



## Solano County Special Education Local Plan Area

Participants:  
Benicia Unified School District  
Dixon Unified School District  
Fairfield-Suisun Unified School District  
Travis Unified School District  
Vacaville Unified School District  
Solano County Office of Education

### SELPA Special Focus Committee (SFC)

Wednesday, November 8, 2023

9:45 – 12:00 p.m.

SCOE – Waterman Conference Room

5100 Business Center Drive

Fairfield, CA 94534

1. Call to Order & Roll Call Action
2. Approve Agenda Action
3. Approve Minutes from October 18, 2023 Action
4. Public Comment  
Members of the public wishing to address any item listed on the agenda are asked to submit a Request to Speak form to the Assistant Superintendent of the SELPA at the opening of the meeting. Speakers are requested to limit their comments to three (3) minutes. Public comment will be limited to a combined total of 15 minutes.
5. SELPA Special Focus Committee Business  
5.1. [Expenditure Accounting for Extensive Support Needs \(ESN\) Program](#) Discussion  
5.2. [SCOE Extensive Support Needs \(ESN\) Budget Reporting Format](#) Action
6. Adjournment

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access SELPA public meetings, to access written documents being discussed at the meetings, or to otherwise participate at SELPA public meetings, please contact the SELPA office at (707) 399-4460. Notification at least 72 hours prior to the meeting will enable the SELPA to make reasonable arrangements to ensure accessibility to the meeting and to provide any required accommodations, auxiliary aids, or services.

Any writings or documents that are public records and are provided to the SELPA Special Focus Committee (SFC) regarding an item on this agenda will be made available for public inspection in the Solano County SELPA office located at 5100 Business Center Dr., Fairfield, CA, during normal business hours. In addition, such writings and documents may be posted on the SELPA's website at [www.SolanoCountySELPA.net](http://www.SolanoCountySELPA.net).

**SELPA Special Focus Committee (SFC)  
October 18, 2023  
Minutes**

**1. Call to Order & Roll Call:** Andrew Ownby called the meeting to order at 9:34 a.m.

**Members Present:**

Solano County SELPA: Erik Deadmond, Andrew Ownby

Benicia USD: Tim Rahill

Dixon USD: Jennifer Austin, Trudy Barrington, Brian Dolan

Fairfield-Suisun USD: Imelda Castro, Stavros Gougoumis, Laneia Grindle

Solano COE: Emie Ambrose, Siobhan Dill, Michelle Henson, Becky Lentz, Clarissa Tuttle

Travis USD: Deanna Brownlee, Gabriel Moulaison

Vacaville USD: Kelly Burks, Karine Fickes, Aumrey Moland

**2. Approval of Agenda**

Move to approve agenda.

Motion by Michelle Henson, Second by Aumrey Moland

Final Resolution: Motion carries

Yes: Jennifer Austin, Trudy Barrington, Deanna Brownlee, Kelly Burks, Siobhan Dill, Brian Dolan, Stavros Gougoumis, Laneia Grindle, Michelle Henson, Aumrey Moland, Gabriel Moulaison, Tim Rahill

**3.3. Approval of Minutes from September 20, 2023**

Move to approve minutes.

Motion by Brian Dolan, Second by Laneia Grindle

Final Resolution: Motion carries

Yes: Jennifer Austin, Trudy Barrington, Deanna Brownlee, Kelly Burks, Siobhan Dill, Brian Dolan, Stavros Gougoumis, Laneia Grindle, Michelle Henson, Aumrey Moland, Gabriel Moulaison, Tim Rahill

**4. Public Comment** – No public comment.

**5. Special Focus Committee Business**

**5.1. FCMAT's Suggested SELPA Budget Development Calendar** – The group reviewed and discussed FCMAT's suggested SELPA Budget Development Calendar. Andrew Ownby recorded the SFC's proposed adjustments and recommended timeline.

Move to approve the SELPA Budget Development Calendar as recorded (see attached).

