YUBA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

SELPA FINANCE COMMITTEE MEETING

September 16, 2024

Chairperson:	Lora Gonzalez
Members in Attendance:	Veronica Merenda, YCOE for Camptonville Becky Marsolais, CMP Jennifer Passaglia, MJUSD Ajit Kang, PLESD Aaron Thornsberry, YCOE Kimberley Walther, YCOE
Others in Attendance:	Cindy Helms, MJUSD

Minutes

1.0 Call to Order

The meeting was called to order at 9:00 a.m.

1.1 Pledge of Allegiance

Lora led the committee in the pledge of allegiance.

2.0 Opening Procedures

2.1 Roll Call

Lora conducted a roll call for voting representatives in attendance:
Becky Marsolais - California Montessori Project
Veronica Merenda - Camptonville Union Elementary School District
No Representative in Attendance - CORE Charter School
Jennifer Passaglia - Marysville Joint Unified School District
Ajit Kang - Plumas Lake Elementary School District
No Representative in Attendance - Wheatland School District
No Representative in Attendance - Wheatland Union High School District
No Representative in Attendance - YES Charter Academy
Aaron Thornsberry - Yuba County Office of Education

2.2 Recognition of Visitors

Lora welcomed Cindy Helms from MJUSD who was in attendance.

3.0 Public Comments (Non-Agenda and Agenda Items) to Come to the Attention of the SELPA Finance Committee

There were no public comments.

4.0 Consent Agenda:

4.1 Approval of September 16, 2024 SELPA Finance Committee Meeting Agenda

Jennifer Passaglia moved to approve the agenda. Becky Marsolais seconded the motion. Motion carried with unanimous vote with five member LEAs in attendance.

4.2 Approval of March 18, 2024 SELPA Finance Committee Meeting Minutes

Jennifer Passaglia moved to approve the minutes. Aaron Thornsberry seconded the motion. Motion carried with unanimous vote with five member LEAs in attendance.

4.3 Recommendation to SELPA Governance Council – Revised SELPA Allocation Plan

Lora shared the prior allocation for low incidence funding at a ratio of 85% for visual impairment (V.I.) services and 15% for low incidence equipment purchases. The superintendent's governance council has approved to now shift the model to an 80% and 20% allocation vs. the prior 85% and 15% funding model. The second adjustment was simply a change in terminology for Emotional Disturbance to Emotional Disability per the approved change in California Education Code. The last adjustment was the change in the FTE allocation for the Assistant Superintendent for Special Education from 56% down to 31%. Aaron Thornsberry reported that the difference was made up for that FTE through LEA Medi-Cal funds.

5.0 2024-2025 SELPA Finance Committee Roster and Meeting Calendar

Lora asked members of the finance committee to confirm their information on the roster for accuracy. Becky Marsolais asked for Candace LaMarche to be added to the roster in her place as she is temporarily stepping in to cover while they hired a new Assistant Superintendent for Business Services. Candace's first day is today. Lora reviewed the calendar of meetings to inform the committee on when they would meet for the current school year.

6.0 September 2024 SELPA Finance Report

Lora informed the committee that all the end-of-year report forms were noted on the September 2024 SELPA Finance Report. The SYT forms have been updated by YCOE. However, there was a revision made on the template linked to the SELPA Finance Report. Kimberley Walther will make the adjustments and then redistribute the SYTs to the member LEAs.

7.0 2024-25 SELPA Projected Revenue

Aaron reviewed the SELPA projected revenue. All projections were made using the P-2 ADA from the 2023-24 school year. Adjustments will be made once the ADA is calculated for the 2024-25 school year. All federal fund GANS have not yet been updated as they typically do not come to YCOE until February 2025. Adjustments in revenue will fluctuate throughout the year and will be leveled up at the end of the 2024-25 school year. Aaron Thornsberry noted that both Plumas Lake Elementary School District and Wheatland School District received more property tax revenues than their total annual excess cost bill. The committee was asked to reflect on this and come back to the March meeting with recommendations of whether to re-allocate those funds to off-set excess costs for other LEAs. Additionally, Aaron reviewed the Out of Home Care (OHC) funding for the year that is generated by foster youth, skilled nursing facilities, community care, etc. He also reviewed the proportional share of savings for the OHC

funding. Lora informed the committee that a copy of the OHC spreadsheet would be sent to them following the meeting.

