SPECIAL EDUCATION LOCAL PLAN AREA MEETING
REGULAR MEETING MINUTES

Wednesday, August 27, 2025 – 10:30 a.m.
Plumas Lake Elementary School District

TOPIC	DISCUSSION	ACTION TAKEN
1. CALL TO ORDER	Kristen Nottle-Powell called a meeting of Superintendents' and Operation's Governance Council to order at 10:26am on August 27, 2025, at 2743 Plumas School Road, Plumas Lake, CA 95961	**CALLED TO ORDER**: 10:26 a.m.
ATTENDANCE, PLEDGE OF ALLEGIANCE	Patrick Brose, Jeff Roberts, Craig Guensler, Rob Gregor, Jennifer Nelson, Kimberly BentonWolfgram, Rusty Gordon, Jeff Roberts, Craig Guensler, Lauren Link, Rob Gregor. In absents was Louise Miller Kristen Nottle-Powell led the council in the Pledge of Allegiance.	**QUORUM PRESENT:** Yes
2. PUBLIC COMMENTS	There were no public comments.	
3. APPROVAL OF AGENDA	Kristen Nottle-Powell directed the council members to the August 27, 2025, Agenda for their review and approval. Upon a motion by Rob Gregor, duly second by Jeff Roberts, the council unanimously approved the August 27, 2025, Agenda as presented.	**MOTION:** To approve the August 27, 2025 Agenda as presented. **MOTION:** Rob Gregor **SECOND:** Jeff Roberts **ROLL CALL VOTE:** Patrick Brose - Aye Jennifer Nelson - Aye Kimberley BentonWolfgram - Aye Rusty Gordon - Aye Jeff Roberts - Aye Craig Guensler - Aye Lauren Link - Aye Rob Gregor - Aye **MOTION APPROVED (8/0)**

4. CONSENT AGENDA	Kristen Nottle-Powell directed the council members to the August 27, 2025, Consent Agenda for their review and approval. Upon a motion by Craig Guensler, duly second by Jeff Roberts, the council unanimously approved August 27, 2025, Consent Agenda as presented.	**MOTION:** To approve the Consent Agenda as presented. **MOTION:** Craig Guensler **SECOND:** Jeff Roberts **ROLL CALL VOTE:** Patrick Brose - Aye Jennifer Nelson - Aye Kimberley BentonWolfgram - Aye Rusty Gordon - Aye Jeff Roberts - Aye Craig Guensler - Aye Lauren Link - Aye Rob Gregor - Aye **MOTION APPROVED (8/0)**
5. SPECIAL EDUCATION LOCAL PLAN AREA FINANCE	**5.1 2025-2026 SELPA Advance Apportionment Schedule** Aaron Thornsberry presented the 2025-2026 SELPA Advance Apportionment Schedule, a calculation of cash payment of AB602 Allocation. **5.2 2025-2026 SELPA Revenue Projection** Aaron Thornsberry presented the 2025-2026 SELPA Revenue Projection, used as a budgeting tool. **5.3 End of Year Fiscal Forms** Aaron Thornsberry presented End of Year Fiscal Forms, forms that are completed by district business offices. **5.4 Excess Cost Calculation (Update)** Aaron Thornsberry presented Excess Cost Calculation, a formula that attempts to separate costs in a logical way to isolate costs per setting.	

	5.5 SELPA Finance Report Kristen Nottle-Powell presented the SELPA Finance Report, which has links to helpful documents. **5.6 Low Incidence Budget 2024-2025** Aaron Thornsberry presented Low Incidence Budget 2024-2025, funds available from prior years, for low incidence equipment. Discussion on disbursements at next meeting.	
6. SPECIAL EDUCATION LOCAL PLAN AREA POLICIES & PROCEDURES	**6.1 Approval of Revised SELPA Level II Referral Procedures** Kristen Nottle-Powell presented Approval of Revised SELPA Level II Referral Procedures, for their review and approval. Upon a motion by Craig Guensler, duly second by Rob Gregor, the council unanimously approved the Revised SELPA Level II Referral Procedures. **6.2 Approval of the revised SELPA Policy SP.028 Independent education evaluation** Kristen Nottle-Powell presented Approval of the revised SELPA Policy SP. 028 Independent education evaluation, for their review and approval. Upon a motion by Rob Gregor, duly second by Rusty Gordon, the council unanimously approved SELPA Policy SP.028 Independent education evaluation.	**MOTION:** To approve SELPA Level II Referral procedures as presented. **MOTION:** Craig Guensler **SECOND:** Rob Gregor **ROLL CALL VOTE:** Patrick Brose - Aye Jennifer Nelson - Aye Kimberley BentonWolfgram - Aye Rusty Gordon - Aye Jeff Roberts - Aye Craig Guensler - Aye Lauren Link - Aye Rob Gregor - Aye **MOTION APPROVED (8/0)** **MOTION:** To approve SELPA Policy SP.028 as presented. **MOTION:** Rob Gregor **SECOND:** Rusty Gordon **ROLL CALL VOTE:** Patrick Brose - Aye Jennifer Nelson - Aye Kimberley BentonWolfgram - Aye Rusty Gordon - Aye Jeff Roberts - Aye Craig Guensler - Aye Lauren Link - Aye Rob Gregor - Aye **MOTION APPROVED (8/0)**

