

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

Unapproved Minutes
December 16, 2025

CALL TO ORDER:

The December 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 9:00 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
Stephanie Preston, Thompson Peak
Thomas Jones, Big Valley
Brian Boyer, Richmond
Paula Silva, Westwood
Scott Smith, Johnstonville
Derek Cooper, Fort Sage
Josh Blackburn, Shaffer
Jamie Lewis, Janesville 9:02 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	No	Shaffer	Yes
Johnstonville	Yes	Susanville	Yes
Lassen High	No	Westwood	Yes
LCOE	Yes	Thompson Peak	Yes
LVS	Yes		

APPROVAL OF
AGENDA:

MSCU (Waddell/Morgan) 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.

SELPA Administrative Council

Minutes – December 16, 2025

Page 2

FINANCIAL UPDATE:

Director of Business Services, Courtney Russell, handed out the first interim budget summary that included a multi-year projection for first interim and a spreadsheet of all SELPA resources. Courtney explained that she updated the adopted budget to include the bus purchase of \$154,000 as it was not prior budget. There was a large amount of carry-over dollars and expenditures so she adjusted those as well. Nothing further to report.

SELPA ADMINISTRATIVE REPORT:

Assistant Superintendent of SPED, Joshua Kim, reported that he emailed all administrators a transportation form. Joshua reminded them to be sure to include the bus driver and our office when considering transportation. CALPADS Fall 1 reporting is complete and all districts are certified. Joshua said January-February compliance reviews will be sent out by the California Department of Education (CDE). He is here to support but at the end of the day, the district is responsible for completing. SELPA approval is required. The sub-committee will meet again to discuss the K-8th grade moderate/severe program. No decisions have been made at this time. Joshua spoke with F3 Law Firm and they are willing to provide a training for administrators. Joshua asked if they would be interested in an all-day training or a 2–4-hour training? If there is a specific topic you would like training on, please let Joshua know. Joshua said F3 could also record a training and publish it. It was determined that the 4th week in March would be best. Joshua will contact the firm to confirm a date and time.

BOARD MEMBER

COMMENTS:

None

DATE/TIME/LOCATION

OF NEXT MEETING:

The next meeting of the Administrative Council for the Lassen County SELPA is February 17, 2026 at 9:00 a.m., at the Lassen County Office of Education.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:31 a.m.