



South East Santa Clara SELPA  
3434 Marten Ave.  
San Jose, CA 95148  
Phone: 408.223.3771 / Fax: 408.532.9311

**Executive Council Meeting**  
**Wednesday, September 24, 2025 / 1:00 p.m.**

**AGENDA**

**I. PUBLIC SESSION**

- A. Welcome guests
- B. Hearing of persons wishing to address the Council or to present petitions: Members of the public may address the Council on any issues not otherwise on the agenda. No action can be taken on these items at this time, but they can be referred to the SELPA or put on a future agenda.

**II. CONSENT ITEMS**

- A. Approval of May 21, 2025 Minutes

**III. INFORMATION / DISCUSSION / POSSIBLE ACTION ITEMS**

- A. Approval of SELPA Executive Director [Goals for 2025-2026](#)

It is recommended that the Superintendents' Executive Council approve the goals set forth by the SELPA Executive Director for 2025-2026.	Motion:
	Second:
	Action:
	Vote:

- B. Approval of changes to the [SELPA Office Assistant Job Description](#)

It is recommended that the Superintendents' Executive Council approve the proposed changes to the SELPA Office Assistant position to update the responsibilities aligned to programmatic needs. The job description was last updated in 2011.	Motion:
	Second:
	Action:
	Vote:

- C. Approval of changes to the SELPA Data and Program Administrative Support Specialist position- Reclassification to Coordinator ([Current](#)) ([Proposed](#)) ([Fiscal Impact](#))

It is recommended that the Superintendents' Executive Council approve the changes to the revised job description for the SELPA Program Compliance/Data Coordinator position. The proposed revision eliminates clerical tasks and acknowledges the increasing demands related to data compliance and monitoring and reclassifies the position to Classified Management.	Motion:
	Second:
	Action:
	Vote:

**IV. INFORMATION**

A. [SELPA Director Update](#)

**V. OTHER**

**VI. ADJOURN**

**Next Meeting: Wednesday, November 19, 2025 / 1:00p.m.**