7.1 Advance Apportionment Payment Schedule

Aaron reviewed the advance payment schedule for the 2024-25 school year. He pointed out that funding that is released from the state begins in July in the amount of 5% of the total amount of owed to each member LEA. YCOE works diligently to distribute that funding to member LEAS as soon as they receive it. Beginning in September the state then released at a rate of 9% through the end of the school year. The calculated amounts change once the ADA is certified and updated at P-1 and then recalculated at P-2.

8.0 Final Excess Cost Invoice

8.1 2023-24 Excess Cost at 100%

Aaron reviewed the final excess cost bill for the 2023-24 school year. Each member LEA was sent their individual bill prior to the meeting. He reviewed each column of the document to explicitly share how the excess cost bill was calculated and finalized. He noted that the SDC (special day class) terminology has now switched to "ESN" (Extensive Support Needs) for future reference. The committee expressed appreciation for the time he spent in explaining the content and final amounts documented for each member LEA.

8.2 Final Excess Cost Change from Estimate

Aaron discussed the change in the allocation plan regarding V.I. billing for the year. He made reference to the conversation that was held during the Superintendents'/Operation's Council meeting regarding V.I. consultation services v. full services. YCOE is looking to bill at an hourly rate for consultation services for Wheatland Union High School District per their Superintendent's request.

9.0 2023-24 End-of-Year Maintenance of Effort (MOE)

9.1 MOE Presentation

Lora shared the presentation slide deck from School Services of California's MOE presentation as a reference for those who may need a refresher on MOE for special education funding.

9.2 Subsequent Yearly Tracking (SYT) LEA Documents

Lora referenced the folder attached to the agenda where member LEAs can find their current SYT documents for their reference when closing out their books and reporting to the SELPA on their end-of-year (SEMA/SEMB) forms. Kimberley Walther will be updating the SYTs given the new SYT template calculation formulas found on version 3.1 (updated 9.5.2024).

9.3 SEMA MOE Four Test Reminder

Lora reminded committee members to be mindful of strategies to meet MOE to pass one or more of the four tests.

9.4 MOE Exemption Data Review

Aaron explained why member LEAs should be using the exemptions worksheet. He walked them through each tab of the spreadsheet to show member LEAs how to claim exemptions and in effect lower their MOE rate.

Tab one is the detail reduction form documenting the staff who are voluntarily departing the LEA such as retirement, etc. or service personnel no longer employed by the LEA.

Tab two is the detail reduction form showing the decrease in enrollment of students with disabilities.

Tab three is the detail reduction form documenting the termination of the obligation to provide a program of special education to a particular child with a disability that is an exceptionally costly program such as a non-public school or residential treatment facility.

Tab four is the detail reduction sheet that documents the termination of costly expenditures for long-term purchases that have a cost of $5000 or more.

9.5 Charter MOE Forms

Aaron explained how to enter the costs in the spreadsheets that he had previously sent to charter LEAs. The forms replicate the forms that districts use in the SACS software system. Charter LEAs are to enter the data in the yellow highlighted portions of the spreadsheets. Becky Marsolais thanked Aaron for the information.

10.0 Excess Cost Reporting Review

10.1 Excess Costs Reporting Spreadsheet

Lora asked that committee members complete the Excess Cost Calculation worksheet. It is to be completed and signed by Special Education Director and Chief Business Officer or Designee. Aaron gave a brief walkthrough of tab 2 that shows the CBO how to calculate the FTE from CALPADS 16.14 report.

10.2 FTE Calculation Review Using CALPADS 16.14 Certified Report

Aaron gave a brief walkthrough of tab 2 that shows the CBO how to calculate the FTE from CALPADS 16.14 report. When running the report, remember to select in the education plan type only code 100 for IEPs (not codes 150 for IFSPs or code 200 for ISPs) as illustrated in the third screenshot. The instructions clearly illustrate that they are to deselect infant and preschool grade levels from the report to get an accurate FTE.

11.0 Review LEA Mental Health Reporting

Aaron reviewed the content found on the mental health Padlet released by the state. Lora reminded committee members that the mental health funding no longer flows through the SELPA and is sent directly to school districts.

11.1 CDE Padlet

Aaron showed where the reporting forms were located and recommended that committee members follow the instructions and reference the power point presentations included on the Padlet if they had additional questions.

12.0 Adjournment

The meeting adjourned at 10:21 a.m.

Next SELPA Finance Committee Meeting: March 17, 2025 @ 9:00 a.m. – YCOE Main Office (Oak Rm)

Respectfully submitted,
Rebekah Edlefsen (for Lora Gonzalez)
Secretary III, Yuba County SELPA