

ADMINISTRATIVE COUNCIL FOR  
THE LASSEN COUNTY SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)  
A CONSORTIUM

Unapproved Minutes  
November 18, 2025

CALL TO ORDER:

The November 18, 2025 meeting of the Administrative Council for the Lassen County Special Education Local Plan Area was called to order by Superintendent Joshua Blackburn at 9:00 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  
Jason Waddell, Susanville/Ravendale-Termo  
Sherri Morgan, Long Valley/Thompson Peak  
Patricia Gunderson, Big Valley  
Jamie Lewis, Janesville  
Brian Boyer, Richmond  
Paula Silva, Westwood  
Scott Smith, Johnstonville  
Derek Cooper, Fort Sage  
Josh Blackburn, Shaffer  
Mark Brewer, Lassen High @ 9:11 a.m.

VISITORS PRESENT AT  
THE MEETING:

Joshua Kim, LCOE  
Debbie Ceaglio, LCOE  
Courtney Russell, LCOE  
Danae Polan, Shaffer  
Michelle Brown, Susanville  
Misty Brussatoi, Long Valley

ESTABLISHMENT OF  
QUORUM:

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

APPROVAL OF  
AGENDA:

**MSCU (Morgan/Silva) to approve the agenda as presented.**

APPROVAL OF  
MINUTES:

**MSCU (Morgan/Gunderson) to approve the minutes as presented.**

HEARING OF PERSONS  
DESERING TO ADDRESS  
THE COUNCIL:

No one was present to address the Council.

FINANCIAL UPDATE:	Director of Business Services, Courtney Russell, reported that one district did not meet its Maintenance of Effort (MOE) requirement for the fiscal year. Many times, an exemption can be applied, allowing the district to meet the MOE requirement. Courtney encouraged superintendents to work with their Chief Business Officers to ensure that all MOE expenditure requirements are met before closing the books. Nothing further to report.
SELPA ADMINISTRATIVE REPORT:	Assistant Superintendent of SPED, Joshua Kim, reported that Maintenance of Effort was a big issue at the CA SELPA meeting. It's very important to meet MOE. Joshua explained that a district is required to spend the same amount or more on their special education students and cannot go below unless they explain the reason. If a district spent \$100,000 last year, they need to spend the same or more to meet MOE. Joshua also brought up speech services to remind administrators that if a student is absent, TalkPath requires 4-hour advance notice to avoid being charged. They will not charge 100% of their fee but 75% will be charged if no notice given.
DATE/TIME/LOCATION OF NEXT MEETING:	The next meeting of the Administrative Council for the Lassen County SELPA is January 16, 2026 at 9:00 a.m., at the Lassen County Office of Education.
ADJOURNMENT:	There being no further business, the meeting adjourned at 9:21 a.m.