7. STATE SPECIAL EDUCATION LOCAL PLAN AREA INDIVIDUAL EDUCATION PLAN AREA MANUALS 2025-2026	**7.1 Individualized Education Program Forms Manual** Kristen Nottle-Powell presented the State SELPA Individualized Education Program Forms Manual, writing IEPS for educational benefit. **7.2 Supplemental Manual** Kristen Nottle-Powell presented State SELPA Supplemental Forms Manual, writing IEPS for educational benefit.	
8. SPECIAL EDUCATION LOCAL PLAN AREA MEETING CALENDAR 2025-2026	Kristen Nottle-Powell presented SELPA Meeting Calendar for 2025-2026, for their review and approval. Upon a motion by Rob Gregor, duly second by Craig Guensler, the council unanimously approved the SELPA Meeting Calendar 2025-2026 as presented.	**MOTION:** To approve 2025-2026 meeting calendar. **MOTION:** Ron Gregor **SECOND:** Craig Guensler **ROLL CALL VOTE:** Patrick Brose - Aye Jennifer Nelson - Aye Kimberley BentonWolfgram - Aye Rusty Gordon - Aye Jeff Roberts - Aye Craig Guensler - Aye Lauren Link - Aye Rob Gregor - Aye **MOTION APPROVED (8/0)**
9. CALIFORNIA AUTISM PROFESINAL TRAINING AND INFORMATION NETWORK & POSITIVE ENVIRONMENTS, NETWORK OF TRAINERS REPRESENTATIVE NOMINATIONS	Kristen Nottle-Powell shared with the Superintendents' and Operation's council members, CAPTIN and PENT representative nominations. Paula Ramsey will continue in that roll.	

10. SUPERINTENDENT & OPERATIONS COUNCIL AGENDA CONTENT	Kristen Nottle-Powell shared with the Superintendents' and Operation's council members, agenda contents. Superintendents' and Operation's council members would like only SELPA updates. Add a separate category for general information or questions from LEA's,	
11. SUPERINTENDENT & OPERATIONS COUNCIL VOTING PROXY	Kristen Nottle-Powell shared with the Superintendents' and Operation's council members, voting proxy. Superintendents' and Operation's council members designated alternate personnel on their behalf for any 2025-2026 SELPA meetings. Chris Mahurin for Patrick Brose Jennifer Nelson for Matt Taylor Kimberly Bentonwolfgram for Chris Mahurin Rusty Gordon for Jordan Reeves Toni Vernier for Jeff Roberts Angela Gouker or Erin Oaks for Craig Guensler Lauren Link for Nicole Newman Samantha Chan for Rob Gregor Melonie Soland for Louise Miller	
12. USE OF ELECTRONIC DEVICES TO ACCESS SPECIAL EDUCATION LOCAL PLAN AREA AGENDA MATERIALS	Kristen Nottle-Powell shared with the Superintendents' and Operation's council members, electric devices to access SELPA agenda materials. Hard copies will no longer be provided. All information will be located on the SELPA website.	

13. ADVANCED PLANNING	**13.1 Next Regular Board Meeting September 24, 2025 – 10:30 a.m. Location: Yuba County One Stop, Beckwourth Room, 1114 Yuba Street, Marysville, CA 95901**	
14. ADJOURNMENT	There being no further business for discussion, the meeting was adjourned. Upon a motion by Craig Guensler, duly second by Jeff Roberts, the council unanimously adjourned the August 27, 2025, Superintendents' and Operation's Council meeting at 11:24 a.m.	**MOTION:** To adjourn **MOTION:** Craig Guensler **SECOND:** Jeff Roberts **ROLL CALL VOTE:** Patrick Brose - Aye Jennifer Nelson - Aye Kimberley BentonWolfgram - Aye Rusty Gordon - Aye Jeff Roberts - Aye Craig Guensler - Aye Lauren Link - Aye Rob Gregor - Aye **MOTION APPROVED (8/0)**

Respectfully submitted,
Donna Silva
SELPA Secretary III, Yuba County Office of Education

Kristen Nottle-Powell, Ed. D
Assistant Superintendent of Special Education & SELPA