

Vote: 6 Yes, 0 No

Motion carried.