

Glenn County SELPA Governance

Committee Meeting

Capay, Glenn County Office of Education, Hamilton Unified, Lake, Orland Unified, Plaza, Princeton, Stony Creek, Willows Unified

Minutes of February 27, 2024 Meeting

Glenn County Office of Education – Orland Success Square
131 E. Walker St., Orland CA 95963

MEMBERS PRESENT:

Ryan Bentz	Glenn County Superintendent of Schools
Jacki Campos	SELPA Director
Amber Calonico	Walden Academy
Patrick Conklin	Plaza Elementary School
Emmett Koerperich	Willows Unified School District
Victor Perry	Orland Unified School District
Jeremy Powell	Hamilton Unified School District
Tyler Rutledge	Capay Elementary School District
Jeff Ochs	Princeton Joint Unified School District
Emily Pendell	Stony Creek Joint Unified School District

MEMBERS ABSENT: Shane Humphries (Lake)

DESIGNEES PRESENT: None

OTHERS PRESENT: Jen Boone, Arné Stanfield, Dusty Thompson, Debbie Costello, Aaron Koch, Molly Fiorella, Judy Holzapfel, Tiphonie Lopez

1. **Call to Order at 9:06 am by Ryan Bentz (GCOE)**

2. **Pledge of Allegiance**

3. **Welcome, Introductions and Roll Call**

4. **Approve January 23, 2024 SELPA Meeting Minutes**

M: Plaza (PC), 2nd Capay (TR), **Vote:** Motion approved unanimously

5. **Public Comments on Agenda Items Only:** *None*

6. **Discussion/Action Items**

6.1. **Student Data:** Jacki Campos (GCOE) began a review of the student data from the special education information system for administrative approval. Jacki passed out a confidential folder to each program/district for review of their student counts with a summary sheet for others in attendance. Debbie Costello (WUSD) asked if their admin staff have access to SEIS to double check the information, Jacki confirmed that the principals have access and they had discussed giving access to the registrars as well; this is in the works. Debbie asked if the numbers are inclusive of all GCOE served students with special needs and if Orland's students are also included; Jacki clarified that Orland is getting both lists: those served only by OUSD and those dual-served with GCOE but the summary sheet is showing those numbers served by only GCOE.

6.2. **Staff Assignments:** As part of Strategic Planning, Jacki gave a report of staffing levels in GCOE operated programs. Fiscal Oversight had requested a report of the current staffing levels at each program site and their FTE. Jacki noted that the Ed Specialists may indicate a .8 FTE but they are really 1.0 as the remaining FTE is covered by the districts. She noted the aide staffing at each site with the 1:1 aides that have been added as per IEPs and the coverage by the LVNs and other specialists. Debbie asked a question about the .2 FTE covered by the small districts and if that amount is included in indirect; Arné Stanfield (GCOE) clarified that it's not. Tyler Rutledge (Capay) asked about how the decision for 1:1 aides is decided and Jacki outlined the process. Victor Perry (OUSD) asked about the aide coverage variances between the programs and Jen Boone (OUSD) went

further to ask about how staffing vs number of students is reviewed and whether staff is pulled out if enrollment drops. Jacki replied that the issue has generally been an increase in enrollment and need for coverage. Jacki also clarified that the M/M numbers also include speech only IEPs and not just those that are strictly in teacher caseload whereas the Extensive Support services are showing assigned staff. The group asked that the student count show actual teacher caseloads along with the total students. Victor asked about reducing staff at some regional programs and Jacki noted that the regional programs, namely the Osprey program at WIS, require extra staffing and supervision as there has been property damage and other issues. Jeff Ochs (PJUSD) asked about maximum caseload and Jacki indicated there is a cap of 28 students on teacher class sizes.

- 6.3. **Regional Program Strategic Planning:** As been discussed prior, the adult transition program needs an additional teacher. Ryan Bentz reviewed the numbers currently in the Regional Programs and those that are expected to enroll in coming years. Jacki noted that the caseloads are increasing and projected to increase further. As the other programs have been scaled up – this would be the only program needing an extra teacher and would be a little over \$91,000 including salary and benefits. Ryan spoke to Tiphonie Lopez in attendance about her role as an Ed Specialist in an adult transition program and she welcomed visits by the committee; the current environment is very tight and support is needed due to the increased number of students. Jeff asked about the numbers transitioning and Jacki noted that she and Molly Fiorella (OUSD) had worked together to review the numbers of students needing transition into that program and they are confident in the numbers. Ryan also confirmed that the extra classroom is already available and very close on the Orland campus; it would be rented by GCOE from OUSD. Debbie asked if the number of aides would need to stay at the same level with a new teacher. Jacki indicated the aides would be split between the caseloads while keeping the teacher caseload within a reasonable ratio. Debbie asked about the 12 students aging out of the High School program into the Transition and whether there would be any adjustments made at the HS level. Jacki clarified not all these students will go to the Adult Transition Program. Jacki noted there are currently some assessments happening on for students to get 1:1 aides, however, when it comes to OUSD staffing for special education – that is not a GCOE/SELPA decision. Patrick Conklin (Plaza) asked about any extra costs associated with setting up that teacher and classroom and Jacki remarked that there are already items that can be moved and shared with the new site and that the remaining items to be purchased would likely be less than \$5K and part of the regular budget for supplies and materials. Patrick also asked about the hiring of staff and whether they are hired as temporary or permanent. Jacki clarified the staff are permanent and Ryan spoke to the turnover that has been seen in those programs and difficulty in becoming fully staffed. Jacki also mentioned that interns are often brought in and used in those programs as well. Tiphonie Lopez (GCOE) also wanted to note that it is a four-year program (possibly 5 years if they stay until 22) and that needs to be considered when reviewing the caseload numbers along with those anticipated to transition into that program.

