

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

Unapproved Minutes  
September 16, 2025

CALL TO ORDER:

The September 16, 2025 meeting of the Administrative Council for the Lassen County Special Education Local Plan Area was called to order by Superintendent Joshua Blackburn at 9:01 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  
Stephanie Preston, Thompson Peak/Long Valley  
Sherri Morgan, Long Valley/Thompson Peak  
Teresa Ragsdale, Big Valley @9:28 a.m.  
Jamie Lewis, Janesville  
Brian Boyer, Richmond  
Paula Silva, Westwood  
Scott Smith, Johnstonville  
Derek Cooper, Fort Sage  
Josh Blackburn, Shaffer  
Mark Brewer, Lassen High @ 9:20 a.m.

VISITORS PRESENT AT  
THE MEETING:

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

ESTABLISHMENT OF  
QUORUM:

Big Valley	No	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 (Waddell/Silva) to approve the agenda as presented.**

APPROVAL OF  
MINUTES:

**MSCU (Waddell/Smith) to approve the minutes as presented.**

HEARING OF PERSONS  
DESIRING TO ADDRESS  
THE COUNCIL:

No one was present to address the Council.

SELECT SELPA CHAIR  
AND VICE CHAIR FOR  
2025-2026:

**MSCU (Smith/Boyer) to approve the nomination of Joshua Blackburn as SELPA Chair. MSCU (Gunderson/Smith) to approve the nomination of Jason Waddell for Vice Chair.**

CONSIDERATION TO  
APPROVE 2025-2026  
SELPA COUNCIL  
MEETING CALENDAR:

**MSCU (Gunderson/Smith) to approve the 2025-2026 SELPA Council Meeting Calendar.**

CONSIDERATION OF  
APPROVAL OF REVISED  
BOARD POLICY/  
ADMINISTRATIVE  
REGULATION 3580,  
COUNTY OFFICE OF  
EDUCATION RECORDS-  
FIRST READING (SECOND  
READING WAIVED  
PURSUANT TO BOARD  
BYLAW 9311):

Assistant Superintendent of SPED, Joshua Kim asked to amend agenda action item C. to read as “new policy”, not revised. Scott Smith questioned the listing of the action item as regulation 3580 pertains to district records not policies and more information would be needed. Scott said 3580 has nothing to do with waiving of 2<sup>nd</sup> meeting. They would also need to know where the new policies would fit when a new policy with new language is asking to be approved. Joshua said the deadline was October 1, 2025 but said the California Department of Education (CDE) has reviewed and given the OK so we could wait until the next SELPA meeting. It was determined these could be added as a SELPA policy. Item died for lack of motion.

FINANCIAL UPDATE:

Director of Business Services, Courtney Russell, provided the 2024-25 unaudited actuals for the special education program, however there is a correction needed to the 6510 resource - Early Intervention . The “Difference” column should read as \$354,641. A handout listing 2024-2025 actual SELPA pass-through dollars as well as the 2023-24 SELPA P-2 ADA that lists the per pupil amount were also discussed. Courtney explained the Fund 07 handout; reserves by district. The dollar amounts listed are owned by the district but are held in a reserve account.

MENTAL HEALTH ADA  
GRANT (3327):

Director of Business Services, Courtney Russell explained that the mental health funding (3327) is sent directly to the district and no longer comes through LCOE. The funds must be used for special education mental health. Each district is responsible for submitting expenditure reports, etc., as required by the State.

**STUDENT DEGREE OF SUPPORT:**

Special Education Data Specialist, Debbie Ceaglio, explained the new degree of support field as required by CALPADS. This data is collected to assist the commission on teacher credentialing (CTC) to be sure the teacher/provider has the appropriate credential. Debbie provided the student degree of support hand-out and FAQ that provides more details. Joshua Kim suggested districts could help their teachers to get the moderate/severe certifications to help accommodate the need for these teachers.

**SEIS MULTI-FACTOR AUTHENTICATION:**

Special Education Data Specialist, Debbie Ceaglio explained that SEIS is now requiring a Multi-Factor Authentication for signing in to their website. This will start September 29, 2025. Texts can be sent, rather than verifying via email, however it will cost the districts \$0.18 per student as a one-time fee. Debbie has spoken with SEIS to see if this fee could be sent to LCOE but it cannot. The district must reach out to SEIS directly and only the district can be invoiced.

**SELPA ADMINISTRATIVE REPORT:**

Assistant Superintendent of SPED, Joshua Kim, explained that he has provided each member with a sample enrollment/referral packet for the moderate/severe class as he has been receiving phone calls from the districts and teachers. The enrollment/referral packet needs to be filled out in order to evaluate the need for a student to be placed in this program. Joshua said an exception could be made if needed. Questions regarding transportation were raised. Per Joshua, transportation has to be looked at on an individual basis. Joshua explained that he asked Debbie to send an email providing a monthly caseload report. This is a new process. He has asked Debbie to send this report out monthly in order for districts to review IEP dates for accuracy and to ensure that IEPs are followed up on. This report will be sent the first week of every month. He is currently looking to have 100% compliance.

**BOARD MEMBER COMMENTS:**

Introductions of members and visitors were done. Scott Smith mentioned that he would like to get the moderate/severe program “up & running” and would like to have more conversations regarding this rather than just discussing this in the Spring. The concern is there is a need for this program that seems to be rising, but there is not program available until 9<sup>th</sup> grade. Mr. Smith would like to see this as an agenda item at the next SELPA meeting. Michelle Brown mentioned that there is a need to discuss transition IEPs for PreK at McKinley. Michelle mentioned that the district of residence school teams need to be involved with the transition IEPs to avoid confusion for parents as well as to free up the principal. Currently all transition IEPs are being scheduled with McKinley principal, which should not be happening.

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DATE/TIME/LOCATION

OF NEXT MEETING:

The next meeting of the Administrative Council for the Lassen County SELPA is October 21, 2025 at 9:00 a.m., at the Lassen County Office of Education.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:18 a.m.