



VENTURA COUNTY OFFICE OF EDUCATION

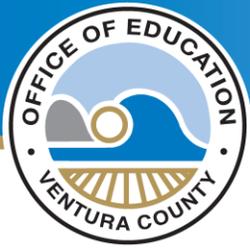
Dr. César Morales, County Superintendent of Schools



SARB Minutes
May 31, 2023
2:00 PM to 3:00 PM
Virtual

Attendees: Stacy Afsahi, Amber Bowman, Dr. Letitia Bradley, Bartley Brown, Cheryl Burns, Maureen Byrne, Christina Catapang, Elizabeth Chavez, Ray Gonzales, Alfredo Gutierrez, Vanessa Hernandez, Erika Jimenez, Heather Johnson, Laurel McWaters, Alex Mejia-Holdsworth, Dr. Cesar Morales, Veronica Rauschenberger, Stefanie Rodriguez, Alicia Serrato, Stefan Sisman, Jamie Snodgrass, Colleen Steed, Patricia Valenzuela, Dr. Consuelo Hernandez Williams, Mike Winters, Connie Wright

- I. Welcome - Dr. Consuelo Hernandez Williams/Mike Winters/Stefanie Rodriguez
<https://bit.ly/VC-SARB>
Mr. Winters welcomed everyone to the meeting. Special guest, Dr. Morales, County Superintendent, joined the first part of the meeting. Dr. Morales shared with the group he was excited to have an opportunity to say thank you on behalf of the community, the families served and the districts. He congratulated everyone that worked during the Pandemic. He let everyone know that all of them have done their job exceptionally well. No student is invisible. He thanked each staff member for going above and beyond to the students in Ventura County.
- II. Review of Minutes, May 3, 2023
Mr. Winters asked that everyone review the minutes from the May 3rd meeting (previously emailed). Ms. Bowman made a motion to approve the minutes. Ms. Catapang seconded the motion, and the motion carried with all in favor.
- III. Public Comments
Mr. Gutierrez introduced a new member, Ms. Alicia Serrato. Ms. Serrato will be taking over SARB at Oxnard School District. Mr. Winters welcomed her to the group.
Mr. Winters thanked Ms. Mahone for facilitating the May 3rd meeting.
- IV. Partner Reports/Updates
 - District Attorney's Office - Ms. Byrne thanked the DA's office and the entire SARB Team. She stated that 2022-23 broke records for the amount of SARB Meetings. She asked that Mr. Winters please give Ms. Wright the proposed dates for SARB for the next School Year.
 - Public Defender's Office - Nothing to report
 - Probation Agency - Nothing to report
 - VCOE Court & Community - Ms. Rodriguez shared the Alternative Education enrollment. She reported that a lot of students will be returning to their home district. She thanked all staff for attending meetings and for their partnership. Mr. Rodriguez invited the team to the Gateway graduation ceremony that will take place on June 5th at 6 PM at the VCOE Conference and Educational Services Center. Gateway has 15 graduates. The Odyssey program will have three graduates this year.



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Behavioral Health - Ms. Johnson shared that they are set to go live with a new records system on July 1st. She stated they are still looking for staff and that recruitment is consistently open.

- Public Health - Nothing to report
- Human Services Agency/Children Family Services - Nothing to report
- Human Services Agency/CalWORKS - Nothing to report
- Interface Children & Family Services - Nothing to report
- Community Partners - Nothing to report
- School Guidance Personnel - Nothing to report
- Parent - Nothing to report

V. State SARB

- Next State SARB Meeting July 20, 2023; 9:30 AM-3:00 PM
- Registration link: <https://www.cde.ca.gov/ls/ai/sb/sarbmeetings.asp>

Mr. Winters shared information regarding the upcoming July 20th State SARB Meeting.

VI. SARB Staffing Changes 2023-24

Mr. Winters asked for any changes in the coming school year for your district be emailed to Ms. Roman. Once we receive the updates, we will update the contact information.

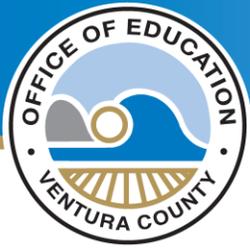
VII. SARB Summary Data 2022-23

Mr. Winters reviewed the SARB Summary spreadsheet with the team. He shared that this data does not go to the State. He asked that if some columns did not apply, please skip to the next column.

VIII. SARB Member Questions/Insights/Best Practices

Ms. McWaters asked if a district has a student who has been expelled and they refuse to enroll at Gateway, what is the best practice? She shared she has told districts that have asked this question to send a compulsory letter and send a SARB letter. Dr. Williams asked that the districts tag team until the student has enrolled in the alternative setting. The student remains a student of the district. Once the student shows up for orientation, Gateway can enroll the student. Communicating is very important during this process. If transportation is a barrier, help to get a parent to the orientation may be available. When engaging in conversations leading up to expulsion, please ensure SIS is current with information.

