

**PROPOSAL TO THE SCHOOL BOARD OF CLAY COUNTY FROM  
RESOLUTIONS IN SPECIAL EDUCATION (RISE) FOR PROFESSIONAL AND  
TECHNICAL SERVICES FOR ESE CONSULTATIONS  
2011-2012 SCHOOL YEAR**

***I. BACKGROUND INFORMATION***

The ESE Director is responsible for ensuring a free and appropriate public education (FAPE) to students with exceptionalities in Clay County. The Director has identified departmental needs in a number of areas in order to develop and implement policies and procedures, which meet the FAPE goal. Specifically, the Department has developed and maintained its Admissions and Placement Manual, and has identified the need to receive assistance in the review and revision of the Manual for 2011-2012 to keep it current based on State Board Rule revisions, as well as policy updates, and district experiences. Further, the State is developing a statewide IEP system, and the Consultant shall advise the ESE Director of the implications of this system with regard to the A&P manual and forms. In addition, the ESE Department identified the need to obtain assistance in the revisions/amendments to its Special Programs and Procedures (SP&P) Document.

From time to time, there are legal issues and parent concerns, which may result in SEA complaints (State DOE complaint process), Office For Civil Rights (OCR) complaints, Disability Rights (formerly Advocacy Center) complaints, and due process hearings. The Director has identified the need to receive backup technical assistance in the resolution of disputes and in the process of carrying out legal requirements of state and federal requirements, from an independent source not connected with enforcement responsibilities. The Consultant shall provide legal analyses and converse with the ESE Director on an as-needed basis. Likewise, there is the need to continue to build upon a family-friendly ESE Department, through its parent services component, and specifically the need to continue parent education and training, and information initiatives.

The ESE Department has also identified the need to receive assistance in the development of plans and implementation of evaluation methodologies to address State Performance Plan Indicators. The district also has identified the need to receive assistance in the compliance self-assessment process, which is part of the BEESS monitoring plan.

***II. PRODUCTS AND SERVICES***

1. During the Summer 2011, the Consultant shall provide sample forms, policies and procedures to the ESE Director, based upon revisions made to the Admissions and Placement Manual for 2011-2012.
2. During the three days designated by the ESE Director in Fall 2011 and the three days designated in Spring 2012, the Consultant shall be onsite in Clay County and:
  - a. Provide assistance in forms revision, SP&P revision, state policy and federal policy.

b. Provide assistance on SPP indicators and compliance self-assessment.

c. Provide consultation on parent information.

3. During the period late Spring/early Summer 2012, the Consultant shall be onsite in Clay County for several days and assist the Director and staff in developing policies and procedures related to legislation and State rules, and federal policy.

4. Throughout the term of this project, the Consultant shall be available for technical assistance fax and telephone consultations in prevention and resolution of educational disputes. The Consultant shall be available to assist in development, amendments/revisions to the Special Programs and Procedures Document, funding information, and legal research on parent cases. Onsite dates are those listed above, as requested.

5. The Consultant shall meet with the ESE Director at AMM in Fall 2011.

Services provided by RISE under this Contract are not considered legal services and will not include the provision of legal services. Rather, these services are considered consultative in nature only and the district must consult with its local school board attorney for legal advice. Should RISE be needed to provide actual legal services, such as representation in a legal proceeding (such as a due process hearing, mediation or resolution session), legal research related to a specific matter, etc., such services will be provided in conjunction with the local school board attorney and pursuant to a separate Agreement or Contract and in accordance with applicable rules and provisions of the Florida Bar and relevant laws.

### ***III. DISTRICT RESPONSIBILITIES***

1. Make all arrangements pertaining to scheduling onsite activities.

2. Designate Terry Roth, ESE Director, to provide direction to the Consultant and approve all drafts and invoices for payment.

3. To provide onsite duplication, supplies, word processing and facilities as needed by the Consultant.

4. To provide the Consultant with requested data.

5. To conduct other such tasks as to facilitate the product development, and technical review of products.

***IV. BUDGET***

1. Consultation Fees \$14,100

Three payments to be requested according to the following schedule:

#1 Fall 2011	\$4,700
#2 Spring 2012	\$4,700
#3 Late Spring/early Summer 2012	\$4,700

*Respectfully Submitted:*

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 Julie Weatherly, President, RISE  
 Inc., Federal Tax Number 38-3736429

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 Date

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 Approved, Terry Roth, ESE Director

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 Date

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 Approved,

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 Date