

NOTES FROM:

COMMUNITY ADVISORY COMMITTEE (CAC) FOR SPECIAL EDUCATION Humboldt – Del Norte SELPA ~ Zoom Meeting

November 18, 2025

Attendees: Haley Jones: SELPA Director; Cassie Michel – CAC Chair, Amy King – CAC Member, Glenna Howe – FEC Member of Public, Starline Pitlock – SELPA LI Clerk (note taker for the meeting)

1.0 CALL TO ORDER

Meeting was called to order by Haley at 12:05

Introductions were made.

The CAC meeting began with introductions from Cassie Michael, the Ferndale representative and current CAC chair, and other members including Glenna Howe and Amy King.

2.0 PUBLIC COMMENTS ON AGENDA ITEMS

No Comments

3.0 INFORMATION/ACTION ITEMS

3.1 Welcome New CAC Member

- Pacific Union - Janet Wood

Janet was not in attendance today, but was approved by school board to represent Pacific Union

3.2 AI Note Taker for CAC Meeting

The meeting began with a discussion about using the AI Companion feature in Zoom to generate meeting summaries. Cassie guided Haley through the process of enabling the feature, which involves accepting a notification prompt. They agreed to give it a try during the meeting, noting that participants would need to accept the prompt as well. The meeting then continued with introductions, with Haley introducing herself as the Executive Director of the Humboldt Del Norte SELPA and inviting others to share their CAC affiliations.

The group decided to trial the Zoom AI note-taking feature during the meeting, with Cassie planning to investigate further options, and agreed to evaluate its effectiveness at the next meeting.

We Would like to have a secretary to take notes, but there is currently no one in this position. We have been having the SELPA Administrative Assistant take notes during the meeting, she is unavailable, so the SELPA LI Clerk is taking minutes today.

There are other platforms available, such as Firefly.

3.3 Reminder of Goals for CAC 25/26

Haley wants to make sure to discuss these items as they are important.

- Recruitment of Members

It can be difficult to get people to attend these meetings.

About two years ago, SELPA's policy council updated bylaws for easier recruitment – Asked all the LEAs to provide a member for more equality. The group explored various recruitment strategies and membership criteria, including updates to their bylaws and plans for digital outreach to families. The conversation ended with discussions about community engagement initiatives, parent training programs, and potential collaborations

The group discussed membership criteria for the CAC, clarifying that while most voting members must be parents of students with disabilities served through an IEP, non-parents can attend meetings as guests. Glenna agreed to distribute CAC flyers digitally to families, though there are no immediate in-person events planned. The group also discussed creating a calendar of events and potentially establishing a Facebook page for the CAC, with Trevor and Cassie helping to add events to the existing calendar.

- Focused plan

- Send reminders before meetings.

Haley has been sending reminders, and she will continue to do so. Haley said that it is the CAC's responsibility to recruit members. Ideally, the SELPA Executive Director will not be running the CAC meetings in the future, but the CAC Chair and team will take over this process.

- Changing Time so more can attend - Poll current members.
CAC meeting times did change time this year, but we can continue to be flexible as new members and attendees join.

- CAC Tabling

- High School Events (i.e. special Olympics, bocci ball, basketball, life skills prom) CAC Tabling
We Could start reaching out at these events.

- Find dates.

There are no specific dates as of now to be provided.

- Humboldt Fit Kids - dates (David Adams)

- Signing Santa Table

Maybe some of these families

Glenna Howe: No events as of now, we can share info, and she will share with her families. Haley to check with RCRC to see if they will share as well.

Thoughts of Group: Amy asked, if she represents Hydesville, should she recruit? Haley says yes, we are not at the point that we are turning people away. Bylaws state the requirements of voting members. It is good to have feedback from other parents. This is a meeting anyone can come to – members of the public are welcome.

- Calendar of Events

Signing Santa

Superintendent's Special Ed. Policy Council

Blue Envelope

Haley asked for info from others so we could share.

Cassie said Trevor is going to report back on the use of the HCOE calendar.

- Community Presentations

Haley said that part of the CAC goals is to reach out to the community to share these events.

- In-Person get together

- Social Media Page

3.4 Parent Training Opportunity –

3.4.1 Nancy Bridenbaugh - Finger Spelling - Schedule time for After January

Nancy is a teacher of the Deaf and has offered a free training session about finger spelling sometime after January. The focus is around Deaf or Hard of Hearing students.

The SELPA will advertise this opportunity at the Signing Santa event by creating a signup sheet with name and email for interest and then will reach out to interested parties later with a date after scheduling with Nancy.

3.4.2 Blue Envelope - See flyer below & plans for collaboration.

Cassie: This is happening tomorrow! Emergency personnel have teamed up with RCRC. Blue envelopes are kept in your car and emergency personnel is given specific information as to how to approach a parent with a child in special needs. Emergency personnel are trying to be better about being sensitive to the needs in our community. Haley would like to see this brought into the schools as well.

3.5 Secretary Position for CAC Open

Position is still open.

Haley went over bylaws for the Secretary position and will share the duties and responsibilities with Amy and Janet.

Amy said she would like to do it but is too busy at this time.

3.6 Adjustment of Bylaws - 2 year max update

Haley acknowledged the work Cassie and Trevor have done and mentioned that by the end of this year, their two years will be up. Being concerned about that time limit, she would like to change the bylaw language from the 2-yr max. Haley would like to create a draft and ask the CAC to approve and then take to the PC for approval.

4.0 **AGENCY SHARING/REPORTS**

4.1 *Humboldt Neuro Health - Enhanced Case Management - Future Presenter?*

Felice Phillips

Maybe Felice can do a presentation to the CAC about what they do to see if it makes sense to have them present to families? Maybe she can come to one of the last two meetings of the year.

4.2 Tri County Independent Living - www.tilinet.org

Information about their services was shared.

4.3 Transition Fair – HCOE

TPP has reached out to Haley in collaboration with RCRC.

This may no longer be available due to people Maybe CAC can help.

Not even sure if this is even happening again. Will this group be interested in putting a table up to advertise for membership? Table can be interactive.

4.4 Signing Santa - December 6

Flyer is on the SELPA website.

4.5 *IDEA 50th Anniversary*

Haley talked about this and shared a flyer.

5.0 OTHER TOPICS FOR FUTURE DISCUSSION AND/OR AGENDA ADDITIONS

5.1 Continue focus on CAC Goals

5.2 Continue Member Recruitment - Consider ways to recruit.

5.3 ASL Supports/Training in schools.
Goes along with the work that Nancy does.

5.4 Other topics?
Haley added: 5.4 and 5.5
Transition Fair and

5.5 Humboldt Neuro Health

6.0 ADJOURNMENT

Meeting adjourned at 12:45