



## 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, October 18, 2023

9:30 – 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 September 20, 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. FCMAT's Suggested SELPA Budget Development Calendar Action
  - 5.2. FCMAT's Suggested SELPA Current Year Budget Monitoring Calendar Action
  - 5.3. [SCOE Special Education Full Time Equivalent \(FTE\) Reports](#) Information
  - 5.4. [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)  
September 20, 2023  
Minutes**

**1. Call to Order & Roll Call:** Andrew Ownby called the meeting to order at 10:00 a.m.

**Members Present:**

Solano County SELPA: Erik Deadmond, Andrew Ownby  
Benicia USD: Steve Phillips, Tim Rahill  
Dixon USD: Jennifer Austin, Trudy Barrington, Brian Dolan  
Fairfield-Suisun USD: Laneia Grindle  
Solano COE: Emie Ambrose, 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 Kelly Burks, second by Trudy Barrington  
Final Resolution: Motion carries  
Yes: Jennifer Austin, Trudy Barrington, Deanna Brownlee, Kelly Burks, Laneia Grindle, Becky Lentz, Aumrey Moland, Gabriel Moulaison, Steve Phillips, Tim Rahill, Clarissa Tuttle

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

**4. Special Focus Committee Business**

**4.1. Review FCMAT Recommendations** – Andrew Ownby reviewed the FCMAT recommendations.

**4.2. SCOE Class Location Codes** – Andrew Ownby reported that he and Becky Lentz worked together to develop a proposed list of class codes for the SCOE-operated Extensive Support Needs (ESN) programs.

Move to approve the school codes as presented.  
Motion by Kelly Burks, second by Laneia Grindle  
Final Resolution: Motion carries  
Yes: Jennifer Austin, Trudy Barrington, Deanna Brownlee, Kelly Burks, Laneia Grindle, Becky Lentz, Aumrey Moland, Gabriel Moulaison, Steve Phillips, Tim Rahill, Clarissa Tuttle

**4.3. SCOE Reporting Format** – Andrew Ownby shared concerns brought to his attention by SCOE's Deputy Superintendent, Administrative Services and Operations, Michelle Henson. Michelle's concerns were how to account for centralized expenses and other shared costs. Additionally, FCMAT's proposed fiscal monitoring timeline was reviewed, noting that an adjustment would likely have to be made to align with the CDE's certifications of unaudited actuals and interim financial reports.

The SFC reviewed the proposed budget reporting format and the consensus that additional information would be necessary to move forward. The information requested were position 03 (b & c) reports, fiscal 02 reports, and a chart of accounts for the necessary special education codes.

**9. Adjournment** – The meeting was adjourned at 11:05 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	
	COS: Budget Development Calendar Approval	
	GFC: Monitor Program Implementation	
	Joint COS/GFC: Identify Program Priorities and Goals for the Following School Year	
November - January	GFC: Project Program Enrollment for the Following School Year	
	GFC: Monitor Program Average Daily Attendance (ADA)	
January	GFC: Discuss Staffing Levels for the Following School Year	
February	GFC: Develop Budget Assumptions	
	COS: Consider Approval of Budget Assumptions	
	COS: Consider Approval of Staffing Changes for the Following School Year so Layoff Notices May Be Issued to Classified and Certificated Employees If Needed No Later than March 15	
March	Joint COS/GFC: SCOE Special Education Operation Proposed Fiscal Year [insert year] Budget Review	
	Joint COS/GFC: SELPA Fiscal Year [insert year] Proposed Budget Review	
	COS: Public Hearing/Possible Budget Adoption	
April	GFC: Continue Budget Review (if needed)	
	COS: Public Hearing/Budget Adoption Item (if needed)	
May	GFC: Continue Budget Review (if needed)	
	COS: Public Hearing/Budget Adoption Item (if needed)	

Source: Page 25 of FCMAT's Final Report

## SELPA Budget Monitoring Calendar

FCMAT Suggested Month	Activity	Special Focus Committee Recommendation
August - October	Monitor Program Implementation and Program/Student Needs	
	Monitor Program ADA	
	Track and Revise Estimated Revenues and Expenses	
November	GFC Review and COS Adoption of First Interim Budget Revision Report	
November - January	Monitor Program Implementation and Program/Student Needs	
	Monitor Program ADA	
	Track and Revise Estimated Revenues and Expenses	
February	GFC Review and COS Adoption of Second Interim Budget Revision Report	
February - June	Monitor Program Implementation and Program/Student Needs	
	Monitor Program ADA	
	Track and Revise Estimated Revenues and Expenses	
August	GFC Review and COS Adoption of Year-End Budget Report	

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