- A motion was presented to include an Education Specialist at the Adult Transition Program with the aforementioned increase in budget that would represent.

M: PJUSD (JO), 2nd Capay (TR), **Vote: Motion 24-185** approved unanimously

- 6.4. **24-25 Allocation Model:** The 2024-25 Allocation Model draft was presented for discussion and review. Jacki reviewed the overview of the model and the individual columns and what those expenditures represent and how that leads to the excess cost calculation. Patrick asked about the Transportation expenditures decreasing and Arné explained revenue increased, expenses did not increase as much, and student counts increased so the overall average went down. Jacki also highlighted the specific expenses by service area (goal and function). Victor asked about the number of preschools that are in the Orland area and Jacki replied that there are 3 Head Starts and 3 private preschools (licensed) and Molly also noted there are home-based services for preschoolers as well. Arné noted that the revenue is the split based on ADA for OUSD and GCOE and does not include the dual served ‘bill-back’ that withheld 25% of the revenue for the number of students served by both OUSD and GCOE.

7. Committee Reports

- 7.1. **Fiscal Oversight Committee:** Patrick Conklin gave a report from the February 5, 2024 special meeting on regional host credit, position control report, indirect agreement, and allocation model revenue split. Patrick spoke to the Regional Host Credit and noted that the base amount had remain largely unchanged – affected only by COLA and then reset back to the base each year. Discussion at the meeting led to the agreement that the base amount should be re-benched each year with COLA. The second conversation was about the pay rate for custodians at \$17/hour. The agreement was that that rate was too low and should be increased to reflect pay and benefits at a new base rate of \$25/hour with adjustments in future years being based on parity. Also noted was the

review of FTE of positions at GCOE and how the staffing vacancies often lead to an eventual credit the following year as those vacant positions result in net savings. Patrick also spoke to the indirect rate agreement made in 2022-23 with the prior Superintendent and Business Services and how that did not go into effect when books were closed. Ryan agreed to commit to that and the credit will be reflected in the current year billing. Patrick also spoke to the OUSD bill-back of 25% of dually-served children and the fiscal committee agreed to re-examine that in the new Allocation Model and represent revenue without that bill-back. Victor thanked the GCOE administration for reviewing that and bringing that to the attention of the committee(s). Jen asked about adjusting the revenue split for current year and Debbie remarked that she recalled the intent would be that the revenue would be split by the new methodology this year as the overall increase in excess cost to programs by the reduction in revenue to the SELPA would be offset by GCOE maintaining the agreed upon indirect rate agreement.

7.2. **Next Meeting:** March 18, 2024

8. Information Items

8.1. **Closing Books:** Arné Stanfield (GCOE) presented the completed Allocation Model from 2022-23 now that books have been closed and the end of year adjustments to the 23-24 billing. Members were asked to review the information and call out anything that needed more clarification. Afterwards, the districts will receive a credit or billing as applicable based on those numbers.

8.2. **2023–24 First Principal Apportionment:** Jacki reviewed the special education funding exhibits by LEA. Once Principal Apportionment is released, SELPA has 30 days to get this information to the LEAs. Jacki reviewed the information that is available and was part of the P1 certification mid-February. This number will likely change as it is the preliminary amount but it is accurate as currently possible and directly from the CDE website.

8.3. **SELPA Cap & Funding Level Requirement:** As part of Trailer Bill language for 2023-24, Jacki reviewed information about this requirement for the 23-24 school year. It is not currently part of future year's requirements – but the base grant funding needs to be shown as allocated to each district. As part of the language, nothing shall keep the programs from allocating those funds back to the SELPA.

8.4. Fiscal Report

8.4.1. **GCOE Fiscal Report** - Arné Stanfield (GCOE) spoke to the current report and spending that has been seen at this point in the year. As a whole, the programs are under budget with further adjustments being made for second interim.

8.4.2. **OUSD Fiscal Report** – Jen Boone (OUSD) covered the Orland Unified Fiscal report as it pertains to Special Education services and funding. Jen noted that they are on track overall but they are still making adjustments to their 5xxx budgets due to contracted services that are being used and not part of the initial budget.

8.5. Staff/Program Updates & Changes

8.5.1. **GCOE** – Jacki informed the committee that GCOE is still looking to hire a PreK teacher, a school psychologist, an Ed Specialist for the Osprey program, and several aide positions.

8.5.2. **OUSD** - Molly Fiorella (OUSD) reported that they hired 2 Psychologists for next year and will be completing the year with Tele-Psychs but fully staffed with Aides and receiving applicants for next year. There is still one teacher at the High School needed, but they are not expecting that they will fill the position before year end. They will need a Mild/Moderate teacher for next year.

9. **Communications** – Jacki informed the committee that she will be sending out the MOUs for districts for shared staff time and those will be going out shortly to have back hopefully by next meeting. Additionally, dyslexia screening will be a requirement next year and she has sent out some inexpensive training opportunities.

10. **Public and Committee Comments on Non-Agenda Items:** *None*

11. **Adjournment at 10:20 am**

*** Next Meeting Date March 26, 2024 Willows, CA - 9:00am. ***