



## 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, December 13, 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 November 8, 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 Action
  - 5.1. [Extensive Support Needs \(ESN\) Budget Reporting Format](#)
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)  
November 8, 2023  
Minutes**

**1. Call to Order & Roll Call:** Andrew Ownby called the meeting to order at 9:15 a.m.

**Members Present:**

Solano County SELPA: Erik Deadmond, Andrew Ownby

Benicia USD: Steve Phillips, Tim Rahill

Dixon USD: Jennifer Austin, Ashley Hague

Fairfield-Suisun USD: Imelda Castro, 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 Tim Rahill, Second by Deanna Brownlee

Final Resolution: Motion carries

Yes: Jennifer Austin, Deanna Brownlee, Kelly Burks, Siobhan Dill, Laneia Grindle, Michelle Henson, Aumrey Moland, Gabriel Moulaison, Steve Phillips, Tim Rahill

**3. Approval of Minutes from October 18, 2023**

Move to approve minutes.

Motion by Gabriel Moulaison, Second by Tim Rahill

Final Resolution: Motion carries

Yes: Jennifer Austin, Deanna Brownlee, Kelly Burks, Siobhan Dill, Laneia Grindle, Michelle Henson, Aumrey Moland, Gabriel Moulaison, Steve Phillips, Tim Rahill

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

**5. Special Focus Committee Business**

**5.1. Expenditure Accounting for Extensive Support Needs (ESN) Program** – The group reviewed additional reports provided by SCOE and identified where costs should be allocated, whether by classroom, centralized, or regionalized.

**5.2. SCOE Extensive Support Needs (ESN) Budget Reporting Format** – The group reviewed and discussed potential formats. The consensus was to continue the item to the next meeting and bring forth additional sample budget reporting formats for review.

**6. Adjournment** – The meeting was adjourned at 11:16 a.m.

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