CALL TO ORDER: The January 17, 2023 meeting of the Administrative Council for the Lassen County Special Education Local Plan Area was called to order by Superintendent Jason Waddell at 9:03 a.m. in the Boardroom of the Lassen County Office of Education via in-person and ZOOM.

MEMBERS PRESENT AT THE MEETING: Patricia Gunderson, LCOE/Janesville
Jason Waddell, Susanville/Ravendale-Termo
Morgan Nugent, Lassen High
Whitney Mauck, Thompson Peak Charter
Sherri Morgan, Long Valley School
Paula Silva, Big Valley
Joshua Blackburn, Shaffer
Scott Smith, Johnstonville

VISITORS PRESENT AT THE MEETING: Jan DeMers, LCOE
Debbie Ceaglio, LCOE
Courtney Russell, LCOE
Thomas Jones, LCOE
Michelle Brown, Susanville
Dianne Parady, Shaffer

ESTABLISHMENT OF QUORUM: Big Valley Yes Ravendale-Termo Yes
Fort Sage No Richmond No
Janesville Yes Shaffer Yes
Johnstonville Yes Susanville Yes
Lassen High Yes Westwood No
LCOE Yes Thompson Peak Yes
LVS Yes

APPROVAL OF AGENDA: MSCU (Silva/Smith) to approve the agenda as presented.

APPROVAL OF MINUTES: MSCU (Gunderson/Silva) to approve the minutes with two corrections under the Financial Update.
HEARING OF PERSONS DESIRING TO ADDRESS THE COUNCIL: No one was present to address the Council.

FINANCIAL UPDATE: Director of Business Services, Courtney Russell, reported two corrections needed on the December 13, 2022 minutes. Under Financial Update, the Resource Code 6536 should have read 6546 and ADA from prior three years should read as current prior, or prior prior. Corrections were made on December 13, 2022 minutes. Courtney said P1 will provide more information but it looks like we will get $26,000 more for transportation next year. Current ADA is $820 and we will not be held harmless. Going forward, ADA could increase to $886 per ADA if the proposed budget is approved with the 8.13% COLA.

SERVICE TRACKER APPLICATION: Jan DeMers reported that during her every other month teacher meeting, teachers said they are having issues with the SEIS tracker. Jan said MBT (our Medi-Cal billing vendor) has a pilot with her staff only to see if their tracker is easier to use. California Department of Education (CDE) will be tracking services and will most likely want a report in the Spring.

CDE’S UPCOMING VISIT: Jan DeMers confirmed that CDE will come in February unless weather prohibits travel. Jan reminded everyone to let her know if they have questions for our CDE representatives.

CE REVIEW UPDATE: Jan DeMers said the Ed Benefits review should be completed in approximately one week. The last review will be done after that and all three will then be complete. Scott Smith asked if reviews are a set rotation. Jan said it’s random and an LEA could be drawn again next year. We are trying to find and correct errors by letting staff know to avoid any issues before the review. CDE will let the LEA know what students will be reviewed under the student file review (a minimum of 10 students). Once an LEA knows the students that will be reviewed, let Jan know and she can give CDE access to those specific students.

CDE REVIEW COMMON FINDINGS: In reviewing IEPs, Jan said the areas we can improve upon are, no signature pages uploaded or attached to the wrong student. Progress reports missing and no goals pertaining to disability. For example, a student qualifies for math but there are no goals. This is a common problem.

DATE/TIME/LOCATION OF NEXT MEETING: The next meeting of the Administrative Council for the Lassen County SELPA is February 21, 2023, 9:00 a.m., at the Lassen County Office of Education.

ADJOURNMENT: There being no further business, the meeting adjourned at 9:34 a.m.