

**Parent and Community Services  
Community Advisory Committee  
PCS Auditorium  
Wednesday, November 14, 2018  
Minutes**

**CALL TO ORDER**

Lisa Mosko, Chairperson called the meeting to order at 10:04 am.

**PLEDGE OF ALLEGIANCE**

Karla Ysaia, Vice-Chairperson led the pledge of allegiance.

**PACKET OVERVIEW**

Karla Ysaia, reviewed the packet to ensure everyone had the meeting material.

**PUBLIC COMMENT**

There were no public comment speakers.

**ROLL CALL/ESTABLISH QUORUM**

Zella Knight, Secretary, called roll for the establishment of a quorum, there were 18 members present as of 10:14 am. A quorum was established.

**APPROVAL OF MINUTES**

Linda hall motion to approve the minutes with necessary corrections, deletions and additions. Bryan Davis seconded the motion. There was discussion on the motion. It was noted that a member was teleconferencing and that we would call roll for all motions. There was 14 in favor, 0 against and 4 abstained, the motion passed.

**UNFINISHED BUSINESS**

Lisa Mosko informed the committee that the division need more time to gather the data for students with disabilities outcomes, might there be a motion to table until next meeting.

*Motion*

Linda Hall motion to table the discussion on the aggregated date by grade level for the outcomes for students with disabilities updated data to the December meeting; Daniel Estrada seconded it. There was discussion on the motion. There were 13 in favor, 0 against 3 abstained. The motion passed.

**PARENT AND COMMUNITY SERVICES REPORT**

Dr. Rosalinda Lugo, Administrator discussed the following:

- Local District Study Groups held in October: Approximately 718 parents participated
- ELAC Convenings—Approximately 386 parents participated
- Volunteer Resolution to waive the fingerprinting fee passed
- Resource Guide Available
- School Experience Survey-Deadline December 7, 2018
- Parent Portal enrollment—Important tool to support parent engagement
- New members were added at November 13, 2018 Board Education

- December 4, 2018---Central District Committee Training Institute focus: IEP Part 2 here at PCS from 10:00 a.m.-1:00 p.m.

A question and answer session followed.

### **DIVISION OF SPECIAL EDUCATION REPORT**

Beth Kuffman, Associated Superintendent discussed the following:

- “A Parent’s Guide to Special Education Services” was revised in September 2018 and issued to schools in November 2018. It contains Procedural Rights and Safeguards and updated IEP dispute resolution processes.
- Reimagining LAUSD Focus Groups – held from October 4 – 25, 2018
- Letters sent home to parents – Under 70% Service provision – October 24, 2018
- A list of special education upcoming trainings was provided
- The LCAP has two new special education indicators under the LCAP Goal of Basic Services:
  - Percentage of children whose eligibility for special education services were determined within 60 days of guidelines
  - Students with disabilities receive services specified in their Individualized Education Programs (IEPs).
- A question and answer session followed.

### **PRESENTATION:**

Elsa Tinoco Enciso, Parent Educator Coach LD East, gave a presentation on Effective IEP Strategies for Staying Organized and Monitoring Progress. Members were given a binder and additional resources to aid in the presentation the task was to build a IEP binder for organization purposes she reviewed each section and document with the participants. The following was discussed:

- Importance of having a Binder Checklist, and separate it by sections with detail about what you can put in the IEP binder.
- Five key sections: 1. Communication 2. Evaluation 3. IEP 4. Report Cards/Progress/Notes 5. Sample Work 6. Behavior
- In the communication section have a school contact sheet, a call log and a summary of your conversations include date and time
- Have a copy of your Rights and Procedural Safeguards booklet in the IEP section for quick reference. Also, keep the most current copy of your child’s IEP on top in the IEP section. Keep old copies for your reference.
- Participants were told if they did not have a copy of the current IEP, they could find it in their Parent Portal account.
- Understood.org is a parent friendly website for families to get additional resources to support their child.

Parent created their personal IEP Binder as part of the presentation.

A question and answer session followed.

### **CHAIRPERSON REPORT**

Lisa Mosko, Chairperson discussed the following:

- Attended Officer's agenda planning meeting
- Board approval of new members to CAC
- Upcoming trainings

### **NEW BUSINESS**

Member proposed several items for new business:

- Changes in the Charter element
- Develop an Ad Hoc committee to review and revise family resource tools such the IEP and me booklet
- Parent Summit

#### *Motion*

Karka Ysais moved to extend the meeting 10 minutes; Paul Robak seconded it. At this time no member was teleconferencing, so the motion passed by consensus.

### **ANNOUNCEMENT FROM MEMBERS AND PCS STAFF**

Lisa Mosko, Chairperson ask members of the CAC and PCS staff if they had any announcements

- LAUSD 5K run in November 2018.
- IEP workshop part 2 December 4, 2018 at PCS 10:00 am.
- CAC next meeting December 5, 2018 at PCS 10:00 am.

### **ADJOURNMENT**

the meeting was adjourn at 1:09 pm.

Respectfully submitted by,

Zella Knight, CAC Secretary