Motion by Trudy Barrington, Second by Brian Dolan

Final Resolution: Motion carries

Yes: Jennifer Austin, Trudy Barrington, Deanna Brownlee, Kelly Burks, Siobhan Dill, Brian Dolan, Stavros Gougoumis, Laneia Grindle, Michelle Henson, Aumrey Moland, Gabriel Moulaison, Tim Rahill

**5.2. FCMAT's Suggested SELPA Current Year Budget Monitoring Calendar** – The group reviewed and discussed FCMAT's suggested Budget Monitoring Calendar. Andrew Ownby recorded the SFC's proposed adjustments and recommended timeline.

Move to approve the SELPA Budget Monitoring Calendar as recorded (see attached).

Motion by Laneia Grindle, Second by Kelly Burks

Final Resolution: Motion carries

Yes: Jennifer Austin, Trudy Barrington, Deanna Brownlee, Kelly Burks, Siobhan Dill, Brian Dolan, Stavros Gougoumis, Laneia Grindle, Michelle Henson, Aumrey Moland, Gabriel Moulaison, Tim Rahill

**5.3. SCOE Special Education Full Time Equivalent (FTE) Reports** – The group reviewed the reports provided by SCOE and discussed the assignment of FTEs to the Extensive Needs (ESN) program

**5.4. SCOE Extensive Support Needs (ESN) Budget Reporting Format** – The group determined that further reports categorized by centralized services, position type, and FTE, with a proposed sample budget format developed by SCOE would assist in making a recommendation to the COS.

**9. Adjournment** – The meeting was adjourned at 11:47 a.m.

Minutes were submitted by Monica Hurtado and were reviewed by Erik Deadmond and Andrew Ownby.

## SELPA Budget Development Calendar

FCMAT's Suggested Month	Activity	Special Focus Committee Recommendation
August - October	GFC: Budget Development Calendar Discussion	September
	COS: Budget Development Calendar Approval	September
	<del>GFC: Monitor Program Implementation</del>	
	<del>Joint COS/GFC: Identify Program Priorities and Goals for the Following School Year</del>	
November - January	GFC: Project Program Enrollment for the Subsequent School Year	December
	GFC: Monitor Program Average Daily Attendance (ADA)	January (P1) & May (P2)
January	GFC: Discuss Staffing Levels for the Following School Year	January
February	GFC: Develop Budget Assumptions and Staffing Changes	February
	COS: Consider Approval of Budget Assumptions	February
	COS: Consider Approval of Staffing Changes for the Subsequent School Year so Layoff Notices May Be Issued to Classified and Certificated Employees If Needed No Later than March 15	February
March	<del>Joint COS/GFC: SCOE Special Education Operation Proposed Fiscal Year [insert year] Budget Review</del>	
	<del>Joint COS/GFC: SELPA Fiscal Year [insert year] Proposed Budget Review</del>	
	<del>COS: Public Hearing/Possible Budget Adoption</del>	
April	<del>GFC: Continue Budget Review (if needed)</del>	
	<del>COS: Public Hearing/Budget Adoption Item (if needed)</del>	
	Joint COS/GFC: SCOE Special Education Operation Proposed Fiscal Year [insert year] Budget Review	April
	Joint COS/GFC: SELPA Fiscal Year [insert year] Proposed Budget Review	April
May	GFC: Continue Budget Review (if needed)	May
	<del>COS: Public Hearing/Budget Adoption Item (if needed)</del>	May

Source: Page 25 of FCMAT's Final Report

## SELPA Budget Monitoring Calendar

FCMAT Suggested Month	Activity	Special Focus Committee Recommendation
August - October	<del>Monitor Program Implementation and Program/Student Needs</del>	
	Monitor Program ADA GFC: Revised Budget (if needed)	September
	Track and Revise Estimated Revenues and Expenses COS: Revised Budget (if needed)	September
November	GFC Review and COS Adoption of First Interim Budget Revision Report	December
November - January	<del>Monitor Program Implementation and Program/Student Needs</del>	
	<del>Monitor Program ADA</del>	
	<del>Track and Revise Estimated Revenues and Expenses</del>	
February	GFC Review and COS Adoption of Second Interim Budget Revision Report	March
February - June	<del>Monitor Program Implementation and Program/Student Needs</del>	
	<del>Monitor Program ADA</del>	
	<del>Track and Revise Estimated Revenues and Expenses</del>	
August	GFC Review and COS Adoption of Year-End Budget Report	September (after Closing)

Source: [Page 27 of FCMAT's Final Report](#)