Dr. Bradley gave an example with CALPADS, stating they mark the expulsion date with the date of the Board meeting. If a student refuses to go anywhere, they log in the expelled date after the meeting. Students should continue to be marked absent. Mr. Gonzales stated that when they conduct the pre-conference expulsion meeting, and review their rights, they are told school still has to continue. Students are told if Gateway doesn't work for them, they are informed about other options, such as Charter schools. When they leave, they have the knowledge that they have to be in school and they have options. If they refuse, letters are sent home. Mr. Gonzales stated that they do not want the student to be in the drop out lists, so they continue to check in with them. Ms. McWaters asked what



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happens when they ultimately refuse. Ms. McWaters requested if all the different districts can reach out to APs, as they had a lot of SARB meetings where the AP was not present. She added that it is very difficult to resolve an issue if the AP is not there. She asked that a message be sent informing them of how important it is to have an AP available at SARB meetings. Mr. Winters stated that that is a great point and agrees having an administrator at the SARB meetings. Ms. Wright is receiving questions asking if it ok to have a SARB meeting after school has finished? Mr. Winters stated that is grey area, if the school year has ended. He does not think it can be an official SARB meeting if school year ended. Dr. Williams stated best practice is to SARB within the school year and not appropriate to have a SARB meeting after the school year has ended. She suggested having a meeting to promote other opportunities. Mr. Gonzales suggested having a SARC (local meeting) with an SST to review; this will give parents information. Ms. McWaters stated reviewing the progress of a student that has been placed on a contract. Dr. Williams shared reviewing their goal setting would be recommended, especially with the onboarding of new administrators or transition of roles within the district.

Dr. Williams shared the S4 workshops scheduled for the 2023-24 school year. She asked all to register for the workshops and if anyone would like a review earlier, please reach out to her or Ms. Rodriguez. Mr. Winters suggested inviting students in August or September to review their attendance and have a proactive discussion.

Ms. Steed shared students not attending school should be marked with an unexcused absence code. All absences call for chronic absenteeism. When the student enrolls at Gateway, that is the exit date that should be recorded. If recorded as an A or P, this will initiate a robo call. Dr. Williams asked if any district has a team of committed individuals that need training, a training can be set up for June or July. Any LEA may reach out for training in person or via zoom. Ms. Steed asked who uses attendance works. Discussion followed to add Attendance Works on the September agenda meeting and invite Ms. Steed to present. Dr. Williams shared the SARB google folder and reminded the team that sample letters and annual notifications are in that folder.

Ms. Burns shared information regarding expiration dates for SARB contracts from the State SARB Handbook <https://resources.finalseite.net/images/v1636049504/sdcoenet/yn4bpqrzs47dgoeeldxb/StateSARBHandbook5-14-2018corrected.pdf>

The following information was shared:

The Attorney General's Office recommends including an expiration date on the SARB contract.

- Best practice is to use logical expiration dates tied to natural transition points, like the end of the year for the highest grade level of the school the student is enrolled in.
- If the student's attendance is still a concern when the contract is near expiration the SARB should re-hear the case and update the contract. As students get older they may require different supports and directives.



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Ms. McWaters shared the practice has been to start fresh every year. Dr. Williams agreed, a fresh start at the beginning of each year. It was stated that page 81 asks if a citation can be issued for previous years, stated that is not a good idea.

Ms. Bowman shared an upcoming CASCWA State Conference scheduled for April 24-26 in Monterey.

Dr. Williams asked if anyone would like to share information on other conference at this time or the information can be emailed to Ms. Roman.

Mr. Winters shared that he has been trying to come up with a mock SARB meeting to share with staff and they can observe how a SARB meeting is run. He shared this can done in person or zoom.

IX. Kids on the Move

Ms. Jimenez, asked about student CK and shared DOB, originally thought he had moved to Ventura, but they keep checking CALPADS and he is not showing up. The parents are not answering the phone calls. Ms. Burns shared she had nothing on the student. Mr. Winters asked if a wellness check had been made? Ms. Jimenez confirmed the wellness check has been made. Dr. Williams suggested speaking to the teachers, coach, other staff members, etc. and ask if they have status on the student. Dr. Williams did not recommend dropping the student, as technically he is still the enrolled district's student. Ms. Burns stated that after a lot of contact, at their district the student is dropped. A suggestion was made to review the district's Board Policies and Administrative Regulations with anything related to attendance.

X. Upcoming Trainings/Workshops/Items and Resources

XI. Next Meeting – September 2023 (Date TBD)